



COUNTY OF CLINTON
Office of County Zoning Administrator

Joyce Lucas

850 Fairfax Street
Carlyle, Illinois 62231
(618) 594-6655
Fax: (618) 594-6006
joyce.lucas@clintonco.illinois.gov

**GENERAL INFORMATION
REGARDING APPLICATIONS
FOR AMENDMENTS – SPECIAL USES – VARIANCES**

The application for a map amendment, variance or special use must be completed in its entirety by the applicant. Any supporting documentation (eg.– survey, photos, etc.) must accompany the application at the time of filing. The application must be submitted to the Clinton County Zoning Office no later than 12:00 noon on the filing date (calendar attached).

Applications must be complete at submittal time to be considered for the agenda. Deficient applications will be returned to the applicant and may delay the hearing until the following month.

You are responsible to furnish the legal description. You may want to consider consulting an attorney and/or Illinois Licensed Land Surveyor to obtain a legal description. The zoning office cannot write the legal description and will use only the legal description you furnish on the application. The zoning staff may not give legal advice.

The Zoning Board of Appeals meets at 7:30 P.M. on the date outlined on attached calendar. Location: 810 Franklin Street, Carlyle, IL., County Board Room.

The applicant and/or his/her representation are required to appear at the scheduled hearing. All persons testifying before the board will do so under oath, and must state their name and address for the record.

- a. Introduction of the case
- b. The petitioner presents his/her case
- c. Objectors (if any) statements and/or questions from the board
- d. The Zoning Board of Appeals decision

Map and Text amendments will be forwarded to the County Board.

This information is intended as a brief guide and should not be relied upon for a thorough understanding of the hearing procedure or zoning laws as applicable.

REQUEST FOR A VARIANCE

CLINTON COUNTY ZONING BOARD OF APPEALS

VARIANCE REQUEST NO: _____

850 Fairfax St. Room 124 , Carlyle, IL. 62231 PHONE: 594-6655

Website: www.clintoncountyzoning.com

DATE: _____

+++++

(DO NOT WRITE IN THIS SPACE-FOR OFFICE USE ONLY)

DATE OF HEARING: _____ PERMANENT PARCEL NO: _____

NOTICE PUBLISHED ON: _____ ZONE DISTRICT CLASSIFICATION: _____

NEWSPAPER: _____ FEE PAID \$ _____ DATE: _____

RECOMMENDATION OF BOARD OF APPEALS: () DENIED () APPROVED () APPROVED WITH MODIFICATION

+++++

INSTRUCTIONS TO APPLICANT: A Variance is a relaxation of the requirements of this ordinance that are applicable to a particular lot, structure or use. The Zoning Board of Appeals may grant a variance if it is determined that there are practical difficulties or particular hardships in the way of carrying out the strict letter of any such regulations relating to the use, construction or alteration of buildings or structures or the use of land. This review is performed by the Zoning Board of Appeals at a public hearing.

A notice of the hearing must be published in a newspaper of general circulation in the local area at least 15 days prior to the hearing. The applicant will be notified by mail of the time and place of the hearing at least 15 days prior to the hearing date. The applicant or his duly-authorized agent must appear at the hearing and present his case to the Board of Appeals. The applicant should be able to show, by a site plan and documentary evidence, that the proposed development will be in harmony with the general purpose and intent of the zoning ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

All information requested below, a site plan as described on the attached sheet, and a development schedule providing reasonable guarantees for the completion of the construction must be provided before a hearing will be scheduled. Applicants are encouraged to visit, call or e-mail (joyce.lucas@clintonco.illinois.gov) the office of the Zoning Administrator for any assistance needed in completing this form. Website: www.clintoncountyzoning.com

+++++

1. NAME OF APPLICANT(S): _____ PHONE NO: _____

ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)

E-MAIL ADDRESS: _____ CELL: _____

2. NAME OF OWNER(S): (if other than applicant) _____ PHONE NO: _____

ADDRESS: _____
(attach additional sheets if necessary)

