

PROCEDURE FOR FILING
REQUEST FOR APPROVAL OF CONCEPTUAL PLAN
PRELIMINARY PLAT, FINAL PLAT, AND
ISSUANCE OF A SPECIAL USE ORDINANCE
FOR A PLANNED DEVELOPMENT

PETITION: (EXAMPLE of the petition to be retyped or rewritten, answering items 1 thru 6)

To: The Honorable Mayor and City Council
City Hall
Quincy, Illinois

Gentlemen:

The undersigned, request your consideration for approval of their conceptual plan, preliminary and final plat, and issuance of a special use ordinance for a Planned Development, permitting a special use for the real estate commonly known as: _____

Address

zoned

and in support thereof, states:

1. Legal description. **(A copy of the deed must accompany this petition)**

a) Property I.D.#

2. Intended use.

3. Ownership. (If not the owner, do you have an option to purchase? Copy attached)

4. Objectives. (A statement with a description of the proposed development, including the number of employees, the off-street parking available, any structural changes, changes in landscaping, fences, etc., size and location of any on-premise signs, hours of operation, lighting and other relevant information. Additional objective statements shall also be submitted to address the following:

- (1) To permit a maximum choice in the types of environment available to the public by allowing a development that would not be possible under the strict application of the other Sections of this Chapter or other applicable ordinances of the City Quincy.
- (2) To promote a creative approach to the use of land and related physical facilities that results in better design and development, with the inclusion of aesthetic amenities.
- (3) To combine and coordinate architectural styles, building forms, and building relationships with a possible mixing of different urban uses in an innovative design.
- (4) To encourage a pattern of development to preserve natural vegetation, topographic and geological features, and environmentally appropriate features.
- (5) To provide for the prevention and/or control of soil erosion, surface flooding and the preservation of sub-surface water,
- (6) To create a method for the permanent preservation of common open space for the continued use and enjoyment of the residents of the development.
- (7) To promote the more efficient use of the land resulting in more economic networks of utilities, streets and other facilities.
- (8) To encourage a land use which promotes the public health, safety, comfort, morals and welfare.
- (9) To create a method for the permanent preservation or architectural and/or historic landmarks.
- (10) To provide a means for the development of existing properties, which cannot otherwise be economically or reasonably developed, based on district zoning regulations.
- (11) To assure that the development of land and properties are consistent with adjoining uses and developments, whether existing or prospective.
- (12) To provide a means by which the City of Quincy can allow the use and development of land and property which is consistent with the comprehensive planning of the City of Quincy and surrounding uses and developments without modifying the district zoning scheme established by this Chapter.

5. Location and layout of building or use.

6. Prior uses.

This statement is to be included at the end of the petition:

In addition to such remedies as are provided in the Municipal Code of the city of Quincy, any willful and false statements made herein may subject the undersigned to the like pains and penalties as are inflicted by Law on persons convicted or willful and corrupt perjury.

Signature of petitioner(s), address and telephone number must be included. **Petition must be notarized.**

FILING FEE

Except in those cases where a Planned Development is requested by the City, a fee of \$200 shall be paid to the City at the time the petition is filed to defray the costs of publishing and posting notice of the proposed planned development and the costs of maintaining a record of the public hearing. Such fee shall be paid to the secretary of the Plan Commission.

PLATS OR SKETCHES

Ten (10) copies of the plat or sketch **must accompany this petition**. Failure to comply may result in the petition being postponed until the next meeting date. The plat or sketch shall show, but not limited to:

- a) Up to date zoning on the subject property and on the adjacent properties with 250 feet.
- b) Property owner's names within 250 feet of the subject property.
- c) The location of the proposed special use and any existing structures located on the subject property
- d) Legal dimensions of the subject property.
- e) Plan of the lighting system, existing or proposed.
- f) Type, size, height and location of all on-premise signs, existing or proposed.
- g) Landscape planting plan, existing or proposed.
- h) Off-street parking spaces, driveways and direction of traffic flow.
- i) Fence or wall, existing or proposed; the location, height and type of fence or wall;
- j) Water retention system, as required, existing or proposed.

The plat or sketch shall be drawn to an appropriate recognized scale with a north point, date and name of person drawing the plat. The plat can be drawn from an existing plat or plats. Said plat must show properties within 250 feet in each direction of the lot lines of the subject property.

