



COMMUNITY DEVELOPMENT DEPARTMENT

ZONING MAP AMENDMENT (Requires Public Hearing)

INTRODUCTION

This informal material provides a basic outline of the City’s requirements. Interested parties should refer to the City’s municipal code for specific provisions regarding Zoning, Subdivision Regulations, Parking, Landscape, Sign, Stormwater Drainage, Site Plan Review and other regulations. A copy of the municipal code is available at the City Clerk’s office in Galesburg City Hall or on our website at www.ci.galesburg.il.us. This information is not to be considered as a substitute for any Federal, State, County or City law or ordinance. It is merely a guiding tool for the review process.

Zoning Map Amendments may be initiated by the City Council, by application of all the fee owners of the subject property or by the owner’s authorized agent.

If you have any questions on the procedures or requirements of the City, the following may be contacted to provide further assistance:

COMMUNITY DEVELOPMENT

Planning, Zoning and Building Inspections

309/345-3619

FIRE DEPARTMENT

Fire Prevention

309/345-3757

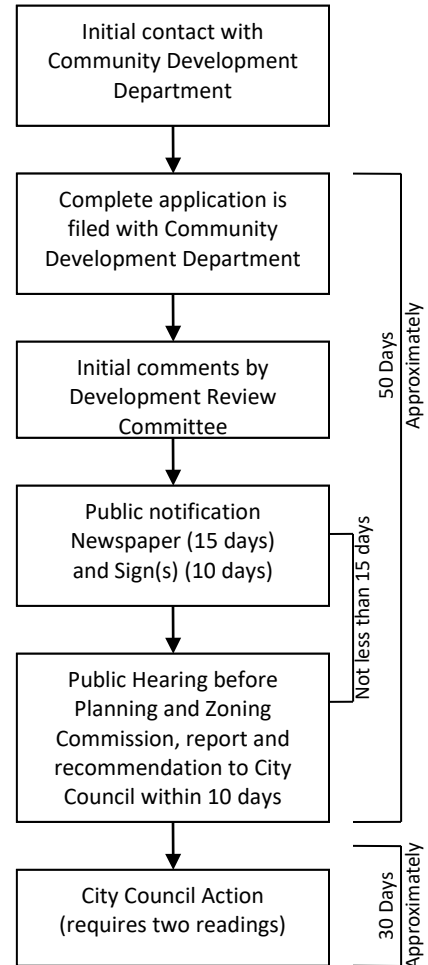
PUBLIC WORKS

309/345-3623

APPLICATION PROCESS

The City has created this step-by-step process to help ensure that all reviews are performed fairly and consistently. While there may be variations on each of the following steps, all applications/petitions shall be submitted to the City, on forms provided by the Community Development Department.

1. Contact the Community Development Department as soon as possible in order to explain and answer any questions the applicant may have on the City's review process. The applicant should also request a copy of the application form.
2. Applicant completes and submits the application form, all required attachments and the \$150 non-refundable filing fee to the Director of Community Development. Failure to do will constitute an incomplete submittal and may result in a delay or disposal of items submitted.
3. City staff shall compile the documents and schedule a meeting with the Development Review Committee.
4. The Development Review Committee is made up of City staff charged with reviewing applications for completeness and compliance with City codes and regulations. City staff are responsible for documenting all suggestions and forwarding those comments to the Planning and Zoning Commission and the applicant.
5. City staff shall publish a legal notice in the newspaper not less than 15 days and shall post a sign on any premises which are the subject of a zoning amendment not less than 10 days before the public hearing as required by law.
6. The Planning and Zoning Commission typically meets the second to last Tuesday of each month (recognized holidays may affect this) and shall hold a public hearing on the zoning amendment request and recommend approval, approval with modifications, or denial of the proposed rezoning based upon the map amendment approval criteria. The Planning and Zoning Commission shall prepare a Findings of Fact based upon evidence presented at the public hearing. Such Findings shall be forwarded to the City Council and the applicant within 10 days of the Planning and Zoning Commission recommendation.
7. The City Council typically meets the first and third Monday of each month (recognized holidays may affect this). The City Council shall review the application, attachments and Findings of Fact and act to approve, approve with modifications, or deny the proposed amendment based upon the map amendment approval criteria. All decisions and findings of the City Council shall be the final administrative decision and shall be subject to judicial review as may be provided by law.



