



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

YOU ARE REQUIRED TO POST THE OFFICIAL NOTICE OF PUBLIC HEARING SIGN AS PART OF YOUR APPLICATION FOR A PUBLIC HEARING BY THE ZONING COMMISSION OR ZONING BOARD OF APPEALS

The Zoning Ordinance requires petitioners to post signs for public hearings. This sign is required to be posted fifteen (15) days prior to the public hearing. If you do not post this sign, your public hearing can not be held.

The Ordinance also requires our office to publish a legal notice in the Peoria Journal Star and send notices of the public hearing to adjacent property owners. The sign, legal notice and mailing are done so that neighbors who may be affected by the request have an opportunity to ask questions or express their concern or support of your application. Please be aware you may receive phone calls from concerned neighbors regarding your request.

The following procedures have been developed to help you post the Official Notice of Public Hearing Sign.

City of Peoria **Procedures for Posting** **Public Hearing Signs by Petitioner**

SIGN AVAILABILITY

1. Our office, the Planning and Growth Management Department, will provide the signs and posts for you, the petitioner. We will fill in the information on the sign – date and time of hearing, your name and phone number, the case number and the address of the property subject to the hearing.
2. You must pick up the sign from the Planning and Growth Management Department, Twin towers Building, Suite 402, 456 Fulton Street, Peoria, Illinois 61602. The sign will be available 20 days prior to the hearing; however, you must post the sign at least 15 days prior to your hearing. Please remember that our office is not open on Saturdays and Sundays; our regular office hours are Monday-Friday 8:00 AM – 5:00 PM.

POSTING

3. You must post the sign at least fifteen (15) days prior to the hearing date. If you have any questions, please call our office (494-8600) for assistance.
 - a. The sign must be on the property which is the subject of the public hearing.
 - b. The sign must be posted on private property, not on City right-of-way, and in no case more than five (5) feet behind the property line. If there is not five feet of

- yard in which to post sign, you may post the sign at the property line or in a window or door as discussed below (see example #1).
- c. The sign and the information on the sign must face the street so that it is visible to pedestrians and vehicles and is visible from the street and the public walkway.
 - d. When a building is on the property line, or when there is not a front yard to post the sign, you may post the sign on the outside of the building, in a ground floor window or in a glass door. The sign must not be displayed more than 6 feet above the ground or sidewalk. The intent is for this sign to be visible to the public (see example #2).
 - e. If the property has more than one street frontage, a sign must be posted on each street frontage according to the above guidelines. In addition, these signs must be posted so that they are 50 feet from each other measuring along the curb (see example #3).
 - f. The sign shall not be posted in a location that would obstruct the view of any traffic, entrances or exits to the property.
 - g. For unusual shaped or size properties, our office will determine the sign placement.
 - h. Unauthorized removal of the Official Notice Sign shall be deemed a violation of this ordinance.

FINAL PROOF OF POSTING

- 4. You must file a notarized statement which states the Official Notice of Public Hearing sign was posted on the subject property, the date and time it was posted, who posted it, and the public hearing case number. **The statement must be filed with our office before the date of the public hearing.** An Affidavit form is attached for your convenience; a notary is available in our office. You may file a statement in person or by mail. If we do not receive this statement, your hearing will not be held!

We look forward to working with you on your request for a public hearing. If you have any questions, please call our office immediately at (309) 494-8600.

City of Peoria
Planning and Growth Management Department
Twin Towers Building, Suite 402
456 Fulton Street
Peoria, Illinois 61602
Phone (309) 494-8600
FAX (309) 494-8680

AFFIDAVIT

I, _____, being duly sworn, deposes
and states as follows:

1. My name is _____ ,
and I reside at _____.

2. The official Public Hearing Sign was posted at:

(Location)
on _____,
(Day, Month, Date, Year and Time)
for the _____, Case # _____,
(Commission)
for a hearing set on _____.
(Day, Month, Date, Year)

3. If I am called to testify in court, my testimony would be the same as what is stated
in this affidavit.

(Print Name)

(Signature)

(Date)

State of Illinois

County of _____

This instrument was acknowledged before me on _____ (date)

by _____

Signature of Notary Public