NOTICE TO PROPERTY OWNERS

The applicant shall not less than 15 days before the date of the public hearing, serve written notice, either in person or by registered or certified mail, return receipt requested, on at least one owner of each property within 250 feet in each direction of the lot line of the subject property, unless waived by the Plan Commission or City Council. Ownership shall be based solely on the tax records of Adams County. The number of feet occupied by all public roads, streets, alleys and other public ways shall be excluded in computing the 250 foot requirement; provided further that in no event shall this requirement exceed 400 feet, including public streets, alleys and other public ways. Said notice shall contain the date and location of the public hearing, the address of the subject property for which the Planned Development is requested, a brief statement of the use for which the Planned Development is being requested and shall state that every person in attendance at the hearing shall have an opportunity to be heard, that every "Interested Party" (as defined under Article I of Chapter 29 of the Municipal Code) shall have the right to cross-examine others at the hearing, provided that such "Interested Party" enters his or her appearance with the Department of Planning and Development no later than three (3) business days before the date of the public hearing.

If after a bona fide effort to determine such address by the applicant, the owner of the property on which notice is served cannot be found at his or her last known address, or mailed notice is returned because the owner cannot be found at the last known address, the notice requirement of these provision shall be deemed satisfied. Proof of giving notice hereof by an Affidavit of Notice Served shall be filed with the secretary of the Plan Commission. Failure to comply with the provisions of this section may result in the petition being postponed until the next meeting date. Note: The above information may be obtained off the Adams County web page under Online Maps (www.co.adams.il.us)

NOTICE OF HEARING

The Plan Commission shall cause to be published public notice of the hearing on each proposed planned development at least once, not less than 15 days nor more than 30 days before such hearing, in a newspaper published within the city of Quincy. In addition to providing public notice by publication, the Department shall post a sign at the subject property advising the public of the requested action; such sign shall be posted not less than 15 days prior to the public hearing. One week prior to the hearing, the petition will be included on the meeting agenda. At the same time, a copy of the agenda and staff review will be sent to the petitioner.

ATTENDANCE

It is required that the petitioner or a representative be present at the hearing to provide testimony and other evidence in favor of the petition and to be cross examined by the commissioners and any Interested Parties (as defined under Article 1 of Chapter 29 of the Municipal Code)

RECOMMENDATION

Following the public hearing and review of the plat and supporting data, the Plan Commission shall within 60 days recommend approval, modification, or disapproval and the reasons therefore, to the City Council. The Council after receipt of the recommendation shall within 60 days approve, disapprove or modify the plan. In case of approval, the Council shall pass an ordinance granting the special use. The City may require such special conditions, as it may deem necessary, to insure conformance with the intent of the planning objectives of the city of Quincy and its environs and the stated objectives of the Special Permit Ordinance for a Planned Development provisions. In the case of approval, the Council shall pass an ordinance granting the special permit for a Planned Development. This ordinance must be read by the City council three times prior to its approval and final adoption.

CONSTRUCTION TIME-FRAME

The final plat or plats, if more than one, must be submitted for approval in accordance with agreed to scheduling. The final plat or first final plat, if more than one, must be submitted for final approval not later than one (1) year from the approval of the preliminary plat unless otherwise prescribed by the City Council. Actual construction, if any, as authorized must begin within one (1) year from the date of the approval of the final plat. Actual construction shall require, at a minimum, if buildings are to be constructed, actual work on the components of the buildings and not mere land preparation and architectural planning. In the event that the same is not done, the planned development special use shall be null and void. Extensions in the building schedule for individual 1-year periods may be recommended by the Plan Commission and granted by the City Council. If the City Council so stipulates when acting favorably on a planned development, the Plan Commission may be delegated the authority of granting extensions in the building schedule for periods of up to 1 year.

**THE PETITION MUST BE FILED AT LEAST 22 DAYS BEFORE THE PLAN COMMISSION MEETING.
THE COMMISSION MEETS THE SECOND TUESDAY OF EACH MONTH.**

The petition and supporting documents along with the filing fee must be returned prior to 4:30 p.m. on _____.

The Plan Commission will hold the Public Hearing at 7 p.m. on _____ in the City Council Chambers, first floor, City Hall, 730 Maine Street.