ZONING MAP AMENDMENT APPROVAL CRITERIA

The Development Review Committee, Planning and Zoning Commission and City Council shall use the following criteria when reviewing zoning amendment requests:

- The proposed amendment is consistent with the intent of the Comprehensive Plan;
- The proposed amendment corrects an error or inconsistency or addresses some changing condition in the area;
- The proposed amendment will allow development that is compatible with existing uses and zoning of nearby property;
- The City and other service providers will be able to provide adequate public facilities and services to the subject property, while maintaining adequate levels of service to existing development;
- The proposed amendment will not result in significant adverse impacts on other property in the vicinity of the subject tract or on the environment, including air, water, noise, stormwater management, wildlife and natural resources; and
- The subject property is suitable for the proposed zoning classification.

KEY DATES

APPLICATION DEADLINE	PUBLICATION DATE (LOCAL NEWSPAPER)	PLANNING AND ZONING COMMISSION PUBLIC HEARING	CITY COUNCIL FIRST REVIEW	CITY COUNCIL FINAL REVIEW
12/17/25	12/26/25	1/13	2/2	2/16
1/21	1/30	2/17	3/2	3/16
2/25	3/6	3/24	4/6	4/20
3/25	4/2 THURS	4/21	5/4	5/18
4/22	5/1	5/19	6/1	6/15
5/27	6/5	6/23	7/6	7/20
6/24	7/2 THURS	7/21	8/3	8/17
7/22	7/31	8/18	9/8	9/21
8/26	9/4	9/22	10/5	10/19
9/23	10/2	10/20	11/2	11/16
10/21	10/30	11/17	12/7	12/21
11/25	12/4	12/22	1/14/27	1/19/27 TUES
12/16	12/23 WED	1/12/27	2/1/27	2/15/27

ZONING MAP AMENDMENT APPLICATION

PETITION/DEVELOPMENT NAME (if applicable):

PETITIONER INFORMATION:

Primary contact name

Mailing address

City, State, Zip

Phone

Fax

Email

OTHER APPLICANTS AND INTERESTED PARTIES:

Relationship

Name

Company

Mailing Address

Phone #

Applicant

Owner(s)

Developer(s)

SITE INFORMATION:

Acres

Site address or location

Property Identification Number (PIN)

Legal Description

ZONING INFORMATION:

Current Zoning

Existing Land Use

Proposed Zoning

Proposed Land Use/Reason for request

**Attach additional sheets as necessary*

I hereby affirm that I have full legal capacity to authorize the filing of this Petition and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites City representatives to make all reasonable inspections, investigations and pictures of the subject property during the processing period of the petition. I agree to pay all fees consistent with the City payment policies and comply with City codes. I understand these fees will include publication and processing expenses and are non-refundable.

I understand that all correspondence from the City staff will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the petition.

Signature of owner or authorized agent

Date

CHECKLIST OF REQUIRED ZONING AMENDMENT APPLICATION ITEMS:

- ☐ One original completed zoning amendment application form.
- ☐ Payment of a \$150 non-refundable filing fee. Checks should be made payable to "City of Galesburg".
- ☐ Authorized Signature Acknowledgement. If the owner(s) of the property in question will not be the primary contact or is not the applicant, then an acknowledgement must be signed by the property owner(s) designating an authorized agent for the petition. It shall state the authorized agent has the authority to deal with the property in all aspects with regards to the petition.
- ☐ Attachments such as site plans, building layouts or elevations, etc. may be submitted, but are not required. They are recommended, however, in order to provide accurate and sufficient information for consideration by the Planning and Zoning Commission and City Council.
- ☐ The petitioner(s) or authorized agent must be present at the public hearing held before the Planning and Zoning Commission.