



Community Development Department
City Hall
222 E. 9th Street, 2nd Floor
Lockport, IL 60441
(815) 838-0549, Option 4
www.cityoflockport.org

Rezoning and Special Use Permit Application

Last revised 2/4/2026

Rezoning and Special Use Permit Application

Applicant: _____

Phone: _____ **Email:** _____

Check all that apply.

☐ **Rezoning**

☐ **Special Use Permit**

☐ Planned Unit Development

☐ Other: _____

Check one of the following:

☐ Applicant is owner of the subject property and is the signer of this application.

☐ Applicant is the contract purchaser of the subject property and has attached a copy of said contract.

☐ Applicant is acting on behalf of the beneficiary of a trust.*

☐ Applicant is acting on behalf of the owner (notarized letter of consent from owner required.)

** In the event that the subject property is held in a trust, a notarized letter from an authorized trust officer identifying the applicant as an authorized individual acting in behalf of the beneficiaries and providing the name, address and percentage of interest of each beneficiary is attached to this executed application.*

Subject Property Information

Location: _____

of Acres: _____ **PIN #:** _____

Current Zoning: _____ **Proposed Zoning:** _____

Current Use: _____

Proposed Use: _____

Fire District

☐ Lockport Township

☐ Homer Township

☐ Northwest Homer Township

☐ Other: _____

School District

☐ Lockport Township High School Dist. #205

☐ Fairmount Elementary Dist. #89

☐ Taft Elementary Dist. #90

☐ Milne-Kelvin Grove Dist. #91

☐ Homer Township Consolidated Dist. #33C

☐ Ludwig-Reed-Walsh Dist. #92

☐ Other: _____

Applicant Project Team

Fill out contact information for all applicable parties.

Contact Person:

Name: _____
Address: _____
Company: _____
Phone: _____ Email: _____

Owner:

Name: _____
Address: _____
Company: _____
Phone: _____ Email: _____

Architect:

Name: _____
Address: _____
Company: _____
Phone: _____ Email: _____

Land Planner:

Name: _____
Address: _____
Company: _____
Phone: _____ Email: _____

Surveyor:

Name: _____
Address: _____
Company: _____
Phone: _____ Email: _____

Engineer:

Name: _____
Address: _____
Company: _____
Phone: _____ Email: _____

Attorney:

Name: _____
Address: _____
Company: _____
Phone: _____ Email: _____

Application Submittal Checklist

The following are required attachments for application submittal:

- ☐ One (1) original and completed Community Development Application.
- ☐ A written summary of the request.
- ☐ Payment of all application and review fees in accordance with the City's approved Fee Schedule (below). All fees shall be submitted to the Community Development Department. Checks should be made out to the City of Lockport. Separate checks are to be provided - one for Planning Application and Review Fees and one for Engineering Review Fees.
- ☐ One (1) original signed Review & Inspection Fees Acknowledgement & Agreement for Reimbursement Form (below).
- ☐ One (1) copy of purchase contract, if applicable.
- ☐ One (1) original notarized letter of consent from property owner, if applicable.
- ☐ Completed Review Standards for Rezoning (below), if applicable.
- ☐ One (1) copy of a location map showing the subject property in relation to the corporate limits of the City and existing streets and adjoining properties.
- ☐ One (1) copy of a plat of survey for the property, including all PINs and a legal description.
- ☐ One (1) copy of a dimensional site plan, showing general location of proposed buildings, parking areas, pedestrian and vehicular circulation systems, landscaping areas, existing uses of properties within 100 feet of the site boundaries, other pertinent information to the project.
- ☐ Any additional documentation requested by the City during the pre-application meeting, if applicable.
- ☐ One (1) USB drive, emailed submission, or shared link to a file transfer service to ajaje@lockport.org in PDF format of documents listed above.

I certify that all required documentation, fees and supporting information being submitted on behalf of this application request is complete and accurate. I further acknowledge that any missing documentation, fees and/or supporting information can result in a delay of the processing and review of this application request.

Signature of Applicant

Date

Review & Inspection Fees Acknowledgement & Agreement for Reimbursement

AS THE APPLICANT, YOU ACKNOWLEDGE AND UNDERSTAND THE FOLLOWING:

1. The City may engage an outside professional firm to assist with the review/s and/or inspection/s of the application related to engineering, legal, land planning, financial or other. You further acknowledge and agree to pay to the City any and all consultant review and inspection fees and expenses incurred that exceed the amounts collected per the City's approved Fee Schedule. The City shall invoice you directly for the additional amount of fees incurred through the project's completion as determined by the City and/or City's acceptance of all public and private improvements associated with the project, whichever occurs last.
2. The review fees listed in the City's approved fee schedule allow for three (3) reviews to be completed by staff and any consultants engaged by the City to complete the required review of your rezoning or special use permit application. You acknowledge and agree that should additional reviews be necessary due to circumstances created by you or your development team, the City may at its discretion, charge an additional review fee equal to one-half (1/2) the original review fees submitted at the time of application for each subsequent review. You further acknowledge that these fees will be paid to the City before any further review of the plan/plat is commenced.
3. The City engages an outside professional engineering firm to complete review/s and inspection/s of all private development proposals. If a review by the City's development engineering consultant is necessary to ensure compliance with the City's Development Code, you acknowledge and agree to pay the City for any additional review fees that may apply.