PRESENTATION OF EVIDENCE AT THE PUBLIC HEARING

- a. Presentation of the report and recommendation by the City's Department of Planning and Development.
- b. The Chair shall state that all parties offering testimony are to understand that they are testifying under oath.
- c. Identification of Petitioner
- d. Submittal of proof of notice (Affidavit of notice served.)
- e. Testimony and other evidence by the Petitioner, other Interested Parties, and any persons in attendance in favor of the Petition.
- f. Cross-examination of Petitioner or Petitioner's witnesses and other evidence is to be accomplished right after each person speaks by the Planning Commission and also by any Interested Parties opposed to the petition.
- g. Testimony and other evidence by Interested Parties opposed to the Petition.
- h. Cross examination of Interested Parties or Interested Parties' witnesses and other evidence is to be accomplished right after each person speaks by the Planning Commission and also by the Petitioner and any Interested Parties in favor of the petition.
- i. In some cases, re-examination may be allowed.
- j. Summary/Closing by Petitioner.
- k. Summary/Closing by Interested Parties opposed to petition.
- l. Rebuttal/Closing by Petitioner
- m. Rebuttal/Closing by Interested Parties opposed to the petition.

Interested Party: (Defined in Article 1 of Chapter 29 of the Municipal Code) The record owner, or the representative thereof, of each property within 250' in each direction of the boundary line of the property subject to the requested zoning action. The number of feet occupied by all public roads, street, alleys or other public ways shall be excluded in computing the 250' requirement; provided further that in no event shall this requirement exceed 400', including public streets, alleys and other public ways.

AFFIDAVIT OF NOTICE SERVED

I, _____, do hereby certify that written notice has been given to the following persons relative to the application for a PLANNED DEVELOPMENT on the property known as

(address)

(Copy of the written notice is attached herewith)

Name of person served with notice	Address	Date and How served

If additional space is needed, please attach a separate sheet

Subscribed and sworn by me this _____ day of _____ 200 .

Name of person sending out notice

Address

To Find Property owners within 250 ft radius of property

1. Go to the Adams County/City of Quincy GIS web site at <http://www.adamscountygis.com>
2. Under “map layers”, go to addresses and click in the box next to addresses. Also click on “property information” and click in box to turn the parcels on. Click on blue dot next to parcels to turn black (makes parcels active)

Map Layers

- Addresses
- ADDRESSES
- Transportation
- Property Information
- SECTION LINES
- PARCELS
- SUBDIVISIONS
- RURAL LAND USE
- Jurisdictional Limits

3. To find your property either:

- 3a. Zoom to area around desired property using zoom in  tool



Or

- 3b Search for the property by address as follows:

Click locate



Choose Street address

Find Location

Zoom To:

- Latitude / Longitude Coordinate
- Feature by Attribute
- Street Address
- Parcel by PIN
- Parcel by Owner
- Search by Road
- Township, Range, Section

This menu is used to set the extent of the map using query tools. Select one of the following options, and the map extent will change to show the area that you have selected.

Type in address
Or part of address
And hit search

Search for Address Point

Enter an address. The search will yield all like addresses.

2377 E 603rd Ln

Search

Click zoom

Zoom To Address

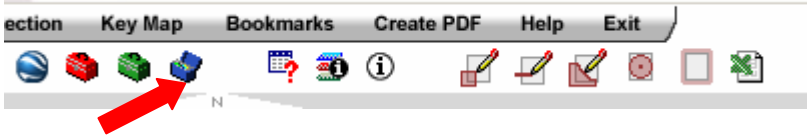
Please select a parcel:

Zoom
2377 E 603RD LN

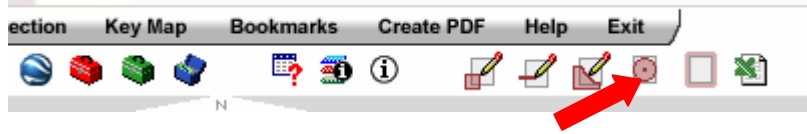
Back

This will zoom to your property. You may also search by parcel number, owner name, etc.

