

## GUIDELINES FOR OBTAINING A REZONING

The following steps are to be taken when applying for rezoning a property.

The pages attached are SAMPLES and are for informational purposes only. You should consult Section 21-114 of the Revised Code of Ordinances of the City of Mt. Vernon. The wording of the samples will need to be changed to fit the petitioner's particular situation. The rezoning of property is legal procedure and legal counsel is advisable. It is the petitioner's responsibility to prepare all the appropriate forms and give proper public notice.

1. At the time of filing, the following original TYPED OR LEGIBLY PRINTED FORMS must be filed with City Clerk's Office.
  - A. Zoning Application Form
  - B. Zoning Map Amendment Application Form or Zoning Text Amendment Application Form
  - C. Public Notice – (Strict compliance with paragraph 4 below is required.)
  - D. Plot Plan of area to be rezoned – ( This can be presented at the Zoning and Planning Commission meeting, but application must state "Drawing to be presented at Zoning and Planning Commission meeting"
  - E. Formal Petition to the Corporate Authorities
  - F. Soil and Water Conservation District notice, if applicable.
  - G. Endangered Species Report, if applicable.

<b>A \$25.00 FILING FEE MUST BE PAID AT THE TIME OF FILING.</b>
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2. Completed forms must be filed with the City Clerk's office and proper public notice given not less than 15 days or more than 30 days before the date of the Zoning and Planning Commission Meeting.
3. To obtain a Zoning and Planning Commission meeting date, contact the Zoning and Planning Administrator at 242-6807. The regular meeting date for the Zoning and Planning Commission is the second Monday of each month at 7:00 p.m. at City Hall, 1100 Main Street, Mt.Vernon, although said date is subject to change. All applicants will be notified the Friday prior to the scheduled meeting of any change in meeting date.

**4. FAILURE TO STRICTLY COMPLY WITH THE FOLOWING NOTICE REQUIREMENTS WILL VOID THE NOTICE.**

Public Notice shall be given not less than 15 or more than 30 days in advance of the public hearing. The petitioner, his agent, or attorney, shall cause such notice to be given in each of the following ways:

- A. If the owner is not the applicant, the owner of the property for which the Zoning Amendment is sought or his agent shall be notified by mail as to the time, date and place of public hearings;
- B. Notice of such hearing indicating the time, date and place, legal description of the property for which the Zoning Amendment is sought and the common street address and the proposed Zoning Classification shall be printed in a newspaper of general circulation within Mt. Vernon, Illinois;
- C. Notice of such hearing indicating the date, time and place, legal description of the property for which the Zoning Amendment is sought and the common street address and the Proposed Zoning Classification shall be posted at City Hall and in a prominent place on the property for which the Zoning Amendment is sought;
- D. The notice required herein to be posted upon the property shall be in the following form:
  - 1.) The basic form of notice shall be furnished by the City, shall be a metal or other permanent sign with the main panel being not less than 18 inches by 24 inches in bold black or other conspicuous color. Such sign shall remain the property of the City. The petitioner shall pay to the City a deposit of \$50.00 which shall be refunded after the hearing and after the sign is returned by the petitioner within 10 business days of the hearing. In the event that the petitioner does not return the metal sign within the 10 business days after the hearing, then the deposit shall be forfeited to the City of Mt. Vernon.
  - 2.) The notice shall be the legend, "Proposed Zoning Change and/or Conditional Use – This Property" and also shall have printed thereon the words, "For Information Phone 619/242-5000". The notice shall further have affixed thereto a copy of the notice which is published which **shall be typed** and shall further have a plastic cover to protect such notice from the weather.

