

City of O'Fallon Planning and Development Department

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REZONING APPLICATION CHECKLIST

REZONING APPLICATION SUBMITTAL INFORMATION

- All items shall be submitted online through the O'Fallon Permitting, Licensing and Enforcement portal (OPLE). Electronic submittals shall be Adobe PDF with the measuring functionality enabled for review purposes. Provide a legal description of the site (Word version) as part of the initial submittal.
- The applicant will be billed for the application fee of \$100.00. The fee shall to be paid regardless of zoning approval.
- The applicant will be billed for the cost of the Legal Notice advertising the required Public Hearing before the Planning and Zoning Commission and City Council, plus a \$0.62 mailing fee for the notification of each adjacent property owner within a 300' radius of the subject site.

This Rezoning Application Checklist outlines the items typically addressed with an initial submittal of a Rezoning. This checklist is a guide to the generally required information on a Rezoning, but may not be inclusive of all the information that may be required to meet City Code. Please refer to Title IV: Land Use Chapter of the O'Fallon Municipal Code for more specific and detailed requirements.

- ☐ Provide a Legal Description of the site (Word version).
- ☐ Provide a scaled survey of the property, correlated with the legal description, and clearly showing the location of the property. The names of the owners and the Zoning District classification (regardless of Political Jurisdiction) of the properties within an area determined by lines drawn parallel to and within a distance of three-hundred (300) feet of the subject property shall be shown on the map.
- ☐ Provide a Site Location Map.
- ☐ Written response to the six (6) Findings of Fact required listed below for Zoning and Rezoning per Section 400.680 of the Zoning Code. (see below)

FINDINGS OF FACT REQUIRED

In reviewing any application for *Rezoning*, the Planning and Zoning Commission shall identify and evaluate all factors relevant to the application, and shall report its *Findings* in full, along with its recommendations for disposition of the proposed *Rezoning* to the City Council. The facts to be considered by the Planning and Zoning Commission shall include but not be limited to the following:

Rezoning Application Checklist

1. Whether or not the requested *Zoning* change is justified by a change in conditions since the original Ordinance was adopted, or by an error in the original Ordinance.
2. The precedents, the possible effects of such precedents, which might likely result from approval or denial of the application.
3. The ability of the City or other government agencies to provide any services, facilities and/or programs that might likely result from approval or denial of the petition.
4. The effect of approval of the application on the condition and/or value of property in the City or in adjacent civil divisions.
5. The *Zoning* and land use recommended by the City's adopted *Comprehensive Plan*.
6. The Commission may require additional information when deemed necessary.

Please Note:

- Approval of the proposed Rezoning does not guarantee approval of the proposed use.
- Any existing structures on site will be "grandfathered" under the previous Zoning. However, if any new structures are built, or if existing structures are modified, then they will have to comply with the requirements of the new Zoning District classification.
- Any business occupying the site requires approval of a *Business License*.

