



401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 P. 815-547-7177 F. 815-547-0789

**APPLICATION FOR TEXT AMENDMENT**

**(INSTRUCTIONS)**

**If you have any questions about this application, please contact the Community Development Department at (815) 547-7177.**

**NOTE:** Applications can be filed at anytime. Applications will not be processed until all of the required information has been submitted. See the attached schedule of meeting dates and deadlines for submittals.

**FOR ALL TEXT AMENDMENT CASES:**

**An acceptable application includes the following:**

- 1. Completed application with the appropriate signature;**
- 2. Application fee as listed on the attached fee schedule;**
- 3. Any other information required by the staff (ie. detailed written statement explaining the reason for the request, etc.).**
- 4. If the request is for an amendment to the Comprehensive Plan a site plan, certified plat, or legal description needs to be submitted indicating the proposed change.**

Select one of the local newspapers on the attached newspaper selection sheet for publication of your legal notice. The staff will prepare the legal notice and deliver it to the newspaper.

## CITY OF BELVIDERE

*Community Development*

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**APPLICATION FOR TEXT AMENDMENT****FOR OFFICE USE**

Case Number: \_\_\_\_\_

PZC Date \_\_\_\_\_

CC Date \_\_\_\_\_

Filing Date: \_\_\_\_\_

CC Date \_\_\_\_\_

**Zoning Ordinance, Subdivision Ordinance or Comprehensive Plan Text Amendment?**  
 (Please circle the appropriate answer)

Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Daytime Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Applicant's e-mail address: \_\_\_\_\_

If applicable:

Attorney's Name: \_\_\_\_\_

Attorney's Address: \_\_\_\_\_

Attorney's Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Attorney's e-mail address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STAFF'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Filing Fee – Amount Paid \_\_\_\_\_ Check Number: \_\_\_\_\_

## **LEGAL NOTICE REQUIRED**

According to Illinois State Statutes, "notice of each hearing shall be published at least 15 days in advance thereof in a newspaper of general circulation published in the township or road district in which such property is located."

A Notice of Public Hearing will be completed by the Staff for publication in a newspaper of local distribution. Please select one of the following newspapers for publication:

**\*\*\*\*THE COST OF THE PUBLICATION IS COVERED BY THE APPLICATION FEE\*\*\*\***

- Belvidere Daily Republican**  
(815) 547-0084 (publishes weekly)
  
- Boone County Journal**  
(815) 544-4430 (publishes weekly)

## **PUBLIC HEARING PROCEDURE**

The Belvidere Planning & Zoning Commission conducts public hearings pursuant to State Law. Public hearings are conducted according the following procedure:

1. After the staff presentation, the applicant will be sworn in by stating his/her name and address. "Do you swear to tell the truth to the best of your knowledge?"
2. The applicant will be requested to fully present his/her case and furnish the Commission with pertinent information concerning their petition.
3. Other parties who favor the petition will be heard next, and those who oppose the petition will be heard last.
4. Each person making a statement will be requested to state their name and address and be sworn in.
5. Please refrain from repeating what has been said before you and please do not involve personalities.
6. Be as factual as possible.
7. The Commission reserves the right to question any speaker.
8. All statements or questions must be directed to the Chairperson.
9. The Commission will make a decision on the matter during the public hearing.
10. If the Commission feels that information is lacking, they may entertain a motion to table the approval of the petition pending additional information to be brought forth at the next meeting.

## Community Development Department

### **CITY FEES**

\*Per Ordinance Number 153H

**Annexation:** \$400

**Zoning Change:**

RH:	\$600 +\$75/acre (or portion thereof)
SR-3, SR-4, SR-6, TR-7,	\$600 + \$75/acre "
MR-8S, & MR-8L:	\$600 + \$75/acre "
CB, GB, PB, NB, NO, & PO:	\$700 + \$75/acre "
GI, PI, HI, & I:	\$700 + \$75/acre "

**Planned Community Development (Special Use):** \$700 plus subdivision plat fees, if applicable.

**Subdivision Plat:**

	<u>Preliminary</u>	<u>Final</u>	<u>Replat</u>
Residential:	\$500 + \$75/lot	\$500 + \$75/lot	\$500 + \$75/lot
Commercial & Industrial:	\$600 + \$75/lot	\$600 + \$75/lot	\$600 + \$75/lot

**Final Plat Reinstatement/ Extension Fee:** \$50% of Initial Fee

**Special Use:** \$500 when accessory to an established primary use  
\$700 when establishing a primary use

**Variation:** \$350

**Text Amendment:** \$500

**Comprehensive Plan Text or Map Amendment:** \$350

**Appeal:** \$250

**Zoning Verification Letter:** \$25 per lot.

**CITY OF BELVIDERE**  
**REZONINGS, SPECIAL USES AND TEXT AMENDMENTS**

**2026 CALENDAR YEAR MEETING DATES**

<b>APPLICATION DEADLINE</b>	<b>PLANNING &amp; ZONING COMMISSION</b>	<b>CITY COUNCIL 1ST READING</b>	<b>CITY COUNCIL 2ND READING</b>
December 9, 2025	January 13, 2026	January 19, 2026	February 2, 2026
January 13, 2026	February 10, 2026	February 16, 2026	March 2, 2026
February 10, 2026	March 10, 2026	March 16, 2026	April 6, 2026
March 10, 2026	April 14, 2026	April 20, 2026	May 4, 2026
April 14, 2026	May 12, 2026	May 18, 2026	June 1, 2026
May 12, 2026	June 9, 2026	June 15, 2026	July 6, 2026
June 9, 2026	July 14, 2026	July 20, 2026	August 3, 2026
July 14, 2026	August 11, 2026	August 17, 2026	September 8, 2026
August 11, 2026	September 8, 2026	September 21, 2026	October 5, 2026
September 8, 2026	October 13, 2026	October 19, 2026	November 2, 2026
October 13, 2026	November 10, 2026	November 16, 2026	December 7, 2026
November 10, 2026	December 8, 2026	December 21, 2026	January 4, 2027
December 8, 2026	January 12, 2027	January 18, 2027	February 1, 2027

Applications will not be processed until all required information is submitted

\*meeting to be held in break room due to holiday