- 3.) The notice shall be posted so as to be conspicuous and visible from the road or street nearest the principle structure on the property and if there is no structure, then from the principle road or street adjacent thereto. If the lot is a corner lot or through lot as defined by the Zoning Ordinance of the City of Mt. Vernon, then such notice shall be posted on each side of the lot facing the street or road. ***In no event shall the notice be posted more than 10 feet or less than 5 feet from each such street or road.***
  - E. Proof that each of the notices required herein has been given shall be provided by the petitioner by delivering an authentic certificate of publication of the notice published in a newspaper of general circulation and by providing a verified certificate of posting and certificate of mailing as to the other notices required herein to the City.
  - F. Each notice shall use both the zoning classification number and the common designation for describing the current zoning and also the relief requested.
5. The following papers must be taken to the Zoning and Planning Commission Hearing:
  - A. Resolution of Zoning and Planning Commission ( Two Copies)
  - B. Certification of Publication for Legal Notice
  - C. Certificate of Posting
  - D. Affidavit of Mailing to owner, if applicable
  - E. Copies of Zoning Application Forms.
  - F. Plot Plan of area to be rezoned
  - G. Affidavit of Proof of Compliance with Soil and Water Conservation District Act, if applicable
6. After the Zoning and Planning Commission Hearing, take the following papers to the City Attorney, David Leggans, at 1008 Main Street, in order to be put on the agenda for the City Council Meeting. The request to be put on the agenda must be made not later than 4:00 PM on the Tuesday preceding the Council meeting:
  - A. Ordinance for rezoning of property
  - B. Certificate of Posting (same as above)
  - C. Certificate of Publication (same as above)
  - D. Affidavit of Mailing, if applicable (same as above)
  - E. Copies of Zoning Application Forms
  - F. Signed Resolution from Zoning and Planning Commission
  - G. Report of Jefferson County Soil and Water Conservation district, if applicable
  - H. Endangered Species Report, if applicable and if not previously filed with the City Clerk.

The Ordinance will be presented to the Council twice before passage, unless the Council suspends the rules. Petitioner or Petitioner's representative must attend the Council meetings.

**THESE STEPS ARE GIVEN TO PETITIONERS AS A GUIDELINE ONLY IN ORDER TO HELP INDIVIDUALS FILL OUT THE NECESSARY FORMS. THE CITY ASSUMES NO RESPONSIBILITY OR LIABILITY FOR MISTAKES OR ERRORS.**

Information pertaining to the zoning classification of property may be obtained from the City Building and Zoning Department, Room 204 at City Hall, 1100 Main Street, Mt. Vernon, Illinois, 242-6830.

If Petitioner is required to file additional amended documents, an additional \$25.00 filing fee may be required, which fee must be paid at the time of filing the additional or amended documents.

FILE NO.		
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City of Mt. Vernon, Illinois  
**ZONING APPLICATION FORM**

Please type, attach additional sheets if necessary

<b>I - GENERAL DATA REQUIRED</b>		
Name of Applicant	Address	Telephone
Street Address or Location of Property		Area <input type="checkbox"/> Sq. Ft. <input type="checkbox"/> Acres
Legal Description of Property (if more space is required, attach copy)		
Existing Use of Property (if more than one parcel, indicate use of each)		Present Zoning

<b>II - TYPE OF APPLICATION</b>		
X Indicate type of application(s) filed		
<input type="checkbox"/> VARIANCE		<input type="checkbox"/> CONDITIONAL USE
<input type="checkbox"/> AMENDMENT	<input type="checkbox"/> TEXT	<input type="checkbox"/> CONDITIONAL SIGN USE
	<input type="checkbox"/> ZONING MAP	<input type="checkbox"/> PLANNED UNIT DEVELOPMENT (CONDITIONAL USE)

<b>III - AUTHORIZATION</b>		
Name (please type)	Address	Signature
_____	_____	_____
_____	_____	_____
All signatories represent that they have full legal capacity to, and hereby do, authorize the filing of this application		

<b>IV - CERTIFICATION</b>		
I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the signatories of the above authorization.		
Name_____	Signed_____	
Address_____	Telephone_____	
Person to contact regarding matters pertaining to this application if other than myself:		
Name_____	Telephone_____	
Address_____		

