

# **Fraud Alert:**

## **Unauthorized Invoices**

The City has become aware that fraudulent invoices have recently been issued. Please be advised that **all official City of Rolling Meadows invoices are only sent from an @cityRM.org email address and are payable exclusively through the City's secure online payment portal.**

If you receive an invoice that does not meet these criteria, **do not make payment** and report the matter immediately to the Rolling Meadows Police Department at:

[PD@CityRM.org](mailto:PD@CityRM.org)

CC: [ColeG@CityRM.org](mailto:ColeG@CityRM.org)



**CITY OF ROLLING MEADOWS  
PLANNING AND ZONING COMMISSION  
MAP AMENDMENT (REZONING) APPLICATION**

The City of Rolling Meadows Zoning Ordinance is a set of land use regulations that are intended as a tool for implementation of the City's Comprehensive Plan. The Comprehensive Plan is a policy document that creates a vision for the future of Rolling Meadows, particularly in regards to land use and development.

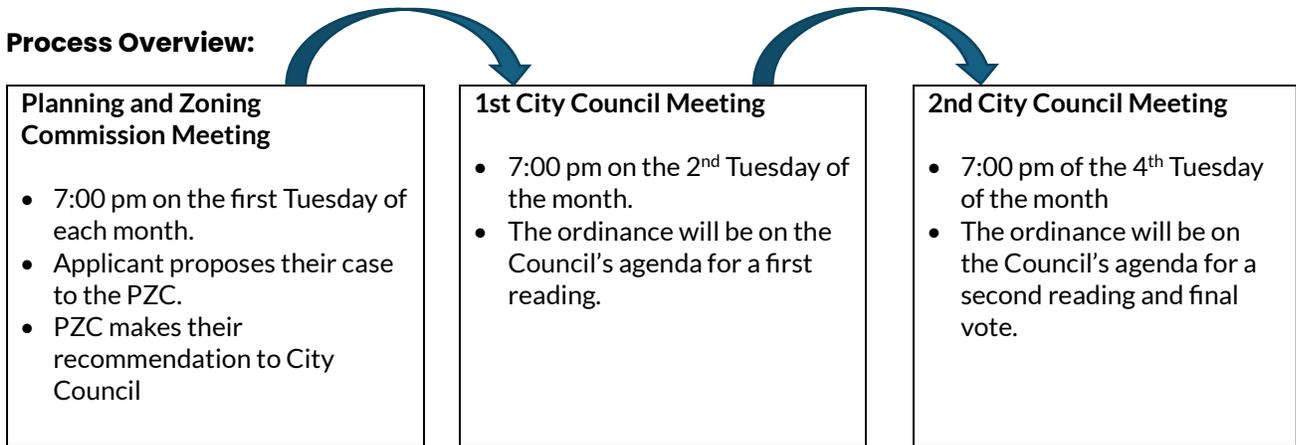
One way in which the Zoning Ordinance implements the vision of the Comprehensive Plan is by adoption of a Zoning Map that classifies all properties within specific land use districts. Those districts include a variety of residential, commercial, and manufacturing districts. Each district is intended to group complementary land uses together and to separate incompatible land uses.

From time to time it becomes desirable to amend the zoning map by changing the zoning of a particular property or group of properties. The method for changing the zoning district is a "map amendment" (also referred to as "rezoning").

An application for a map amendment is first considered by the City of Rolling Meadows Planning and Zoning Commission (PZC). The PZC is a body of seven volunteer residents appointed by the Mayor and City Council. The PZC holds public hearings and makes recommendations to the City Council for map amendments and other zoning applications. The PZC will evaluate your application based on the prescribed Standards for Map Amendments (attached). The burden of proof is on the Applicant to demonstrate that the rezoning meets those standards. The PZC will make a recommendation to the City Council to approve or deny the rezoning. The PZC may also continue a hearing to a subsequent meeting date if additional information is needed or if other circumstances necessitate a continuance.

The following is a description of the map amendment process. Also attached is a checklist of documents that must be provided with the application and a list of required fees.

**Process Overview:**



The City Council’s decision to rezone or not rezone a property is final and binding.

**Detailed Timeline:**

<ul style="list-style-type: none"> <li>• &gt;30 days before PZC Public Hearing</li> </ul>	<ul style="list-style-type: none"> <li>○ Applicant submits application and all accompanying documents and fees. A public hearing will not be scheduled until all required documents and fees are provided.</li> </ul>
<ul style="list-style-type: none"> <li>• 30–15 days before Public Hearing</li> </ul>	<ul style="list-style-type: none"> <li>○ The City provides the following notifications:</li> <li>○ A legal notice is published in a local newspaper.</li> <li>○ Public notice letters are sent to property owners within 300 feet of subject lot.</li> <li>○ A public hearing sign is posted on the property.</li> </ul>
<ul style="list-style-type: none"> <li>• Friday before Public Hearing</li> </ul>	<ul style="list-style-type: none"> <li>○ The agenda, staff report, and application materials are published on the City’s web site on the Friday before the hearing.</li> </ul>
<ul style="list-style-type: none"> <li>• Day of Public Hearing</li> </ul>	<p>PZC meets at 7:00 p.m. at the City Hall. Staff will provide an overview of the request. The Applicant will give a brief presentation and members of the public will be invited to comment. All testimony is required to be under oath. The PZC will then discuss the application’s merits. You must participate in this meeting. If you or your representative do not appear, your application may be continued or denied</p> <p>The PZC may recommend that the City Council approve or deny the Text Amendment. The PZC may also continue the hearing to a subsequent meeting date if they require more information from the Applicant or a third party.</p>
<ul style="list-style-type: none"> <li>• 1 Week after PZC Hearing</li> </ul>	<ul style="list-style-type: none"> <li>○ City Council performs first reading; there is discussion, but no final action.</li> </ul>
<ul style="list-style-type: none"> <li>• 3 Weeks after PZC Hearing</li> </ul>	<ul style="list-style-type: none"> <li>○ City Council performs second reading and votes.</li> </ul>