4. Click on blue toolbox



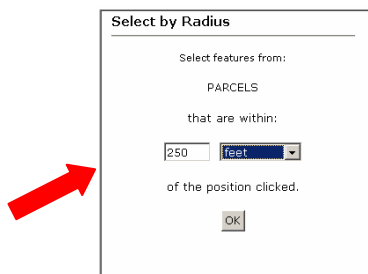
5. Click on "select by radius"



6. Click on center of property (red box will appear)



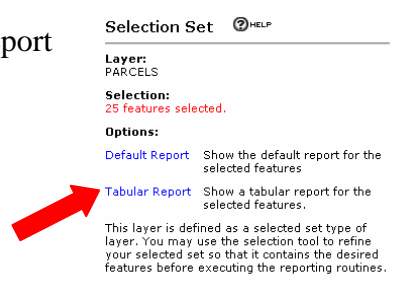
7. Type in 250 and choose feet from drop down box. Click ok



8. Parcels within 250 feet will be selected



9. Choose tabular report



10. Report will show you all affected properties.

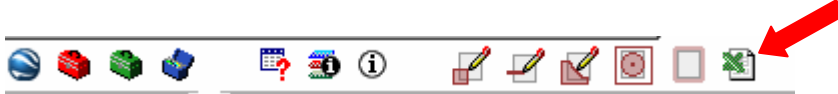
Query Results
PARCELS

OWNER NAME	OWNER ADDRESS
STERLE, DANIEL	3420 SYCAMORE ST
HUGHES, WILLIAM E, ET AL	% VIRGINIA LECKBEE, LE
DAVIES, TIMOTHY G & K B	3425 SYCAMORE ST
HUBBARD, KARLA S	% MERCANTILE TR & SAVINGS BK
COLE, DONALD R & KAREN L	3500 SYCAMORE ST
COOK, KATHY L % FIRST AMERICAN REAL ESTATE	TAX SERVICE, ATTN ESCROW DEPT
RHEA, SHELLE ANN	3505 SYCAMORE ST
NEUMANN, THEODORE R	3501 SYCAMORE ST
FREEMAN, WHITNEY H	% MERCANTILE TR & SAVINGS BK
ALLEN, GLENN G & VERA G	3415 N 15TH ST
ALLEN, STEVE R & SUSAN M	3425 SYCAMORE ST
BUTLER, JASPER & M	3403 N 15TH ST
FRUM, BRANT T & KELLY D	STE 120
SCHUTTE, LESTER L & HAZEL I	3410 N 14TH ST
STOCK, MONTE D & DEBORAH A % C WILBUR STOCK, LESSEE	% MERCANTILE TR & SAVINGS BK
CUFF, J W GLENN & DENISE H	3418 N 14TH ST
CORY, FRED N, JR & MOLLY B	335 EAST AVE
JOHNSON, KENT & CHRISTINA A	3408 MAPLE ST
VANCE, DUSTIN G & MELISSA K	% MERCANTILE TR & SAVINGS BK
REICHARDT, SUSAN L	3984 ABBEY RIDGE
HUMPHREY, HOWARD F & M	3414 MAPLE ST
CLAMPITT, LIANNE E	% MERCANTILE TR & SAVINGS BANK
JOHNSON, SAMUEL P	2830 E GARDEN CT
DABNEY, STEFANIE % DOVENUEHLE MORTGAGE INC	ESCROW DEPT, STE 400E
CARROLL, GRACE E	3510 MAPLE ST



*If you have Microsoft Excel, you can export this report to excel as follows:

11. To export report to excel, choose export to excel (blue toolbox should still be open)



12. Choose parcels from dropdown list, choose yes for within visible extent and choose yes for selected features only, click ok.

Extract Layer to Excel

Select the layer that you wish to extract to an Excel file, then press the OK button. The attributes of the features from the layer you select will be extracted to a file that you can download to your local computer.

Layer name
PARCELS

Within visible extent only?
Yes

Selected features only?
Yes

OK



13. Choose open the excel file

Extract Layer to Excel

Extract operation successful.

25 features written.

A zip file containing the layer's attributes in Excel format has been created for you to download. It will only be available for a short time.

[download the zip file]

You may be able to open the Excel file in your browser. Once open, you can save it using the "File | Save As" menu option.

[open the Excel file]



14. Your excel program will open with the selected records. You can then use this for addressing labels.