<b>V - FOR STAFF USE ONLY</b>			
Received and Reviewed by: _____ Date: _____			
Date Application Received	Date of Notice	Date of Public Hearing	Fee Receipt Number
Soil and Water Conservation District Notification:		Final Action:	By: <input type="checkbox"/> Board of Appeals
Date of Notice_____		<input type="checkbox"/> Approved	<input type="checkbox"/> Planning Commission
		<input type="checkbox"/> Disapproved	<input type="checkbox"/> City Council
Date Comments Received_____		Ordinance #_____ Date_____	
		(If Amendment, Conditional Use, or Conditional Sign)	

Prior to completing this form refer to Section 21-114 of the Zoning Ordinance of Mt. Vernon

<b>ZONING MAP AMENDMENT</b>		
1. Present zoning of all property proposed for reclassification.	2. Proposed zoning of property.	
3. What changed or changing conditions make the passage of this amendment necessary?		
4. What other circumstances justify the proposed amendment?		
<b>5. CHECKLIST ANALYSIS FOR REZONING AMENDMENTS</b> To promote a systematic review of major considerations, every proposed zoning map amendment shall be analyzed by answering the following questions in relation to the facts presented. The applicant must also ask himself the reasons for his conclusion and express them for the record.		
	<b>YES</b>	<b>NO</b>
1. Will change be contrary to the general welfare?		
2. Is an administrative procedure available and preferable to rezoning?		
3. Would the original purpose of the regulation be thwarted?		
4. Have procedural requirements been met?		
5. Are there sites for the proposed use in existing districts permitting such use?		
6. Is change contrary to the established land use pattern?		
7. Would change create an isolated, unrelated district, i.e. "spot zoning"?		
8. Have major land uses changed since the zoning was applied, i.e. new expressway, new dam?		
9. Is existing development of the area contrary to existing zoning ordinance?		
10. Can the owner of the property realize an economic benefit from uses in accord with existing zoning?		
11. Would change of present district boundaries be inconsistent in relation to existing uses?		
12. Would the proposed change conflict with existing commitments of planned public improvements?		
13. Will change contribute to dangerous traffic patterns or congestion?		
14. Would change alter the population density pattern and thereby harmfully increase the load on public facilities?		
a. Schools?		
b. Sewers?		
c. Parks?		
d. Other? _____		
15. Will change adversely influence living conditions in the vicinity due to any type of pollution?		
16. Will property value in the vicinity be inflated by changes?		
17. Will property values in the vicinity be adversely affected by change?		
18. Will change constitute an "entering wedge" and thus be a deterrent to the use, improvement, or development of adjacent property in accord with existing zoning ordinances?		
19. Will change result in private investment which would be beneficial to the redevelopment of a deteriorated area?		
20. Would change combat economic segregation?		
6. Plot plan must accompany application showing location of lot or parcel proposed for rezoning, property dimensions, location of existing and proposed structures and nearest public streets or roads.		

**Petition to the Corporate Authorities of the City of Mt. Vernon, Illinois for Amendment of Article 21 of Ordinance #66-12 of the Revised Code of Ordinances of the City of Mt. Vernon, Illinois as Amended, Relating to Zoning**

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TO: The Corporate Authorities of the City of Mt. Vernon, Illinois

The undersigned respectfully petitions to the Corporate Authorities of the City of Mt. Vernon, Illinois to amend Article 21 of the Revised Code of Ordinances of the City of Mt. Vernon, Illinois so as to change the classification of uses of the real estate hereinafter described from a Class\_\_\_\_,\_\_\_\_\_ District, to Class\_\_\_\_,\_\_\_\_\_ District and to permit the uses and structures thereon as provided for the new zoning classification, said real estate being more particularly described as follows: **(TYPE LEGAL DESCRIPTION OF PROPERTY)**

The common street address of the property is:\_\_\_\_\_

A written Zoning Application Form and Supplement are attached hereto and made a part hereof. The undersigned further respectfully requests that a hearing be held upon said Petition as provided by law, that notice be given and hearing be held, and that thereupon said real estate be reclassified as above set forth.

