



CITY OF PEORIA
APPLICATION FOR VARIANCE/ZONING BOARD OF APPEALS

For Office Use Only

Date _____

Received: _____

Time: _____

Initials: _____

I. PROPERTY INFORMATION:

A. Street address: _____ Zip Code + 4 _____ - _____

B. Tax ID number: _____

C. Legal description (required to be on attached form, "Attachment A", Legal Description, typed, single-spaced, one inch (1") margins)

D. Area (square feet or acres): _____

E. Current property use: _____

F. Current zoning district: _____

II. APPLICANT(S):

A. Name: _____

B. Company name: _____

C. Address (Street, City, Zip + 4): _____

*E-mail Address: _____

D. Daytime phone number: _____

E. Interest in subject property: ____ Owner ____ Representative

F. Applicant(s) signature(s): _____ Date: _____

_____ Date: _____

III. OWNER(S) OF SUBJECT PROPERTY:

A. Name: _____

B. Company: _____

C. Address (Street, City, Zip): _____

* Email Address: _____

D. Daytime phone number: _____

E. Owner(s) signature(s): _____ Date: _____

***PLEASE NOTE: EMAIL WILL BE USED FOR ALL CORRESPONDENCE UNLESS OTHERWISE REQUESTED.**

CORRESPONDENCE/COMMUNICATION TO BE SENT TO: Select only one

____ Applicant ____ Owner

IV. VARIANCE INFORMATION:

A. 1. Variance being requested _____

2. From what section of the zoning ordinance is a variance being requested? _____

B. What unique or exceptional characteristics of your property prevent it from meeting the requirements in your zoning district? (Check applicable)

Too narrow ____ Too small ____ Soil ____

Subsurface ____ Elevation ____ Slope ____

Too shallow ____ Shape ____ Other ____

C. What is your hardship? Please be specific. _____

D. Are the conditions of the hardship, for which you are requesting a variance, true only of your property?

____ Yes ____ No

If not, what number of properties are similarly affected? _____

E. If granted a variance in the form requested, will it be in harmony with the neighborhood and not contrary to the intent and purpose of the Zoning Ordinance?

____ Yes ____ No

Please elaborate: _____

V. FILING FEE (MUST ACCOMPANY APPLICATION):

Variance Application Fees for any property in the City shall be as set forth in the table below:

Zoning Ordinance Section 2.17.a (1) Variance Application Fees Table

Land Development Code Section 2.14.a Variance Application Fees Table:

<u>Variation Application Fees (Non-refundable)</u>	<u>Before Construction</u>	<u>After Construction</u>
<u>Administrative Variations all, (<20%)</u>	<u>\$500</u>	<u>\$1,000</u>
<u>Principal Structure, Major</u>	<u>\$500</u>	<u>\$1,000</u>
<u>Accessory Structure, Major</u>	<u>\$500</u>	<u>\$1,000</u>
<u>Signs & Multi-Family/Sub. Signs, Major</u>	<u>\$500</u>	<u>\$1,000</u>
<u>Fence, Major</u>	<u>\$500</u>	<u>\$1,000</u>

_____ A. MINOR VARIANCE – Requires Administrative Approval

Ordinance Section: 2.12.b. (1) *Minor Variations*. Minor variations from height, yard (with the exception of transitional buffer yard requirements), bulk, lot area, and fence height provisions of this Ordinance that are less than twenty percent (20%) of the required standard. (For example, a variation from a required 20-foot yard setback in an amount of less than 4 feet is a minor variation.) No minor variation shall be allowed in a Form District.

_____ B. MAJOR VARIANCE – Requires Public Hearing and ZBA Approval

Ordinance Section: 2.12.b.(2) *Major Variations*. All variations authorized by this Ordinance, which are not minor variations, shall be considered major variations. Any variation request of transitional buffer yard requirements shall be considered a major variation. Any variation in a Form District shall be considered a major variation.

VI. REQUIRED SITE PLANS:

_____ A. MINOR VARIANCE

Residential uses: Two (2) full-size copies, folded to a maximum dimension of 9" x 12"
All other uses: Ten (10) full-size copies, folded to a maximum dimension of 9" x 12"

_____ B. MAJOR VARIANCE

All uses: Twenty (20) full-size copies, folded to a maximum dimension of 9" x 12", one (1) copy reduced to 8-1/2" x 11"

Please provide a legal description of the property here or as an attachment

FILING INSTRUCTIONS

1. The Zoning Board of Appeals has regularly scheduled meetings the second Thursday of each month at the City Hall Building, Room 400, 419 Fulton Street, Peoria, Illinois.
2. The deadline for submitting applications for regularly scheduled Zoning Board of Appeals meetings is twenty-eight (28) days prior to the meeting.
3. The Zoning Administrator must certify that an application for a public hearing is complete (completely filled out, received by the filing deadline, and accompanied by twenty (20) full size site plans, one (1) site plan reduced to 8½" by 11", one (1) electronically formatted site plan, and filing fee) to be processed and scheduled for the next regularly scheduled meeting. All required site plans must be folded to a maximum size of 9" by 12". **Incomplete applications will be returned.**
4. The applicant or applicant's representative will receive notice of the date and time of the public hearing. At least fifteen days prior to the hearing, the Planning and Growth Management Department will mail notices of the hearing to the owners of all property within 250 feet of the subject property.
5. The format for each public hearing is:
 - a. Chairman opens hearing.
 - b. Swearing in of applicant and other persons wishing to testify.
 - c. Staff presents application.
 - d. Applicant presents testimony and answers any questions from Commission.
 - e. Public input portion - audience presents testimony to Board and answers questions from Board.
 - f. Staff presents staff recommendation.
 - g. Summary by applicant.
 - h. Public hearing closed.
 - i. Deliberations by Commission, no public/applicant input.
6. Application and inquiries should be submitted to:

Zoning Administrator
City of Peoria
Planning and Growth Management Department
456 Fulton Street, Suite 402
Peoria, Illinois 61602-1220

Phone: (309) 494-8600
Fax: (309) 494-8680