Upon conclusion of the public hearing and review process, the applicant may proceed with applications for building permits, business license and any other administrative approvals that may be needed. Please consult with staff regarding any such additional approvals.

**Fees and Escrow:**

	<b>Application Fee</b>	<b>Publication Fee</b>	<b>Cash Advance*</b>
<b>Map Amendment</b>	\$500.00	\$75.00	\$1,500.00

The **total** of the Application Fee, Publication Fee, and Cash Advance, **paid as a single payment to the “City of Rolling Meadows”** must be provided with the initial application. The Application and Publication fees are non-refundable, whether the application is approved or denied. Any remaining balance of the Cash Advance will be refunded, typically within 60 to 90 days after conclusion of the special use review process.

\* The cash advance covers any unanticipated costs related to your application, such as fees for legal review or civil or engineering consultants. *The cash advance may be waived by the Community Development Director for applications that will not require outside review.*

## Checklist for Attachments to Application

Prior to scheduling the public hearing, the applicant **must** submit **one hard copy and one digital (pdf) copy** of the following documents:

- Map Amendment Application;** The application must be signed by both the applicant and the property owner (see attached).
- Response to Map Amendment Standards;** Detailed responses must be provided to each standard (see attached). Yes or no answers are not sufficient.
- Authorization to File and Proof of Ownership;** Applicant must provide a legal document (for example, copy of title or deed) indicating current property owner and a letter from the owner authorizing the applicant to proceed with the application. Letters of intent or tax bills are not sufficient.
- Plat of Survey;** An up-to-date Plat of Survey with legal description.
- Description of the subject property characteristics preventing compliance with the existing zoning**
- A narrative describing any proposed use or development of the subject property, as well as such development's compliance with the proposed zoning district.**
- Description of the length of time, if any, that the subject property has been vacant, considered in the context of the pace of development in the vicinity of the subject property.**
- A graphic depicting proposed development or future use of the subject property.**

You **may** also consider including photographs and maps of the subject property and surrounding area, written testimony from neighboring property owners, and other exhibits that support your application. Questions regarding this process should be directed to City Staff.



**The City of Rolling Meadows**  
**Planning and Zoning Commission**  
**Map Amendment (Rezoning) Application**

<b>Property</b>		
<b>Address:</b>		
<b>Real Estate Tax (PIN) Number:</b>		
<b>Applicant Information</b> (applicant will be the City's primary contact):		
Name:		
Address:	State:	Zip:
Phone:	Email:	
<b>Property Owner Information:</b>		
Name:		
Address:	State:	Zip:
Phone:	Email:	
<b>Interest of Applicant (check one):</b>		
<input type="checkbox"/> Property Owner <input type="checkbox"/> Contract Purchaser <input type="checkbox"/> Prospective Tenant		
<b>Description of Map Amendment:</b>		
By signing below, the applicant and owner confirm all information provided with this application and additionally, acknowledge that they have read and that they fully understand the provisions contained within Section 78-67 of the City Code and that they each hereby agree to comply with the provisions of said Section 78-67 concerning reimbursement of fees. Further, by signing below, each warrant that they possess full		

authority to so sign. The owner and applicant agree that owner and applicant shall be jointly and severally liable for payment of fees referred to in Section 78-67 of the Municipal Code.

Applicant's Signature:

Owner's Signature:



**THE CITY OF ROLLING MEADOWS  
PLANNING AND ZONING COMMISSION  
MAP AMENDMENT STANDARDS**

Chapter 122, Article VI, Section 122-394(4) of The City of Rolling Meadows Zoning Ordinance specifies the standards for approval for a map amendment. The Planning and Zoning Commission will base its recommendation on whether the Applicant has shown that the map amendment meets each standard. Please provide a statement as to how your application satisfies each standard. You may respond to the questions below or attach a separate typed response.

**Standard 1.** *Potential impact. The amendment shall not adversely impact existing land uses in proximity to a subject property. The amendment should not unreasonably affect the value, use and enjoyment of nearby properties.*

**Standard 2.** *Trend of development/consistency. Map amendments should be a logical extension of the trend of development in the area around the subject property, or consistent with the approved comprehensive plan.*

**Standard 3.** Externalities: Relevant physical or market conditions that may have changed to make the existing zoning of a property inappropriate that make the proposed map amendment necessary to be in keeping with the desirable development of the city shall be specified.

**Standard 4.** City plans: Amendments should be consistent with the City's Comprehensive Plan, Official Map, and all other plans and policies adopted by the city.

**Standard 5.** Zoning appropriateness: The extent to which use of the subject property is diminished by the current zoning designation and is no longer suitable for the underlying zoning shall be specified.