The undersigned has executed this Petition at Mt. Vernon, Illinois, this\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Petitioner's Signature

**INSTRUCTIONS**

- 1. Complete Petition (with Zoning Application and Application Form Supplement) with your information.**
- 2. Sign the Petition, Zoning Application Form and Application Form Supplement.**
- 3. Take original application and one (1) copy of each to City Clerk's Office for filing.**

## **PUBLIC NOTICE**

Public Notice is hereby given that a hearing will be held before the Zoning and Planning Commission of the City of Mt. Vernon, Illinois, upon the following proposition: A proposed Amendment of Article 21 of the Revised Code of Ordinances of the City of Mt. Vernon, Illinois so as to reclassify the following described property, to-wit: **(INSERT LEGAL DESCRIPTION)**

The address of said property is: \_\_\_\_\_ Mt. Vernon, Illinois so as to change the area covered by the above description from Class \_\_\_\_\_, \_\_\_\_\_ District, to Class \_\_\_\_\_, \_\_\_\_\_ District. Said hearing will be held at City Hall, 1100 Main Street, Mt. Vernon, Illinois, on Monday, \_\_\_\_\_, at 7:00 p.m., at which time and place all persons interested may appear and be heard in the manner provided by law and the Zoning Ordinance of the City of Mt. Vernon, Illinois.

Zoning and Planning Commission  
City of Mt. Vernon, Illinois

### **INSTRUCTIONS**

1. Complete this Public Notice with your information
2. Have six (6) copies of the Public Notice ready when you file at the City Clerk's Office.
3. File original Public Notice at the City Clerk's Office.
4. Post copy on bulletin board at City Hall.
5. Post copy upon the property.
6. Publish copy in local newspaper (Register News).
7. Mail copy to Owner.

## **CERTIFICATE OF POSTING**

I do hereby certify that I did post a copy of the attached Notice of Public Hearing as follows:

1. Upon the City Hall bulletin board, Mt. Vernon, Illinois on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
2. Upon the property described within the Notice on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The Notice Posted upon the property was posted on the sign provided by the City of Mt. Vernon, Illinois, and the sign was placed upon the property so as to be conspicuous and visible from each principal road or street adjacent thereto and was placed not more than ten feet (10') nor less than five feet (5') from such street or road.

\_\_\_\_\_  
Signature of Petitioner

Subscribed and sworn to before me on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

### **INSTRUCTIONS**

1. **Attach copy of Public Notice to this Certificate of Posting.**
2. **Insert date of posting within Certificate.**
3. **Sign Certificate and have your signature notarized.**
4. **File original Certificate with Notice attached at City Clerk's Office and take copy of Certificate of Posting to Zoning and Planning Commission meeting and provide copy to the City Attorney after Zoning and Planning Commission meeting.**

## **CERTIFICATE OF MAILING**

I do hereby certify that I did mail a true copy of the attached "Notice of Public Hearing" upon all of the owners of the property described within said Notice; said Notice was mailed on \_\_\_\_\_, 20\_\_ by enclosing the Notice in a properly addressed postage paid envelope addressed as follows:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

Subscribed and sworn to before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

### **INSTRUCTIONS**

- 1. Attach copy of Notice of Public Hearing to this Certificate of Mailing.**
- 2. Insert date of mailing within Certificate.**
- 3. Sign certificate and have your signature notarized.**
- 4. File original Certificate with Notice attached at the City Clerk's Office and take a copy of Certificate of Mailing to Zoning and Planning Commission meeting and provide copy to City Attorney after Zoning and Planning Commission meeting.**

**RESOLUTION OF ZONING AND PLANNING COMMISSION OF THE**  
**CITY OF MT. VERNON, ILLINOIS**

WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, after Notice of Hearing duly published in accordance with law, a public hearing was held by the Zoning and Planning Commission of the City of Mt. Vernon, Illinois at City Hall on the Application of \_\_\_\_\_ to reclassify and rezone the following described real estate to Class \_\_\_\_\_, \_\_\_\_\_ District: **(INSERT LEGAL DESCRIPTION)**

The common street address of the property is: \_\_\_\_\_

WHEREAS, after hearing of evidence and being fully advised in the premises, the Zoning and Planning Commission finds:

1. That the above described real estate is now classified and zoned for Class \_\_\_\_\_, \_\_\_\_\_ District (present zoning).
2. That the location of said real estate and the character of the property in general vicinity of said real estate makes it suitable for the uses permitted in Class \_\_\_\_\_, \_\_\_\_\_ District (requested zoning).
3. That there were in attendance at the above-mentioned public hearing \_\_\_\_\_ proponents of the proposition in question and \_\_\_\_objectors.