Signature of Applicant

Date

Summary of Application Review Process

PRE-APPLICATION MEETING

Every applicant is encouraged to participate in a pre-application meeting to initiate the review process for each new development, zoning change, special use permit or subdivision. The pre-application meeting allows the applicant to become familiar with the City's development objectives and procedures, and to learn about any special circumstances that may exist or apply to the subject property.

Staff conducts pre-application meetings on Tuesday mornings. The request for a pre-application meeting should be made to the City Planner not less than one (1) week prior to the desired date of the meeting. If the applicant has any site plans, maps, data, or other information that may be necessary to illustrate or describe the characteristics of the proposed development, the developer shall deliver such information to the City Planner via email to ajaje@lockport.org no later than Wednesday afternoon before the scheduled meeting date. If this information is not received, the meeting may be cancelled.

STAFF REVIEW

The City Planner shall review each variance application and any accompanying drawings, supporting documentation and statements in order to determine whether such application is consistent with all City requirements. If the application is completed, the City Planner will then determine what Plan & Zoning meeting the applicant will be scheduled for.

If determined necessary by the City Planner, a review by the City's development engineering consultant may be completed to ensure compliance with approved grading for the lot and/or to verify that there are no conflicts with existing public utilities and/or drainage easements. Depending on the magnitude of any review, the applicant may be subject to additional review fees.

PLAN & ZONING COMMISSION REVIEW

Upon completion of the Staff review of the application, the City Planner shall prepare a staff report and recommendation based upon the evaluation of the proposal and the input from other departments and agencies. The City Planner shall circulate copies of the Planning and Zoning Application and any drawings, statements, and a report of compliance or non-compliance to the Plan & Zoning Commission. At a regularly scheduled meeting, the Plan & Zoning Commission shall review/discuss the application. Prior to the Plan & Zoning Commission meeting, Staff will advise the applicant of the required number of additional plans and documents. These plans and documents are distributed to City Staff and the Plan & Zoning Commission members. Electronic copies of the same will be distributed to City Council members.

The Plan & Zoning Commission is responsible for interpreting the City's development goals and objectives and making recommendations concerning land use and land development in the City to the City Council. The Commission can make recommendations to vary the requirements of the Development Code and, in some instances, the Zoning Ordinance.

The Plan & Zoning Commission relies upon the evaluations/recommendations of the City Staff and Consultants and the input of the public in determining the course of action on each development application. The Plan & Zoning Commission may accept, reject, or modify any Staff recommendation. It

is the responsibility of the applicant to present the facts pertinent to his/her case. It is the applicant's responsibility to demonstrate that the criteria for approving or granting the requested application have been satisfied.

COMMITTEE OF THE WHOLE/CITY COUNCIL REVIEW

The City Council makes the final decision regarding applications for rezoning, special use permits, and planned developments. Before a final decision is made, the requested action will appear first on the Committee of the Whole agenda for discussion and direction only. At the next City Council meeting, the approving resolution or ordinance is presented for any further discussion and final consideration. The City Council can approve an application as presented, approve an application with modifications as discussed, or deny an application outright.

CITY RECORD

A certified copy of the resolution approving or disapproving the rezoning or special use permit shall be filed in the Office of the City Clerk.

Meeting Location: City Hall, 222 E. 9th Street, Lockport, Illinois 60441

An applicant or their representative must be present at the scheduled meeting or their case will be postponed.

Application Fees

The following non-refundable fees shall be charged with the submission of this application.

Planning and Zoning Application Fee Schedule				
Project Size:	0 – 3 acres	3.01 – 5 acres	5.01 – 10 acres	10.01+ acres
Fee Amount:	\$760	\$1,030	\$1,320	\$1,860

In addition to the above fees for Planning and Zoning applications, the applicant shall be obligated to reimburse the City for any fees incurred by the City for mailing and copying, legal advertising costs, or hiring professional consultants (legal, engineering, land planning, financial, and/or other professional consultants) that may be required in the review of the application. If the fees stated above exceed the amount charged by the application fee, the applicant shall be obligated to reimburse the City for the following:

1. A 15% fee of the total charges shall be added as an administrative fee.
2. All proceedings in connection with the rezoning, Special Use permit, Planned Development, or Variation shall be stayed until such sum so designated is submitted to the city as required.
3. All proceedings with regard to the rezoning, Special Use permit, Planned Development, or Variation shall be stayed until subsequent requests for payment of fees shall be submitted.
4. Any request or subsequent demand of the city not paid by the applicant within ten days of the date of the demand shall, at the discretion of the City Council and upon written notice to the applicant, terminate and render null and void the proposed rezoning, Special Use permit, Planned Development, or Variation application.

*** ALL FEES ARE SUBJECT TO CHANGE ***