3. LOCATION OF PROPERTY: _____
(STREET) (CITY) (STATE) (ZIP)

LEGAL DESCRIPTION (lot, block and subdivision or metes and bounds): _____

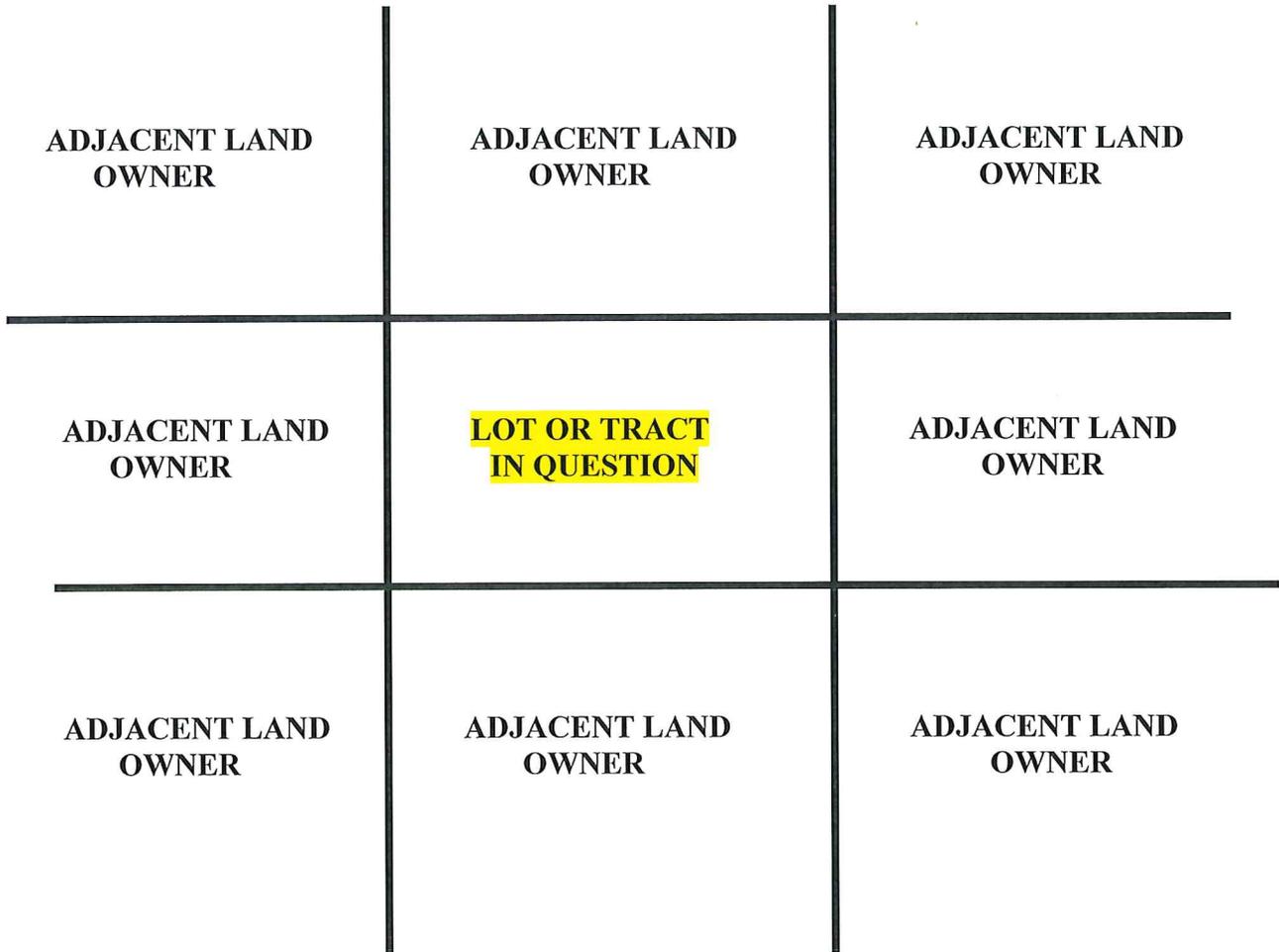
4. PRESENT USE OF PROPERTY: _____
(industrial, residential, commercial, etc.,)

5. STATE THE VARIANCE REQUESTED: _____

**APPLICANT WILL BE RESPONSIBLE FOR THE LIST OF NAMES
AND ADDRESSES OF ADJACENT LANDOWNERS**

ALSO ANYONE ACROSS A ROAD MUST RECEIVE NOTIFICATION

EXAMPLE OF ADJACENT PROPERTY OWNERS



SITE PLAN EXAMPLE

A Site Plan should include the following information.

1. Location & Dimensions of:

Lot, structure.

2. Distance from:

- Proposed structure, front side & Rear lot lines, with dimensions to Property lines.
- Center of County or Township Road & Proposed Structure.
- Right-of-way from State Hwy & Proposed Structure.

