

**INSTRUCTIONS FOR FILLING OUT “APPLICATIONS FOR REZONING OR
ANNEXATION – CITY OF CANTON.”**

Notify the Planning & Zoning Office at 309-649-5338 prior to preparing paperwork.

Date: The date the application is submitted.

Name of Petitioner: Show name of petitioner or, company name if any and names of representatives of the company.

Petitioner’s Contact Information: Petitioner’s address and telephone number.

Location of Property: Show the location and description, both the legal and common address.

Present Zoning Classification: The classification now designated by the zoning map of the City of Canton. (Information may be obtained from the Planning & Zoning Office of the City of Canton.)

Classification Requested: The designation of the zoning classification now being asked for.

Explanation of Request: Briefly define the type of request being made- Rezoning, Annexation, Preliminary Plat approval, etc.

Size of Property: Show lengths, widths and square footage.

Number of Off-Street Parking Spaces: The number of 10’x20’ is the size of city parking spaces.

Square Footage of Buildings – Proposed: Show the square feet of each proposed building. Show also what percent the total square feet of all buildings on the property (present & proposed) to the total square feet of property.

Now Owned By: Show whether owned by the petitioner(s) or show the owner’s name. If not owned by petitioner, briefly explain any agreement, option, etc.

Property Now Used As: Show the present purposes of the property.

Proposed Use of Property: Show the uses the petitioner(s), or future owner(s) intend for the property.

Adjacent Property Owners: Show the names and addresses of all owners of any property which is adjacent to or even touches the property being considered.

Proposed Start and Proposed Completion of Construction: Show the date for each. Be as accurate as possible; permission may be granted providing construction begins by a certain date.

Sketch: Show a sketch of the property with the buildings and the basic dimensions of both. Show the sketch on an attached sheet, or a copy of any plans.

Fire District: Notice to be sent by petitioner to the fire district the property is located in when you are annexing the property into the City of Canton.

Plat of the Area: A plat of the area must also accompany the petition to annex.

Represented By: You are advised to consult an attorney of your choice. The petitioner is responsible for the legal sufficiency of the petition and notice of publication.

Application: The application should be filed with the City Clerk's office after completion, and the Clerk will send a copy to the Planning & Zoning Secretary.

Filing of Petition: It will be the petitioner(s) responsibility to file the "Notice of Hearing" with the Daily Ledger, and also pay for the advertisement. The Notice of Hearing must be filed 18 days before the actual meeting takes place on the Second Monday.

NOTE: No city officer or employee is authorized to give legal advice, or to assist in the preparation of any document.

You should contact the office of the City Clerk after the Joint Planning & Zoning Commission has granted your request of Annexation or Rezoning, as you also have to present an Ordinance to the City Clerk. The Clerk will present the ordinance to the City Council. The City Clerk can also provide a copy of an ordinance for your use.

APPLICATION FOR RE-ZONING OR ANNEXATION – CITY OF CANTON

Name of Petitioner _____ Date _____

Petitioner's Contact Information: Address _____ Telephone _____

Location of Property _____

Present Zoning Classification _____ Classification Requested _____

Explanation of Request _____

Size of Property _____

No. of Off Street Parking Spaces _____

Square Footage of Buildings – Present _____

Square Footage of Buildings – Proposed _____

Now Owned By _____

Property Now Used As _____

Proposed Use for Property _____

Adjacent Property Owners _____

Proposed Start of Construction _____

Proposed Construction Completed _____

Additional Explanation:

Sketch: (See Attached)

Represented By: _____

NOTICE OF HEARING

STATE OF ILLINOIS,)
COUNTY OF FULTON,) SS.
CITY OF CANTON)

NOTICE IS HEREBY GIVEN THAT A PETITION FOR REZONING HAS BEEN FILED BY _____
BEFORE THE JOINT PLANNING & ZONING COMMISSION OF THE CITY OF CANTON,
ILLINOIS. The affected property is located at _____, in Canton, Illinois and
is legally described as follows:

The Petitioner request: _____.

The present zoning classification is _____ and is requesting the
zoning classification of _____.

A hearing on said petition will be conducted by the JOINT PLANNING & ZONING
COMMISSION at the Director's Room, lower level, Canton City Hall, 2 N. Main Street, Canton,
Illinois at 5:30 P.M. on _____, 20____.

_____, CHAIRMAN
Joint Planning & Zoning Commission
City of Canton

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INSTRUCTIONS TO PUBLISHER: Publish the foregoing one time as a legal notice no later than
_____, 20____. Send your bill to petitioner and one certificate of
publication to the City Clerk, 2 North Main Street, Canton, Illinois 61520