

TEXT AMENDMENT CHECKLIST



Notwithstanding the required information and data listed on the **Development Application & Fees** form, the Director of Economic and Community Development, in his/her sole and absolute discretion, may waive one or more of these submittal requirements if deemed not applicable or if a written request for a waiver is granted. Otherwise all materials must be submitted as required by Paragraph 11-201(E)(6) of the Oak Forest Zoning Ordinance.

✓ **SUBMITTAL MATERIALS | as determined by staff**

SITE PLAN REQUIREMENTS

Whenever an application filed pursuant to any provision of this code involves any use, construction or development requiring the submission of a site plan illustrating the proposed use, construction, or development, and providing at least the following data and information, on one or more sheets, shall be submitted as part of the application. Refer to the **Site Plan Approval Checklist** for additional details.

WRITTEN MATERIALS

1. The exact wording of the proposed text amendment.
2. A statement of the need and justification for the proposed text amendment.
3. A statement concerning the conformity or lack of conformity of the approval being requested to the City Official Comprehensive Plan (Plan) and Official Map. Where the approval being requested does not conform to the Plan or the Official Map, reasons justifying the approval despite such lack of conformity shall be stated. The Plan's Future Land Use Map can be found at the link below on page 22: <http://www.oak-forest.org/DocumentCenter/Home/View/495>
4. A statement of how the text amendment sought meets the **STANDARDS** (below) as set forth in Subsection 11-501(E)(3) of the Zoning Ordinance.

STANDARDS. The staff, Planning and Zoning Commission and City Council will use these standards to determine whether or not the proposed text amendment is appropriate. Please submit your responses via email in addition to a hard copy at the time of application submittal. The standards for review of text amendment applications are listed below:

1. **Existing Uses and Classifications:** the existing uses and zoning classifications for properties in the immediate vicinity of the subject property.
2. **Trend of Development:** the trend of development in the immediate vicinity of the subject property, including changes, if any, in such trend since the subject property was placed in its present zoning classification.
3. **Diminution of Values:** the extent to which the value of the subject property is diminished by the existing zoning classification applicable to it.
4. **Increase in Health, Safety, And Welfare:** the extent, to which any such diminution in value is offset by an increase in the public health, safety, and welfare.
5. **Effects on Adjacent Properties:** the extent to which the use and enjoyment of adjacent properties would be affected by the proposed amendment.
6. **Value of Adjacent Properties:** the extent to which the value of adjacent properties would be affected by the proposed amendment.
7. **Future Development:** the extent to which the future orderly development of adjacent properties would be affected by the proposed amendment.
8. **Suitability of Text Amendment:** the suitability of the proposed text amendment for the zoning district in which the amendment is being proposed.
9. **Ingress and Egress:** the availability, where relevant, of adequate ingress to and egress from the subject property and the extent to which traffic conditions in the immediate vicinity of the subject property would be affected by the proposed amendment.
10. **Utilities and Services:** the availability, where relevant, of adequate utilities and essential public services to the subject property to accommodate the uses permitted or permissible under its present zoning classification.
11. **Length of Vacancy:** the length of time that the subject property has been vacant, considered in the context of the pace of development in the vicinity of the subject property.
12. **Positive Effect:** the proposed amendment creating a positive effect for the zoning district, its purposes, and adjacent properties shall be placed before the benefits of the petitioner.