



REZONING PROCESS

All property within the City of El Paso is assigned a zoning classification and the property can be used only in accordance with the zoning regulations for that district. If a land owner wishes to develop or use the land for a use that is not permitted under the existing zoning, then the property must be rezoned to another zoning classification.

A rezoning application should be accompanied by a preliminary development plan or preliminary plat that indicates the location and size of lots, proposed buildings and site improvements. Submitting these documents and moving them concurrently through the zoning and plan review process will expedite the development review process and allow the property owner to move forward in a timely fashion. In addition, the Board of Zoning Appeals, City Council, and City staff will have a better understanding of the applicant's intentions and will allow staff to better advise the applicant on how to proceed and what zoning best fits the owner's intentions.

Step 1 - Pre-Application Meeting

Prior to submitting an application for rezoning, the applicant or property owner is required to meet with City staff and discuss the project. The purpose of the meeting is to allow staff to review the concept the applicant intends to submit and provide general feedback. Staff will discuss the overall process required for approval and answer any questions the applicant may have including Zoning Ordinance requirements.

The pre-application meeting is designed to achieve the following:

- Acquaint the applicant with the procedural requirements of the City of El Paso;
- Provide for an exchange of information regarding the applicant's proposed development and the regulations, restrictions and requirements, the Comprehensive Plan, the Zoning Ordinance and other development requirements;
- Advise the applicant of any public sources of information that may aid the application, identify policies and regulations that create opportunities or pose significant restraints for the proposed development;
- Review proposed concept plans and provide the applicant with opportunities to modify the site plan so as to mitigate any undesirable project consequences;
- Review the compatibility with adjacent developments, either proposed or existing; and
- Provide general assistance by City staff on the overall design of the proposed development.

Depending on the complexity of the project, additional pre-application meetings may be required to address outstanding issues before the applicant may submit a formal application.

The pre-application meeting is required for most projects and the applicant is typically required to meet with staff in person. For some projects, staff may

conduct the meeting by telephone or may waive the meeting requirement at the discretion of the City Administrator.

The following information should be submitted prior to the pre-application meeting:

Pre-Application Meeting Checklist	Yes	No	N/A
A sketch or concept plan showing proposed site layout			
Existing uses and structures, current site activities, and adjacent properties within 200 feet			
Description of any streets adjacent to the property or extend through the site. This should include the width of the existing surface and the width of the street right-of-way.			
Location and type of existing and proposed utilities.			

If the applicant does not have all items listed on the Pre-Application Meeting Checklist, the applicant may still meet with City staff but a second meeting will be required to discuss these items. If the applicant has only prepared a sketch/concept plan for review during the initial pre-application meeting, then a second pre-application meeting shall be scheduled during which the applicant must provide complete engineering drawings for discussion.

Once the pre-application meeting has concluded and all checklist items have been discussed with staff, the applicant may submit an application for rezoning.

Step 2 – Filing an Application

An application for a rezoning must be completed and submitted to the City of El Paso with the proper filing fee, payable to the City of El Paso. An application may be withdrawn at any time upon written request; however, no refund will be made after the application has been accepted. A complete application consists of all items identified in the Submittal Requirements checklist. (See attached pages)

Rezoning applications must include all items required on the rezoning application checklist. All additional, supporting information must be submitted with the application. Failure to meet the application submittal requirements checklist may delay the review and approval of the rezoning request.

Rezoning Requirement Checklist

Submittal Requirement	Yes	No	N/A
Completed application form with names and addresses of developer, owner, engineer and/or architect.			
Legal description of the property in print and on CD (Microsoft Word).			
Application Fee			
One 11"x17" reduction of each sheet in the site development plans.			
Digital files for all plans and all required studies and reports (8.5"x11" reductions in pdf format)			
Four (4) full scale folded copies of the site plans, landscape plans, building elevations, and supplemental attachments (if applicable).			
All studies as may reasonably be required by the City Engineer or City Administrator.			

