

Intent to File Notice

Section 8.060 of the O'Fallon Zoning Ordinance requires the applicant to mail a public notice to property owners when filing for a zoning amendment. The applicant for the amendment shall serve notice, either in person or by certified mail, return receipt requested, on the owners of all property within 250 feet in each direction of the subject parcel. See the Calendar of Deadlines for the deadline for notification. The **"Buffered Parcels Report"**, which lists these owners as they appear in the authentic tax records of the County, can be obtained in the office of Mapping and Platting of St. Clair County, Illinois. **Provide a copy of the "Buffered Parcels Report" to the City upon application.**

The notice shall contain the following information:

- The address and description of the particular location for which the proposed amendment is requested;
- A brief statement of the present zone district category and of the proposed zone district category of zoning and the proposed use of the subject premises.
- The name and address of the legal or beneficial owner of the property for which the change of zoning is requested.
- A statement of the applicant's intent to apply for a change of category of zone district.
- The date on which the application was filed.

The following is an example of a satisfactory letter. The letter should be placed upon company stationary if available:

Notice

Anytown Builders, LLC, applicant, has filed an application on January 1, 2004 for a zoning amendment with the City of O'Fallon, Illinois to rezone Lot 15 of the Cornfield Subdivision from A (Agriculture) to B-1(P) (Planned Community Business District). The property consists of a 15 acre parcel of land generally located at the southwester corner of the intersection of North and South Street in O'Fallon, Illinois. The property address is 1 Buy Street.

The rezoning request is for the construction of a 250,000 square foot, 3-story, retail and office building.

The name and address of the legal owner of the property is:

Mr. John and Nancy Farmers
555 Atlantic Shores Drive
Boca Raton, Florida 11111

This notice is being mailed via certified mail, return receipt requested to all owners of record within 250 feet in each direction of the subject property. Feel free to contact the City of O'Fallon Planning and Zoning Office at 618-624-4500 x 4.

I.M. Builder, President
Anytown Builders, LLC

Statement of Compliance

A statement certifying compliance with the notice requirements is required to be submitted to the Planning and Zoning Department along with all certified mail receipts and any returned envelopes **at least 6 days** before the Planning Commission Public Hearing.