



CITY OF COLLINSVILLE ~ DEPARTMENT OF COMMUNITY DEVELOPMENT
 125 SOUTH CENTER STREET, COLLINSVILLE, IL 62234
 TEL. (618) 346-5200, EXT. 3 WWW.COLLINSVILLEIL.ORG

Fee: \$250

APPLICATION FOR ZONING ORDINANCE TEXT AMENDMENT

The City Council, from time to time, may supplement, change, or generally revise the boundaries or regulations contained in zoning regulations by amendment. A proposal for such amendment shall be initiated by the City Council or the Planning Commission. If such proposed amendment is not a general revision of the existing regulations and affects specific property, the amendment may be initiated by application of the owner of property affected. Any such amendment, if in accordance with the adopted comprehensive plan, shall be presumed to be reasonable. Any amendment shall be subject to the processes and criteria established in Section 17.150 - Amendments.

I. REQUEST

Amendment to Zoning Ordinance (Title 17) Section(s): _____

II. APPLICANT INFORMATION

Applicant/Agent: _____ Telephone/Email: _____

Address: _____

City: _____ State _____ Zip: _____

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees for the reimbursement of costs incurred by the City for consultation with engineers, attorneys, or other professionals related to the request. **APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF APPLICANT/AGENT.**

Signature: _____ Print Name: _____

III. SUBMITTAL REQUIREMENTS

Please refer to the Zoning Ordinance (Municipal Code Title 17) for complete submittal and review requirements.

1) Amendment to Zoning Ordinance (Title 17)

- a) A written narrative of the request discussing the following:
 - i. Whether such change is consistent with the intent and purpose of these regulations;
 - ii. The areas which are most likely to be directly affected by such change and in what way they will be affected; and
 - iii. Whether the proposed amendment is made necessary because of changed or changing conditions in the areas and zoning districts affected, or in the area of jurisdiction of such changed or changing conditions.
- b) Complete application and \$250 fee (As established in Title 4, Fees, of the Municipal Code of Ordinances).

2026 PLANNING COMMISSION CALENDAR

FILING DEADLINE (5:00PM)	MEETING DATE (6:30PM)
DECEMBER 1, 2025	JANUARY 8, 2026
JANUARY 1, 2026	FEBRUARY 12, 2026
FEBRUARY 1, 2026	MARCH 12, 2026
MARCH 1, 2026	APRIL 9, 2026
APRIL 1, 2026	MAY 14, 2026
MAY 1, 2026	JUNE 11, 2026
JUNE 1, 2026	JULY 9, 2026
JULY 1, 2026	AUGUST 13, 2026
AUGUST 1, 2026	SEPTEMBER 10, 2026
SEPTEMBER 1, 2026	OCTOBER 8, 2026
OCTOBER 1, 2026	NOVEMBER 12, 2026
NOVEMBER 1, 2026	DECEMBER 10, 2026

* Please note that applications will not be scheduled for public hearing until the Director of Community Development determines the submittal is complete and sufficient for Planning Commission review.

APPLICATION PROCEDURE

- 1) Prior to submitting an application, the applicant is encouraged to meet with the *Director of Community Development and zoning staff* to discuss the proposal, review the procedures, and obtain the appropriate application form and procedure guidelines.
- 2) Application submittal and Staff review.
- 3) Planning Commission hearing and review
 - a) The Commission will receive and hold a public hearing on the application.
 - b) Notice of the public hearing will appear in a newspaper of general circulation at least 15 days prior to the meeting date.
 - c) The Planning Commission will consider amendment requests and make a recommendation to the City Council after hearing input from all interested parties. The Commission may recommend approval as submitted, approval with amendments, or denial.
- 4) The City Council shall consider an ordinance authorizing an amendment to the zoning ordinance at their next scheduled regular meeting subject to calendar considerations. The City Council shall: (1) Adopt such recommendation by ordinance; (2) Override the Planning Commission's recommendation; or (3) Return such recommendation to the Planning Commission with a statement specifying the basis for the City Council's failure to approve or disapprove.