

## **\*\*ATTENTION PETITIONERS\*\***

1. PLEASE REVIEW THE ATTACHED APPLICATION CAREFULLY AND COMPLETE THE ITEMS THAT PERTAINS TO YOUR REQUEST.
2. IT IS THE APPLICANT/OWNER'S RESPONSIBILITY TO COMPLETE THE ATTACHED APPLICATION IN ITS ENTIRETY NOT THE COMMUNITY DEVELOPMENT STAFF!!
3. WE WILL BE GLAD TO ASSIST YOU OR ANSWER ANY QUESTIONS THAT YOU MAY HAVE IN COMPLETING THE APPLICATION, BUT WE ARE NOT PERMITTED TO COMPLETE YOUR APPLICATION OR SITE PLAN.
4. AT THE TIME OF FILING YOUR APPLICATION IF ANY PERTINENT INFORMATION HAS BEEN LEFT OUT THE OFFICE STAFF WILL BE UNABLE TO ALLOW THE APPLICATION TO BE FILED.
5. SITE PLAN INFORMATION:
  - PLEASE TAKE YOUR TIME IN COMPLETING THE SITE PLAN
  - USE A RULER AND PENCIL
  - THE SITE PLAN DOES NOT HAVE TO BE TO SCALE BUT IT MUST BE NEAT AND LEGIBLE
  - THE TOP OF THE PAGE IS ALWAYS NORTH
  - FOLLOW THE CHECKLIST ENCLOSED TO ASSIST YOU IN PREPARING THE SITE PLAN
6. **To ensure proper submittal please contact Kristal or Melissa to set an appointment to review your application.**
7. **REMEMBER WE ONLY ALLOW 10 CASES PER MONTH TO BE PRESENTED TO THE ZONING BOARD OF APPEALS – WE WILL ONLY TAKE THE APPLICATIONS AND SITE PLANS THAT HAVE BEEN COMPLETED IN THEIR ENTIRETY AND THOSE THAT ARE NOT, MAY BE FORCED TO WAIT AN ADDITIONAL MONTH!!!!**

**THANK YOU VERY MUCH FOR YOUR COOPERATION & ATTENTION  
TO THIS MATTER!!!!!!**

Kristal Deininger, Community Development Administrator  
Department of Community Development  
Tazewell County  
11 S. Fourth Street  
4<sup>th</sup> Floor McKenzie Building  
Pekin, IL 61554  
Phone: (309) 477-2235      Fax:      (309) 477-2358

**TAZEWELL CO. COMMUNITY DEVELOPMENT**  
**APPLICATION FOR ZONING HEARING**  
**PETITION FOR**  
**VARIANCE**

For Office Use Only:
Date Filed: _____
Hearing Date: _____
Case No. : _____

**1. Applicant and Owner Information:**

Applicant:	Owner:
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone: _____ (home and work)	Phone: _____ (home and work)
Email: _____	Email: _____

The property interest of the applicant, if not the owner is: \_\_\_\_\_

**2. Site and Surrounding Property Information:**

- a. 911 address or property location of subject property:  
\_\_\_\_\_  
\_\_\_\_\_
- b. Correct Legal Description and Property Identification Number: (Attach additional sheet if necessary – a copy of the legal description may be obtained from the Recorder of Deeds Office – 1<sup>st</sup> floor, McKenzie Building)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Proposed Parcel Size/Acreage: \_\_\_\_\_ Current Zoning: \_\_\_\_\_
- d. Describe all existing structures, physical attributes, land use of the property and past Zoning Cases related to this site:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Soil productivity index rating of site (ask office staff for assistance):** \_\_\_\_\_

**4. The proposed Variance request is to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Explain in detail your hardship or circumstances preventing you from meeting the requirements of the Zoning Code? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Standards for Variances:

a. Explain how the particular surroundings, shape or topographical conditions of the property creates a particular hardship rather than inconvenience, if the Zoning Code regulations were to be carried out. \_\_\_\_\_  
\_\_\_\_\_

b. Explain how the conditions upon which the variance is based are unique to the property for which the variance is sought and are not applicable, generally, to other property. \_\_\_\_\_  
\_\_\_\_\_

c. Explain how granting the variance will not be detrimental to the public welfare, nor injurious to other property or improvements in the neighborhood or otherwise be inconsistent with any officially adopted County Plan or these regulations. \_\_\_\_\_  
\_\_\_\_\_

d. Explain how the proposed variance will not impair an adequate supply of light and air to adjacent property, nor substantially increase the congestion in public streets or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood. \_\_\_\_\_  
\_\_\_\_\_

e. Explain how the purpose of the variance is not based exclusively upon a desire to increase the monetary gain of the property. \_\_\_\_\_  
\_\_\_\_\_

f. Explain how circumstances or conditions are such that the strict application of the provisions of this section would deprive the applicant of reasonable use of his or her property. Mere loss in value shall not justify a Variance. \_\_\_\_\_  
\_\_\_\_\_

g. Explain how granting the Variance is the minimum adjustment necessary that will make possible the reasonable use of the land or structure. \_\_\_\_\_  
\_\_\_\_\_

h. Explain how the request is due to unique circumstances. \_\_\_\_\_  
\_\_\_\_\_