BE IT THEREFORE RESOLVED that the Zoning and Planning Commission of the City of Mt. Vernon, Illinois, does hereby recommend to the City of Mt. Vernon, Illinois, that it

amend Article 21 of the Revised Code of Ordinances of said City to rezone and classify the above – described property to Class \_\_\_\_\_, \_\_\_\_\_ District.

PASSED by the Zoning and Planning Commission of the City of Mt. Vernon, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

APPROVED:

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Chairman

ATTEST:

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Secretary

### **INSTRUCTIONS**

- 1. Complete the Resolution of Zoning prior to Zoning and Planning Commission meeting.**
- 2. Take original and two (2) copies of the Resolution of Zoning and Planning Commission to the Zoning and Planning Commission meeting.**
- 3. Have Zoning and Planning Chairman sign each of the Reports.**
- 4. Leave one (1) Resolution of Zoning and Planning Commission with the Commission, deliver one (1) Resolution to City Attorney and keep one (1) for your records.**

ORDINANCE NO. 20\_\_\_\_,\_\_\_\_\_

**An Ordinance Amending Article 21 of Ordinance #66 – 12, The Revised Code of Ordinances of the City of Mt. Vernon, Illinois, As Amended**

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WHEREAS, a petition has been filled with the City Clerk of the City of Mt. Vernon, Illinois, upon the proposition of amending the Zoning Ordinance of the City of Mt. Vernon, Illinois, being Article 21 of Ordinance No. 66 – 12, the Revised Code of Ordinances of the City of Mt. Vernon, Illinois, as amended, so as to change the classification of the use of the real estate hereinafter described from Class\_\_\_\_\_,\_\_\_\_\_ District (present zoning), or such other classification as such real estate may have to Class\_\_\_\_\_,\_\_\_\_\_ District (requested zoning), said real estate being more particularly described as follows: **(INSERT LEGAL DESCRIPTION OF PROPERTY)**

The common street address of the property is:\_\_\_\_\_

WHEREAS said Petition has been referred to the Zoning and Planning Commission of said City to conduct a hearing upon said petition within the time and manner as provided by law, and to thereafter make its recommendation to the City Council of said City with respect to the requests contained in said petition, said petition being on file and of record with the City Clerk of the City of Mt. Vernon, Illinois; and,

WHEREAS, due notice was given of the time, place and subject matter of said hearing in the manner required by law, and as evidenced by the Certificate on file herein, and the Zoning and Planning Commission has held a hearing on \_\_\_\_\_, 20\_\_\_\_ at which hearing witnesses were heard and testimony adduced, all as provided by law; and,

WHEREAS, (*if applicable*), an Endangered Species Consultation Agency Action Report has been submitted to the Illinois Department of Conservation as evidenced by a copy of said Agency Action Report evaluated and approved by the Illinois Department of Conservation on file with the City Clerk; and,

WHEREAS, said Zoning and Planning Commission of said City has recommended to the City Council of said City that the aforesaid petition be granted and that the Ordinance be amended as requested; and,

WHEREAS, the City Council of the City of Mt. Vernon, Illinois, has determined and does hereby determine that it is in the best interests of the City of Mt. Vernon, Illinois, and the residents and taxpayers thereof that the said zoning ordinance be amended as requested and all as hereafter set forth;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MT. VERNON, ILLINOIS, AS FOLLOWS:

