



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 @ \$8.78	\$70.24
Hearing Notice (local paper)	\$24.07
Hearing Fee	<u>\$15.00</u>
Total	\$109.31

## 2023 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
1/26/2023	2/1/2023	January 26, 2023	February 16, 2023	March 2, 2023	March 13, 2023	March 13, 2023	March 27, 2023
2/23/2023	3/1/2023	February 23, 2023	March 16, 2023	March 30, 2023	April 10, 2023	April 10, 2023	April 24, 2023
3/30/2023	4/5/2023	March 30, 2023	April 20, 2023	May 4, 2023	May 8, 2023	May 8, 2023	May 22, 2023
4/22/2023	5/3/2023	April 27, 2023	May 18, 2023	June 1, 2023	June 12, 2023	June 12, 2023	June 26, 2023
5/25/2023	5/31/2023	May 25, 2023	June 15, 2023	June 29, 2023	July 10, 2023	July 10, 2023	July 24, 2023
6/29/2023	7/5/2023	June 29, 2023	July 20, 2023	August 3, 2023	August 14, 2023	August 14, 2023	August 28, 2023
7/27/2023	8/2/2023	July 22, 2023	August 17, 2023	August 31, 2023	September 11, 2023	September 11, 2023	September 25, 2023
8/31/2023	9/6/2023	August 31, 2023	September 21, 2023	October 5, 2023	October 9, 2023	October 9, 2023	October 23, 2023
9/28/2023	10/4/2023	September 28, 2023	October 19, 2023	November 2, 2023	November 13, 2023	November 13, 2023	November 27, 2023
10/26/2023	11/1/2023	October 26, 2023	November 16, 2023	November 30, 2023	December 11, 2023	December 11, 2023	December 26, 2023
11/30/2023	12/6/2023	November 30, 2023	December 21, 2023	January 5, 2024	January 8, 2024	January 8, 2024	January 22, 2024
12/28/2023	1/3/2024	December 28, 2023	January 18, 2024	February 2, 2024	February 12, 2024	February 12, 2024	February 26, 2024

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 1, 2022:

8 Certified Letters	\$70.24
Hearing Notice	\$24.07
<u>Hearing Fee</u>	<u>\$15.00</u>
<b>Total</b>	<b>\$109.31</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>DATE SET FOR HEARING: _____</p> <p>NOTICE PUBLISHED ON: _____</p> <p>NEWSPAPER PUBLISHED IN: _____</p> <p>HEARING FEE PAID: _____</p> <hr/> <p>CURRENT ZONING CLASSIFICATION: _____</p> <p>PROPOSED ZONING CLASSIFICATION: _____                  (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>ORDINANCE # _____</p> <p>DATE PASSED: _____</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:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Principal Building                      | <input type="checkbox"/> Front Lot Line | <input type="checkbox"/> Side Lot Line Adjacent to Street |
| <input type="checkbox"/> Side Lot Line                           | <input type="checkbox"/> Rear Lot Line  |   |
| <input type="checkbox"/> Number of Accessory Buildings Permitted |   | <input type="checkbox"/> 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)

<i>Residential Zoning Request</i>			<i>Commercial Zoning Request</i>		
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:	Permanent	Temporary
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 <input type="text"/> / <input type="text"/> / <input type="text"/>		Cost of Construction: \$ <b>**</b>

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.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



CITY OF STAUNTON, ILLINOIS  
 SCHEDULE 3-14: AREA AND BULK REGULATIONS;  
 PARKING REQUIREMENTS

ZONING DISTRICT	MINIMUM LOT SIZE					MINIMUM YARD DIMENSIONS						ACCESSORY BUILDING MINIMUM DISTANCE TO:					NUMBER OF ACCESSORY BUILDINGS PERMITTED	MINIMUM OFF-STREET PARKING		
	MAXIMUM NUMBER OF DWELLINGS	AREA IN SQ. FT. OR ACRES	WIDTH AT BUILDING LINE	MEAN DEPTH IN LINEAL FEET	DEPTH OF FRONT YARD	DEPTH OF SIDE YARD ABUTTING A STREET	DEPTH OF SIDE YARD ABUTTING A LOT	MINIMUM DISTANCE TO NEAREST PRINCIPAL BUILDING ON ADJACENT LOT	DEPTH OF REAR YARD	MAXIMUM COVERAGE IN PERCENT OF LOT	MAXIMUM HEIGHT OF PRINCIPAL BUILDING	MAXIMUM HEIGHT OF ACCESSORY BUILDING	MAXIMUM COVERAGE IN PERCENT OF LOT OF ACCESSORY BUILDING	PRINCIPAL BUILDING	FRONT LOT LINE	SIDE LOT LINE ADJACENT TO STREET			SIDE LOT LINE	REAR LOT LINE
A-1 AGRICULTURAL	1 PER LOT	5 ACRES	300 FEET	300 FEET	50 FEET	25 FEET	50 FEET	50 FEET	50 FEET	5%	35 FEET	20 FEET PERCENT	10 FEET	50 FEET	50 FEET	25 FEET	25 FEET	1 PER UNIT	2 PER UNIT	
R-1 SINGLE FAMILY RESIDENTIAL	1 PER LOT	8,000 SQ. FT.	70 FEET	100 FEET	20 FEET	5 FEET	10 FEET	20 FEET	35%	35 FEET	20 FEET PERCENT	5 FEET	20 FEET	20 FEET	5 FEET	5 FEET	5 FEET	1 PER UNIT	2 PER UNIT	
R-2 MULTI FAMILY RESIDENTIAL	1 PER LOT	8,000 SQ. FT. OR 3,000 SQ. FT. PER UNIT WHICH EVER IS GREATER	70 FEET	100 FEET	20 FEET	5 FEET	10 FEET	20 FEET	40%	35 FEET	20 FEET PERCENT	5 FEET	20 FEET	20 FEET	5 FEET	5 FEET	5 FEET	1 PER UNIT	2 PER UNIT	
R-3 MOBILE HOME RESIDENTIAL	1 PER LOT	6,000 SQ. FT.	50 FEET	100 FEET	20 FEET	5 FEET	10 FEET	20 FEET	35%	25 FEET	20 FEET PERCENT	5 FEET	20 FEET	20 FEET	5 FEET	5 FEET	5 FEET	1 PER UNIT	2 PER UNIT	
C-1 COMMERCIAL	NONE	NONE	NONE	NONE	20 FEET	NONE, EXCEPT WHEN ABUTTING A "R" DISTRICT THEN 10 FEET	NONE, EXCEPT WHEN ABUTTING A "R" DISTRICT THEN 15 FEET	NONE EXCEPT WHEN ABUTTING A "G.A." DISTRICT THEN 10 FEET	50%	35 FEET	20 FEET PERCENT	NONE	20 FEET	NONE	NONE	NONE	NONE	NONE	1 PER UNIT	1 PER 250 SQ. FT. BUSINESS AREA
I-1 INDUSTRIAL	NONE	5 ACRES	300 FEET	300 FEET	50 FEET	25 FEET	50 FEET	25 FEET	40%	20 FEET	40 FEET PERCENT	NONE	50 FEET	50 FEET	25 FEET	25 FEET	25 FEET	NO LIMIT	1 PER EMPLOYEE PER SHIFT	