**7. Signature:**

- (a). **Attendance at the Public Hearing is required of the applicant or a designated representative. Failure of the applicant, owner or designee to appear before the Zoning Board of Appeals may cause the petition to be postponed.**

The following hereby acknowledges that all the information contained in this application and accompanying documents are true and correct to the best of my knowledge, and I acknowledge the attendance responsibilities of the applicant, owner or designee as set forth in paragraph (a) above:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NOTE: This application must be completed in its entirety prior to filing with the Community Development Department. Please do not hesitate to contact the Community Development if you have any questions while completing this application. If this Application and Site Plan are not completed in their entirety your request may be withdrawn for lack of proper information. Thank you for your cooperation.**

**REQUIRED AND REQUESTED ATTACHMENTS: (check all that apply)**

1. \_\_\_\_\_ When the Applicant is different than the Owner, an owner's consent form must be provided with original signature. Provide Attachment.
2. \_\_\_\_\_ When the Petitioner or Applicant is a corporation, and if a corporation, the correct names and address of all officers and directors, and all stockholders and shareholders owning any interest in excess of twenty percent (20%) of all outstanding stock of such corporation. Provide Attachment.
3. \_\_\_\_\_ When the Applicant or his principal, if other than the Applicant, is a business or an entity doing business under an assumed name, include the name and residence of all true and actual owners of such business or entity. Provide Attachment.
4. \_\_\_\_\_ When the Applicant or his principal, if other than the Applicant, is a partnership, a joint venture, a syndicate, or an unincorporated voluntary association, include the names and addresses of all partners, members of the partnership, joint venture, syndicate, or unincorporated voluntary association. Provide Attachment.
5. \_\_\_\_\_ When the Applicant is acting for himself, or in the capacity of an agent, an alter ego, or a representative of a principal, the applicant shall include the name and addresses of the true principal. Provide Attachment
6. \_\_\_\_\_ A statement signed by the appropriate road official stating that the proposed access way is adequate for the proposed use. A signed entrance permit from the road authority will suffice. **(This must be submitted prior to the Public Hearing).**
7. \_\_\_\_\_ If the site is within 1.5 miles of a boundary of an incorporated city or village and the city/village has an adopted plan (master plan or comprehensive plan), it may exercise its extra-territorial jurisdiction. Therefore, you should check with the city/village to determine if your plan(s) are compatible with the city/village plan(s), and if any additional requirements may apply. If subdividing property the city/village may also enforce its subdivision regulations within its 1.5 mile extra territorial planning area.
8. \_\_\_\_\_ Flood Plain Map (where applicable – Office Staff can assist).
9. \_\_\_\_\_ Other included documents pertaining to the specific request.

**OWNER'S CONSENT FORM**

I, *(property owner's name)* \_\_\_\_\_  
understand that *(applicant's name)* \_\_\_\_\_  
is petitioning for a(n) *(explain request)* \_\_\_\_\_

\_\_\_\_\_

located at *(give address)* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parcel I.D. # \_\_\_\_\_

with the Tazewell County Community Development Department.

I hereby attest that I understand the request and consent to the filing of the petition by the applicant as listed above.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

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

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

**CHECKLIST TO AID IN COMPLETING AN ACCURATE SITE PLAN**  
**NORTH IS AT THE TOP OF THE PAGE WHEN YOU BEGIN!!!!**

(Note: not all categories below may apply to your request)

- |   | <b><u>Completed</u></b> |
|---|-------------------------|
| 1. Show and <b>label</b> placement of all proposed and existing buildings and/or structures, dimensions and distances from the overhang to the front, side and rear property lines.               | _____                   |
| 2. Show all signs, their location and dimensions.   | _____                   |
| 3. Show location of parking, their dimension and number of spaces required by the Zoning Code.  | _____                   |
| 4. Show Exterior lighting. Show existing and proposed landscaping and buffering & screening, (Example: type of trees, bushes, fencing, walls, natural barriers, etc.) and the approximate height. | _____                   |
| 5. Show and identify all roadways and proposed and existing entrances from the site onto the roadways. <b>Including traffic pattern (Arrows illustrating direction of traffic flow)</b>           | _____                   |
| 6. Show the approximate location of septic systems and well.  | _____                   |
| 7. Where applicable indicate flood hazard area.   | _____                   |
| 8. Where applicable, show all out-side storage of materials and identify the materials.   | _____                   |
| 9. Identify the surrounding zoning district classifications that are immediately adjacent to the site.  | _____                   |
| 10. Topographical information such as trees, ponds, hills, gullies streams, etc.  | _____                   |
| 11. Any other pertinent information that may be applicable to the zoning request which may aid the ZBA when considering your request.   | _____                   |