1. That Article 21 of Ordinance No. 66 – 12, The Revised Code of Ordinances of the City of Mt. Vernon, Illinois, as amended, and the plat of said City designating the Districts therein, be amended, and the same are hereby re-classified and rezoned to Class \_\_\_\_\_, \_\_\_\_\_ District (requested zoning) as set forth in said Article 21 and that thereafter, from the effective date of this Ordinance all land and buildings and said structures to be erected thereon and the uses of said premises and real estate hereinbefore described shall be subject to the regulations as a Class \_\_\_\_\_, \_\_\_\_\_ District (requested zoning) and shall not, in any way, be limited to the requirements for a Class \_\_\_\_\_, \_\_\_\_\_ District (present zoning), or such other classification it may have had; and that the official zoning map of the City of Mt. Vernon, Illinois, be and the same is hereby ordered and directed to be changed to show this amendment of said Article 21, as herein set forth, and the City Manager, City Building Inspector, City Clerk and other City officials having responsibility therefore are hereby directed to make such change on the official zoning map of the City of Mt. Vernon, Illinois.
2. That all ordinances or parts of ordinances in conflict herewith are hereby repealed and declared null and void.
3. That this ordinance shall be in full force and effect from and after its passage and approval according to law.

PASSED by City Council of the City of Mt. Vernon, Illinois this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

APPROVED by the Mayor of the City of Mt. Vernon, Illinois this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

### **INSTRUCTIONS**

- 1. Complete Ordinance with your information.**
- 2. Deliver original copy of Ordinance to City Attorney prior to Council meeting and keep one (1) copy for your records.**
- 3. Attend Council Meeting.**



# Endangered Species Consultation Agency Action Report

(Illinois Administrative Code Title 17 Part 1075)  
Division of Ecosystems and Environment

Date \_\_\_\_\_

## 1. Indicate the government unit and type of action requiring consultation.

☐ Local Government

☐ State Agency

- ☐ Authorization (a unit of state or local government must issue a permit or other authorization)  
☐ Funding (a unit of state or local government will provide a grant, loan, or other direct support)  
☐ Performance (a unit of state or local government is performing the action, such as construction)

Name of government unit \_\_\_\_\_

Government contact name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

If local government, is it a county highway or local roads department? ☐ Yes ☐ No

## 2. Will the project receive technical assistance or funding from the state of Illinois? ☐ Yes ☐ No

If yes, indicate the state agency providing support \_\_\_\_\_

*Projects receiving state assistance (including federal funding through a state agency) must comply with the Interagency Wetland Policy Act. These projects will be reviewed for wetland impacts.*

## 3. Applicant information

Applicant name \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## 4. Project information and location (a map showing the location of the proposed action is required)

Project name \_\_\_\_\_ County \_\_\_\_\_

Address \_\_\_\_\_

City and zip \_\_\_\_\_

Township/Range/Section (e.g., T45N,R9E,S2) \_\_\_\_\_

*(Projects cannot be reviewed without the TRS)*

Project description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this is a resubmittal, please provide previous IDNR Project Code \_\_\_\_\_

### Mail completed form and map of project location to:

Illinois Department of Natural Resources  
Division of Ecosystems and Environment  
One Natural Resources Way  
Springfield, IL 62702

IDNR Use Only

Project Code: \_\_\_\_\_

## **INSTRUCTIONS FOR ENDANGERED SPECIES CONSULTATION**

### **AGENCY ACTION REPORT**

1. Complete top part of Report with your information, including map. Or you may go to the Illinois Department of Natural Resources website to complete this report. Go to <http://dnr.illinois.gov/ecopublic/> click on the Agency Action Report link.
2. Mail Endangered Species Consultation Agency Action Report to Illinois Department of Natural Resources as stated within the Report.
3. Upon receipt of Report from Illinois Department of Natural Resources, file the original Report at City Clerk's Office and take a copy (if available at that time) to Zoning and Planning Commission meeting.
4. City Council cannot consider your Zoning request until the Endangered Species Agency Action Report has been obtained from the Illinois Department of Natural Resources and filed with the City Clerk.