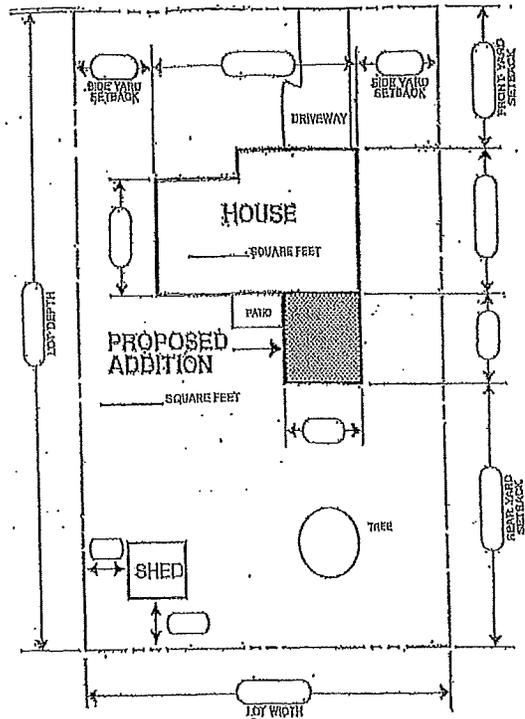
3. Building Height: The vertical distance

Measured from the average grade at The front wall to the highest point of the roof.

4. Accessory Building: Provide the wall height, roof pitch, and overhang.

5. New Homes: Must furnish an 8 x 11 copy of floor plan with dimension of the house and garage.

- **THE OWNER IS RESPONSIBLE FOR DETERMINING THE ACCURATE LOCATION OF PROPERTY LINES.** CONSULT A LICENSED LAND SURVEYOR TO CONFIRM PROPERTY LINES IF YOU ARE UNABLE TO DO SO.



PROVIDE A DRAWING BELOW OR ON BACK

NORTH

I CERTIFY THAT ALL OF THE INFORMATION PRESENTED ON THE FOREGOING APPLICATION AND ANY AND ALL OTHER ACCOMPANYING DOCUMENTS PRESENTED HERewith ARE COMPLETE AND ACCURATE.

APPLICANTS SIGNATURE: _____ DATE: _____
 OWNER (S) IF NOT THE SAME AS ABOVE: _____ DATE: _____



COUNTY OF CLINTON
Office of County Zoning Administrator

Joyce Lucas

850 Fairfax Street
Carlyle, Illinois 62231
(618) 594-6655
Fax: (618) 594-6006
joyce.lucas@clintonco.illinois.gov

RESOLUTION ESTABLISHING ZONING FEES

Whereas, Clinton County has in force a County Zoning Ordinance wherein various fees have been established; and whereas said ordinance provides for changes in said fees when appropriated:

Now therefore be it resolved by the Clinton County Board that the following fees are hereby established for Clinton County Zoning:

1. Zoning Certificates of compliance (Building Permit)
 - A. Residential \$0.12 per sq. ft.; Min. fee \$50.00 (home additions & clubhouses)
(living area excluding basement and garage)
 - B. Commercial \$0.06 per sq. ft.; Min. fee \$50.00
 - C. Industrial \$0.06 per sq. ft.; Min. fee \$50.00
 - D. Mobile Homes \$0.12 Sq. ft.; Min. fee \$50.00
 - E. Accessory Uses and Home Occupations Under 500 sq. ft - \$25.00
500 Sq. Ft. and over - \$50.00
2. Special Use Permit \$125.00 plus cost of certified mail to adjoining property owners.
3. Zoning Map Amendment \$125.00 plus cost of certified mail to adjoining property owners.
4. Appeal \$125.00 plus cost of certified mail to adjoining property owners.
5. Variance \$125.00 plus cost of certified mail to adjoining property owners.
6. Late Filing (Failure to obtain Permit) \$75.00

ALL FEES ARE NON-REFUNDABLE
MAKE CHECKS PAYABLE TO CLINTON COUNTY ZONING

The above fee schedules are not intended to be included as part of the Zoning ordinance and it is intended that said fees may be changed from time to time without an amendment to the Zoning Ordinance.

Passed this 21st day of December, 2010 Effective January 1, 2010

Ordinance Book \$15.00



COUNTY OF CLINTON
Office of County Zoning Administrator

Joyce Lucas

850 Fairfax Street
Carlyle, Illinois 62231
(618) 594-2464 Ext. 134
Fax (618) 594-6006

MUST BE FILED ON OR BEFORE	HEARING DATE	COUNTY BOARD
December 3, 2014	January 7, 2015	January 20, 2015
January 7, 2015	February 4, 2015	February 17, 2015
February 4, 2015	March 4, 2015	March 16, 2015
March 4, 2015	April 1, 2015	April 20, 2015
April 1, 2015	May 6, 2015	May 18, 2015
May 6, 2015	June 3, 2015	June 16, 2015
June 3, 2015	July 1, 2015	July 20, 2015
July 1, 2015	August 5, 2015	August 17, 2015
August 5, 2015	September 2, 2015	September 21, 2015
September 2, 2015	October 7, 2015	October 19, 2015
October 7, 2015	November 4, 2015	November 16, 2015
November 4, 2015	December 2, 2015	December 21, 2015
December 2, 2015	January 6, 2016	January 19, 2016