**REMEMBER THE SITE PLAN MUST BE NEATLY COMPLETED!!!!**

**For Staff Use Only:**

Items above reviewed with Applicant  
and Accepted by:

\_\_\_\_\_ (initials)

**NOTE: FOR PROPER UNDERSTANDING OF YOUR APPLICATION, SHOW PLACEMENT AND LABEL ALL BUILDINGS, BUILDING SIZE, DISTANCE FROM OVERHANG OF BUILDINGS TO FRONT, REAR AND SIDE LOT LINES, LOCATION OF PARKING SPACES, LANDSCAPING, AND OTHER PERTINENT DETAILS. \*REFER TO CHECKLIST\***

**NORTH SHOULD BE AT THE TOP OF THE PAGE WHEN YOU BEGIN!!**

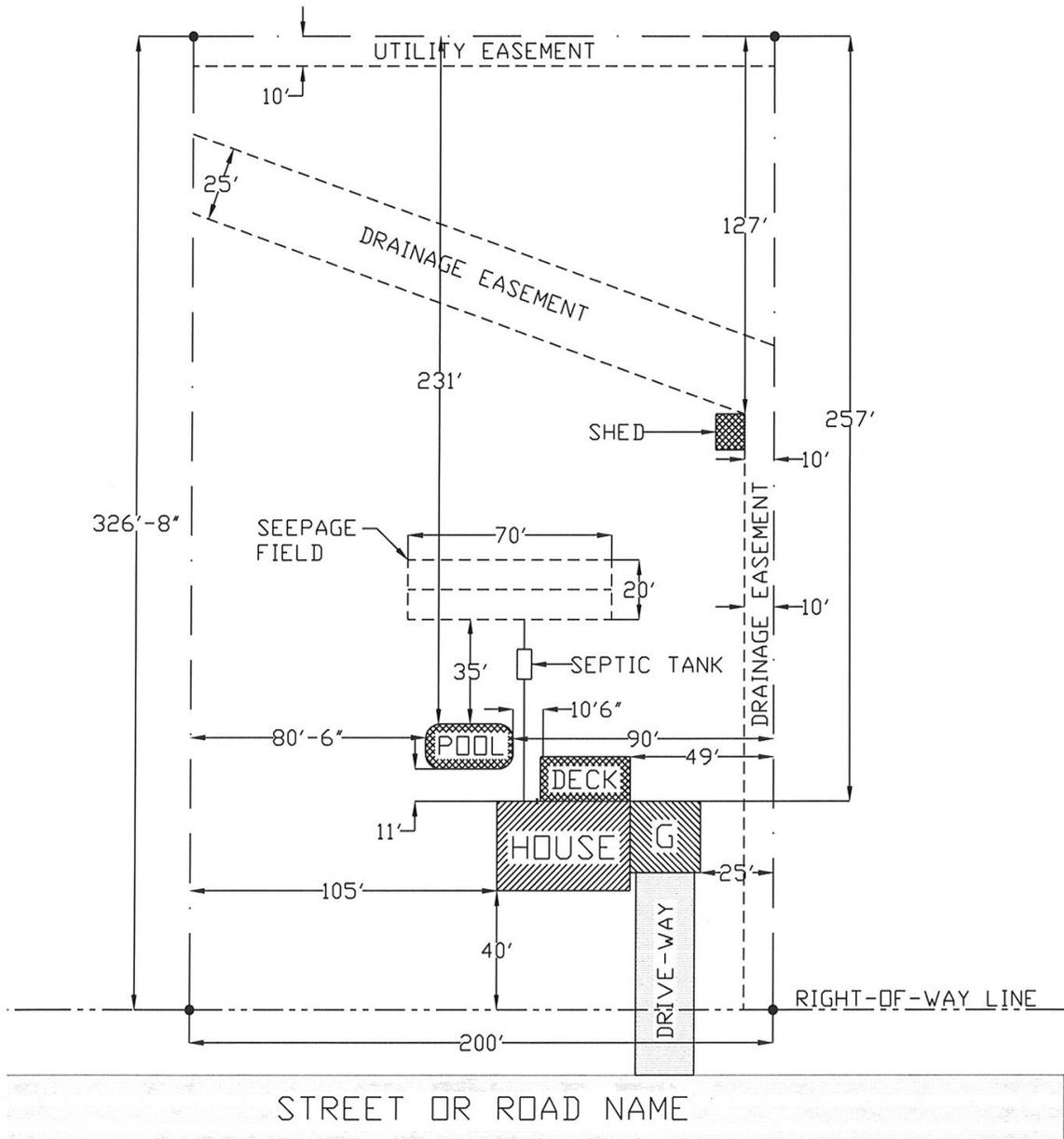


A large, empty rectangular box with a black border, intended for drawing the site plan.

**SITE PLAN**

**EXHIBIT \_\_\_\_\_**

# (EXAMPLE) SITE PLAN



STREET OR ROAD NAME

NORTH  
1" = 50'