Applications missing any of the required items will not be processed

**REZONING APPLICATION
CITY OF EL PASO, ILLINOIS**

USE REQUESTED FOR REZONING: _____

LOCATION OR PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: _____

TAX PARCEL ID: _____

AREA OF SUBJECT PROPERTY (ACRES/SQ.FT): _____

ZONING OF PROPERTY: _____ **CURRENT LAND USE:** _____

PROPERTY OWNER'S NAME: _____

PHONE: _____ **FAX:** _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

EMAIL ADDRESS: _____

APPLICANT/AGENT'S NAME: _____

PHONE: _____ **FAX:** _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

EMAIL ADDRESS: _____

ENGINEER/ARCHITECT'S NAME: _____

PHONE: _____ **FAX:** _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

EMAIL ADDRESS: _____

- FOUR (4) COPIES OF THE REZONING PLANS MUST BE SUBMITTED FOR STAFF REVIEW.
- ONE (1) REDUCED COPY (11" X 17") MUST ALSO BE SUBMITTED WITH THE APPLICATION.
- PLEASE SUBMIT THE LEGAL DESCRIPTION OF THE PROPERTY IN PRINT, ON A CD (MICROSOFT WORD) AND A DIGITAL COPY OF THE REZONING PLAN OR PLAT (PDF).
- AFTER STAFF REVIEW, TWELVE (12) COPIES WILL BE REQUIRED FOR DISTRIBUTION TO THE BOARD OF ZONING APPEALS AND CITY COUNCIL.

OWNER/AGENT SIGNATURE: _____

Step 3 – Staff Review

Every application shall be reviewed in detail by staff. All plans will be reviewed by the City Administrator/City Planner, City Engineer, Public Works Director, Utilities Director, and other staff members as needed to ensure the plans are in conformance with adopted codes and policies. Following staff review, written comments will be prepared and sent to all parties listed on the application form (via fax or email). Staff shall have ten (10) days from the date of submittal to review the plans and forward comments to the applicant.

The comments prepared by staff are intended to be a complete list of changes required by the applicant prior to approval of the site plan. However, some circumstances may warrant additional staff comments following the applicant meeting to ensure compliance with City codes and ordinances. For example, if a change is requested by City staff and the solution presented by the applicant creates an unforeseen issue, staff may provide additional comments to correct the problem. Also, if the applicant submits revised plans based on staff's comments and those plans are still deficient, then a second round of comments will be provided to the applicant.

Step 4 – Applicant Resubmittal of Plans

Once staff has sent comments to the applicant for the submitted plans, the applicant shall make appropriate changes to those plans and resubmit twelve (12) additional copies of all plan sets and revised digital copies for final review and approval. The contact information for all staff members will be included in the comments provided to the applicant and the applicant should contact staff if he/she has any questions or needs clarification. As stated in Step 3, if staff comments have not been addressed in the plan submittal, then additional comments may be warranted and a second set of revised plans must be submitted.

Step 5 – Board of Zoning Appeals Hearing

A public hearing is required for rezoning requests before the Board of Zoning Appeals (BZA). The BZA meets on an as needed basis, typically on Thursday evenings at 6:00 p.m., in the Council Chambers of City Hall, located at 125 W. Front Street. The BZA will review a number of factors which include, but are not necessarily limited to, the following:

- The probable effect the desired use will have on surrounding land uses
- The location of access drives on the site with respect to their creating traffic hazards
- The availability of public utilities to serve the intended use
- The adequacy of on-site parking
- Lighting of the premises

The chairperson will open the public hearing for each case to hear presentations by City staff, the owner or authorized agent, and the audience, respectively. After all parties have had the opportunity to speak, the BZA will close or continue the public hearing to a later date. After the public hearing is closed, discussion will be limited to the BZA members and action will be taken in the form of a recommendation for approval or denial to the City Council.

The presentation given by City staff will be comprehensive in nature and will cover all of the rezoning review criteria as well as other relevant information pertaining to the project.

Presentations by the applicant should be a brief description of the proposed project and include responses to any concerns raised in the City staff's report and any additional information which the applicant wishes to bring to the meeting (for example, color renderings, maps, photographs, or petitions). All additional information shall be provided to staff in advance, so it can be included in the BZA members' packets.

Step 6 – City Council Action

Rezoning requests require approval by the City Council, which typically meets on the first and third Monday of each month in the Council Chambers of City Hall located at 125 W. Front Street at 7:00 p.m. The format of the meeting is similar to that used by the BZA and applicants should be prepared to make a similar type of presentation. If necessary, after the City Council has listened to the presentations and to any public comments, they will discuss the application and then take action. The City Council can approve the rezoning, approve with conditions, deny, or remand the application back to the BZA for further review.

The City Council meeting is not a public hearing and the Council may choose to limit comments.

Step 7 – Site Plan/Special Use Permit/Plat Process

For non-residential, multifamily, and some single-family projects, an additional level of review is required following the rezoning process. A special use permit, site plan review, or a preliminary and final plat may be required. As indicated on page 1, these reviews can be approved concurrently with the rezoning request provided the applicant submits these documents together.

If the documents are not submitted with the rezoning application, then a separate review process is required. Please see the additional application packages provided by the City for further details.