



Request for Variance / Special Use or Rezoning

Applicant,

The Variance / Special Use / Rezone process takes approximately 60 days and follows a step by step plan. We have one Zoning Hearing per month and that date will affect the flow and timeline of your application. The backside of this page has the outlined dates for each step in the process. Please keep this sheet for your reference when you submit the rest of this packet.

- Please read and complete the entire application. Contact the Zoning Administrator if you have questions or need assistance.
- When completing the *site plan* all dimensions and set-backs must be provided and clearly indicated (as stated on the site plan sheet in this packet).
- Your property needs to be clearly marked of the proposed construction (when applicable). We will do a site visit and take photos and measurements of the proposed project after reviewing your application.
- After the Variance / Special Use or Rezone process is complete, the appropriate building permits will be issued, when applicable. ***The cost of a building or fencing permit is separate from the fee for this Zoning Variance process.***

Once you have completed the paperwork and it is turned in along with the fee (see below) due at the time of filing, your application will be reviewed and the proposed site of construction will be inspected and we will contact you if needed.

<b>Filing Fee</b>	
8 Certified Letters @ \$7.33	\$58.64
Hearing Notice (local paper)	\$20.31
Hearing Fee	<u>\$15.00</u>
Total	\$93.95

# STAUNTON ZONING HEARINGS

Send to Newspaper	Printed in Newspaper	Application due by THIS DATE	Zoning Hearing MEETING DATE	Findings of Facts Due to City Hall	Committee meeting to review request	First Reading COUNCIL MEETING	Final Approval COUNCIL MEETING
1/29/2021	2/3/2021	January 28, 2021	February 18, 2021	March 3, 2021	March 8, 2021	March 8, 2021	March 22, 2021
2/26/2021	3/3/2021	February 25, 2021	March 18, 2021	March 31, 2020	April 12, 2021	April 12, 2021	April 26, 2021
3/26/2021	3/31/2021	March 25, 2021	April 15, 2021	May 5, 2020	May 10, 2021	May 10, 2021	May 24, 2021
4/30/2021	5/5/2021	April 29, 2021	May 20, 2021	June 2, 2020	June 14, 2021	June 14, 2021	June 28, 2021
5/28/2021	6/2/2021	May 27, 2021	June 17, 2021	June 30, 2020	July 12, 2021	July 12, 2021	July 26, 2021
6/25/2021	6/30/2021	June 24, 2021	July 15, 2021	August 4, 2020	August 9, 2021	August 9, 2021	August 23, 2021
7/30/2021	8/4/2021	July 29, 2021	August 19, 2021	September 1, 2020	Sept. 6 or 13th	September 13, 2021	September 27, 2021
8/27/2021	9/1/2021	August 26, 2021	September 16, 2021	October 6, 2020	October 11, 2021	October 11, 2021	October 25, 2021
10/1/2021	10/6/2021	September 30, 2021	October 21, 2021	November 3, 2020	November 8, 2021	November 8, 2021	November 22, 2021
10/29/2021	11/3/2021	October 28, 2021	November 18, 2021	December 1, 2020	Dec. 6 or 13th	December 13, 2021	December 27, 2021
11/24/2021	12/1/2020	November 23, 2021	December 16, 2021	January 5, 2020	January 10, 2021	January 10, 2022	January 24, 2022

Filing Fees for Zoning Hearings will be charged at the current rate of Eight certified letters and the current rate of publishing hearing notices in the local newspaper.

Rates Effective December 27th, 2019

8 Certified Letters	\$54.40
Hearing Notice	\$18.85
Hearing Fee	\$15.00
<b>Total</b>	<b><del>\$88.25</del></b>

**FILING FEE IS DUE WHEN PAPERWORK IS FILED.**

# REQUEST FOR VARIANCE /SPECIAL USE OR REZONING

Zoning Department 101 W Pearl St  
 City of Staunton, Illinois  
 Zoning Administrator – 618-635-2233

<p><b>(DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY)</b></p> <p><b>DATE SET FOR HEARING:</b> _____</p> <p><b>NOTICE PUBLISHED ON:</b> _____</p> <p><b>NEWSPAPER PUBLISHED IN:</b> _____</p> <p><b>HEARING FEE PAID:</b> _____</p> <hr/> <p><b>CURRENT ZONING CLASSIFICATION:</b> _____</p> <p><b>PROPOSED ZONING CLASSIFICATION:</b> _____                  (If this is for a rezone)</p>	<p style="text-align: center;"><b>Stamped Date of Receipt:</b>                  ( Office Use Only)</p> <p>Enter 60 Days from Date of Receipt _____</p> <hr/> <p style="text-align: center;"><b>THIS APPLICATION IS FOR:</b>                  (circle one)</p> <p style="text-align: center;"> <input type="checkbox"/> VARIANCE      <input type="checkbox"/> REZONE      <input type="checkbox"/> SPECIAL USE             </p> <p><b>ACTION BY CITY COUNCIL:</b></p> <p><b>ORDINANCE #</b> _____</p> <p><b>DATE PASSED:</b> _____</p>
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**OWNER'S NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**APPLICANT'S NAME (if different than owner):** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**SUBDIVISION:** \_\_\_\_\_ **LOT #** \_\_\_\_\_

**PARCEL ID #:** \_\_\_\_\_

**ATTACH BUILDING PLANS TO APPLICATION**  
*A copy of the legal description of the property must also be attached to this application.*

The purpose of an area-bulk variance is to provide relief to a property owner when the strict enforcement of the zoning regulations pertaining to lot size, setback, parking requirements, etc., impose an undue hardship on him or deny him reasonable use of his land. Hardship to the applicant is the crucial test. Variations will be granted only to provide relief in unusual situations which were not intended or foreseen when the zoning ordinance was adopted. Economic loss is seldom a unique situation and is generally not considered a valid hardship.

