

# VILLAGE OF ROUND LAKE



## TEXT AMENDMENT PETITION PACKET

**Village of Round Lake**  
**Text Amendment Application**

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**Text Amendment Defined**

A text amendment occurs when the language of the Round Lake Zoning Ordinance is changed in any way. Text amendments are primarily used to change a zoning classification, change the characteristics of existing districts, or revise the uses allowed for one or multiple zoning districts or the entire Village.

**Text Amendment Requirements**

The Round Lake Zoning Code requires that the following areas be considered and addressed by the Plan Commission when reviewing a zoning text amendment:

- A. The existing uses of property within the general area of the property in question;
- B. The zoning classification of property within the general area of the property in question;
- C. The suitability of the property in question to the uses permitted under the existing zoning classification;
- D. The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place in its present zoning classification;
- E. The conformance to municipal plans;
- F. The adequacy of community facilities;
- G. The effect on the natural environment; and
- H. The public benefit to be derived.

**PROCEDURE FOR APPLICATION ON A TEXT AMENDMENT**

The information provided below is intended to provide a general outline of the process for requesting a text amendment. Please remember, there is no guarantee that all applications will receive approval. You have the opportunity to discuss your proposal and work out details with Village Staff before the application is submitted to the Plan Commission/Zoning Board of Appeals to begin the hearing process.

1. Request and schedule a pre-application meeting with Village staff to discuss the concepts of the request and process.
2. Upon receipt of the application and exhibits, staff will review the submitted information for completeness and accuracy. This process normally takes 7 days; however, it may take up to three weeks depending on the complexity of the request.
3. A Public Hearing before the Plan Commission/Zoning Board of Appeals will be scheduled (Last Tuesday of the month at 7:00 p.m.). State law requires that notification of the public

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hearing be published at least 15 days and no more than 30 days prior to the hearing date. A notice shall be posted for at least fifteen (15) days prior to the public hearing.

4. The Plan Commission/Zoning Board of Appeals will hold a Public Hearing to consider the proposed text amendment. The applicant must be in attendance to answer any questions that the Plan Commission/Zoning Board of Appeals may have regarding the petition.
5. Additional meetings may be requested by the Plan Commission/Zoning Board of Appeals (PC/ZBA) to address the proposed amendment, if a vote is reached by the PCZBA, a recommendation to approve or deny the request is forwarded to the Village Board.
6. The Village Board will then review the proposed amendment and recommendation from the PC/ZBA and make the final decision on the proposed amendment.

As described above, an application is necessary to initiate the process. Please complete all sections of the attached application, attach all required exhibits that may be necessary, and forward the application and exhibits to the following address:

Village of Round Lake  
Attn: Village Administrator  
Village Hall  
442 North Cedar Lake Road  
Round Lake, IL 60073

**Plan Commission/Zoning Board of Appeals:**

The Plan Commission/Zoning Board of Appeals is the Village of Round Lake's appointed advisory body is responsible for reviewing, conducting public hearings, and rendering recommendations to the Village Board regarding all zoning matters. The Board is comprised of 7 members appointed by the Mayor with approval of the Village Board. The Plan Commission/Zoning Board of Appeals meets on the last Tuesday of the month at 7 p.m. in the Council Chambers at Village Hall located at 442 N. Cedar Lake Round – 2<sup>nd</sup> Floor, Round Lake, IL 60073.

**Village Board:**

The Village Board of Round Lake is the elected body responsible for the authorization of zoning petitions within the Village. The Village Board is comprised of 6 Trustees and the Mayor. Village Board meetings are held on the first and third Monday of the month at 7 p.m. in the Council Chambers at Village Hall located at 442 N. Cedar Lake Road, Round Lake, Illinois 60073.

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**Please Type or Print**



<b>OFFICE USE ONLY</b> Date Received: _____ Hearing Date: _____ Case Number: _____
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**VILLAGE OF ROUND LAKE**  
442 N. Cedar Lake Road  
Round Lake, IL 60073  
(847) 546-5400 – PHONE  
(847) 546-5405 – FAX

**PETITION FOR A TEXT AMENDMENT**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PIN: \_\_\_\_\_  
Detailed zoning relief being requested (please specify applicable Section of the Zoning Ordinance): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Zoning Classification of Property: \_\_\_\_\_  
Current Use of Property: \_\_\_\_\_  
Requested Use of the Property: \_\_\_\_\_  
Related Section of the Ordinance: \_\_\_\_\_ Lot Sq. Ft. \_\_\_\_\_ Bldg. Sq. Ft. \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Area of Subject Site: \_\_\_\_\_

(Stated in square feet if the area is less than one acre, and in acres and fractions thereof if one acre or more.)

Legal Description of Property: Please attach to this application.

Filing Fee: **\$350. Fee must be submitted with the application**

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**PLEASE ANSWER ALL QUESTIONS THOROUGHLY, FAILURE TO PROVIDE DETAILED INFORMATION WILL RESULT IN A DELAY IN PROCESSING YOUR APPLICATION**

**A. Background information**

1. Statement of the circumstances, factors and arguments that the petitioner offers in support of the proposed text amendment (Please be specific, state the ordinance in which you are requesting a text amendment for, the reasons why it should be granted, and if granted, state the changes that will be made in the property):

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2. Explain the reasons why the granting of this text amendment will not be contrary to the public interest; character of the existing zoning of the area; and the proposed use will not detract from the desirability of using adjoining properties for their present uses due to the following conditions (Please be specific by explaining how the amendment will effect the existing structure and will conform to the adjoining properties):

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3. Will special design features be included in the plans to prevent any detrimental effect on abutting properties or the general vicinity of the site in question, including but not limited to increased density? If so, please explain:

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4. Will the text amendment generate any odor, noise, vibration, light or particulate that will negatively impact surrounding land-uses or individuals? (Please explain why or why not)

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5. How will the text amendment benefit the Village of Round Lake?

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**B. Additional Information**

1. Attach any related plans of the property (for amendments not involving an entire district) drawn to scale.
2. **Exhibits/Other Information Required:** Provide copies of any additional exhibits or information. The aforementioned information is requested to assist Village staff, Plan Commission/Zoning Board of Appeals, and the Village Board in determining the impact appropriateness of the requested special use. Please type or neatly write as much detailed information to ensure an effective evaluation of the petition. If additional space is necessary, please write on the back of the appropriate sheet.
3. The application fee must be submitted with the aforementioned to cover administrative costs associated with the petition review. All checks must be made payable to the Village of Round Lake.

I (We) hereby affirm that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.

I (We) hereby acknowledge my (our) obligation to reimburse the Village of Round Lake for all necessary and reasonable expenses incurred by the Village in the review and certification of any documents submitted in conjunction with this application.

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Applicant(s)

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Property Owner (mandatory)

Signed and subscribed before me on  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Notary Public

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Office Use Only

Staff Checklist:

- \_\_\_\_\_ Completed application (all fields have entries)
- \_\_\_\_\_ Required Fee has been paid
- \_\_\_\_\_ Site Plans are attached
- \_\_\_\_\_ Date of Public Hearing