Describe, in detail, the reason for your request:

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If this application is to request a variance, what specifications are you requesting a variance for:

- Lot Size/Yard Dimensions (please check all that apply)**
- |   |   |   |
|---|---|---|
| Minimum Lot Size  | Width at Building Line  | Mean Depth in Lineal Feet                                     |
| Depth of Front Yard   | <input type="checkbox"/> Depth of Side Yard Abutting a Street                           | <input type="checkbox"/> Depth of Side Yard Abutting A Lot    |
| <input type="checkbox"/> Depth of Rear Yard                   | <input type="checkbox"/> Maximum Coverage in % of Lot                                   | <input type="checkbox"/> Maximum Height of Principal Building |
| <input type="checkbox"/> Maximum Height of Accessory Building | <input type="checkbox"/> Minimum Distance to Nearest Principal Building on Adjacent Lot |   |

Accessory Building – Minimum Distance To:

- Principal Building
- Front Lot Line
- Side Lot Line Adjacent to Street
- Side Lot Line
- Rear Lot Line
- Number of Accessory Buildings Permitted
- Minimum Off Street Parking

Present use of property: \_\_\_\_\_

If this application is for amendment to the zoning map what is the proposed construction?

\_\_\_\_\_

It is requested that the property described above and shown on the attached site plan be rezoned from \_\_\_\_\_ to \_\_\_\_\_.

If this application is for a special use permit, what is the proposed special use?

\_\_\_\_\_

Names and Addresses of Property Owners contiguous to the Affected Property and the Present Use:  
*(property owners will be sent certified letters notifying them of the public hearing)*

Owner's Name	Property Address	Mailing Address If Different	Present Use

It is the applicant's responsibility to comply with all civil deed and/or subdivision restrictions and/or covenants.

*I, the undersigned, certify my right to make the above application. Further, I certify that all submitted information is true and accurate, and the proposed use will conform to the application as submitted and that no changes shall be made without the express written pre-approval of the Zoning Administrator for the City of Staunton. I consent to the entry in or upon the premises described in the application by any authorized official of the City of Staunton, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law. Also, I certify that I have complied with the requirements of notification of all involved parties.*

\_\_\_\_\_  
Signature Of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Of Owner

\_\_\_\_\_  
Date

**BUILDING PERMIT APPLICATION INFORMATION**  
 (check all that apply and describe work to be done, attach additional pages if necessary)

Work To Be Done:	To What Structure?	Describe Proposed Work (attach additional pages if necessary)
ERECT		
ALTER / MODIFY		
REPAIR		
ADD TO		

**ZONING PERMIT APPLICATION INFORMATION**  
 (check all that apply and describe proposed use in detail, attach additional pages if necessary)

<b><i>Residential Zoning Request</i></b>			<b><i>Commercial Zoning Request</i></b>			
New Construction	Deck/Porch		New Construction		Use Change	
Single Family	Accessory Structure		New Business		Accessory Change	
Multi-Family	Garage		Change in Parking		Alteration/Addition	
Dwelling Units	Alteration/Addition		Sign:	<i>Permanent</i>	<i>Temporary</i>	
Fence	Other:		Fence		Other:	
Ramps						
Pool						
<i>Explain Use in Detail (type of business, sq ft, etc)</i>						

	NAME OF CONTRACTOR	ST. ADDRESS	CITY, ST	LICENSE #
Applicant (not owner)				
Architect / Engineer				
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

**\*\* THESE ITEMS MUST BE FILLED IN OR YOUR APPLICATION WILL BE RETURNED**

Are any structural assemblies fabricated off-site? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>**</b>		
Lot Size (sq feet):	Stories (#): <b>**</b>	Building Area (sq feet): <b>**</b>
% of lot coverage:	Bed Rooms (#): <b>**</b>	Parking Area (sq feet):
Corner Lot <input type="checkbox"/> Yes <input type="checkbox"/> No	Full Baths (#): <b>**</b>	Concrete – Rock – or Asphalt?
Subdivided Lot <input type="checkbox"/> Yes <input type="checkbox"/> No	Partial Baths (#): <b>**</b>	Living Area (sq feet): <b>**</b>
Street Frontage (feet):	Garages (#): <b>**</b>	Basement Area (sq feet): <b>**</b>
Front Setback (feet):	Windows (#):	Finished Area (sq feet): <b>**</b>
Rear Setback (feet):	Fireplaces (#): <b>**</b>	Garage Area (sq feet): <b>**</b>
Left Setback (feet):	Enclosed Parking (#):	Deck Area (sq feet): <b>**</b>
Right Setback (feet):	Outside Parking (#):	Office/Sales (sq feet): <b>**</b>
Height Above Grade (feet):	Pool: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>**</b>	Service (sq feet): <b>**</b>
New Residential Units (#): <b>**</b>	If yes, above ground or in ground and size:	Manufacturing (sq feet): <b>**</b>
Existing Residential Units (#): <b>**</b>		
Elevators / Escalator (#):		Bldg Estimated Value: \$ <b>**</b>
Estimated Start Date ____ / ____ / ____		Cost of Construction: \$ <b>**</b>

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SITE PLAN

A site plan must be attached or drawn below at a scale large enough for clarity showing the following information:

- A. Location and dimensions of: Lot, buildings, driveways, and off-street parking spaces.
- B. Distance between: Buildings and front, side, and rear lot lines; Principal building and accessory buildings; Principal building and principal buildings on adjacent lots.
- C. Location of: signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections fo the Zoning Ordinance

**THE PROPERTY MUST BE CLEARLY MARKED OF THE PROPOSED CONSTRUCTION**

Scale: 1"(inch) = \_\_\_\_\_ ' (feet)

