



# 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

### 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 SPECIAL USE PERMIT**

CLINTON COUNTY ZONING BOARD OF APPEALS  
850 Fairfax St., Carlyle, IL. 62231  
Website: <https://www.clintonco.illinois.gov/>

SPECIAL USE REQUEST NO. \_\_\_\_\_

DATE: \_\_\_\_\_

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**(DO NOT WRITE IN THIS SPACE-FOR OFFICE USE ONLY)**  
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DATE SET FOR HEARING: \_\_\_\_\_ PERMANENT PARCEL NO. \_\_\_\_\_

NOTICE PUBLISHED ON: \_\_\_\_\_ ZONE DISTRICT CLASSIFICATION: \_\_\_\_\_

NEWSPAPER: \_\_\_\_\_ FEE PAID \$ \_\_\_\_\_ DATE: \_\_\_\_\_

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

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**INSTRUCTIONS TO APPLICANTS:** A special use permit allows developments listed in Article IV, Section 40-4-3, 40-4-13, 40-4-23, 40-4-33, 40-4-43, 40-4-48, 40-4-64 of the Zoning Ordinance which have been designated "special use". These may be public service uses which, although generally considered desirable or compatible with other uses in the zone district in which they may be permitted, require special review. 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 ([zoning@clintonco.illinois.gov](mailto:zoning@clintonco.illinois.gov)) the office of the Zoning Administrator for any assistance needed in completing this form. Website: <https://www.clintonco.illinois.gov/>  
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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.)

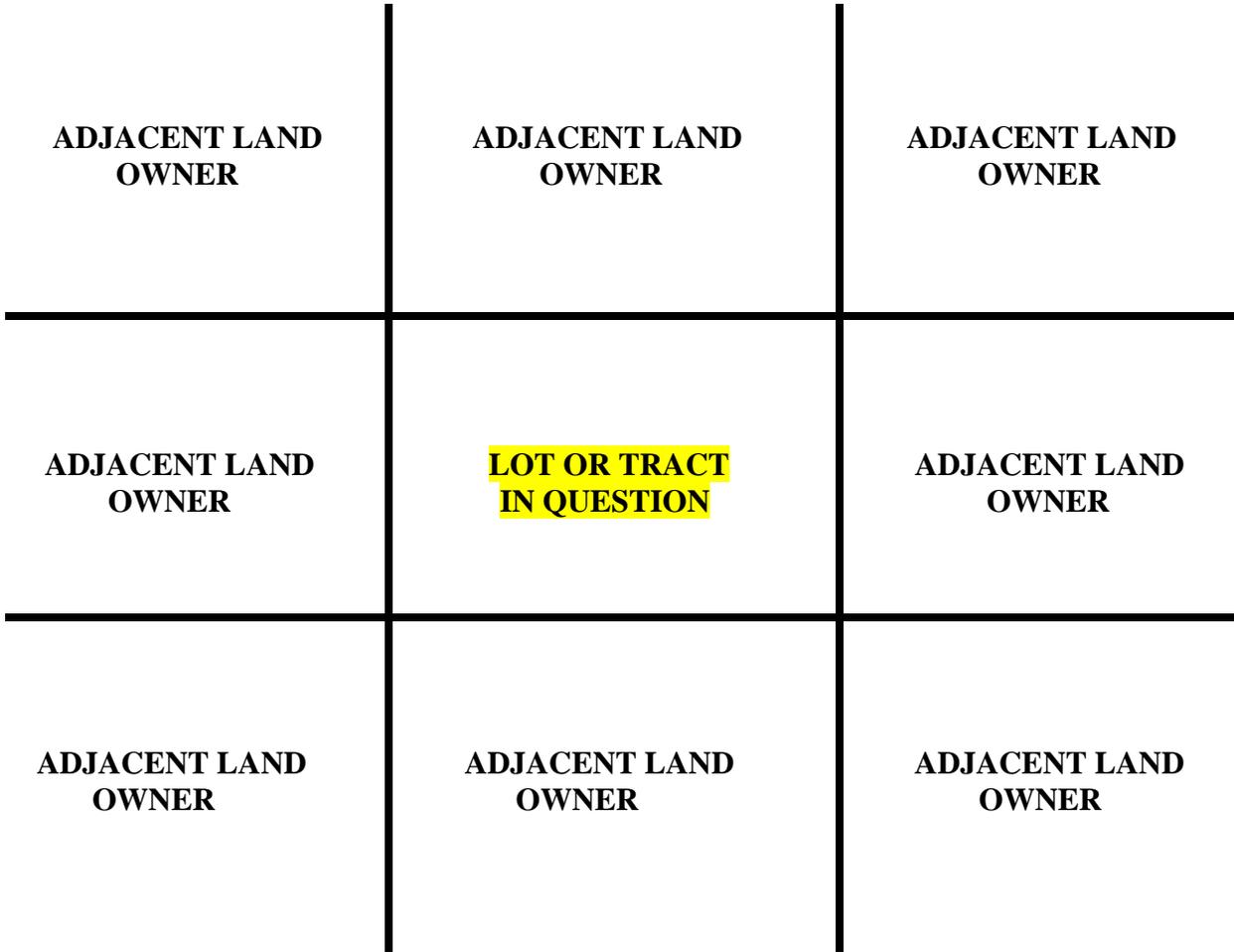
5. **TYPE OF DEVELOPMENT FOR WHICH SPECIAL PERMIT IS REQUESTED:**  
A. **SPECIAL USE**(specify) \_\_\_\_\_  
\_\_\_\_\_



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

**ALSO ANYONE ACROSS A ROAD MUST RECEIVE NOTIFICATION**

**EXAMPLES OF ADJACENT LANDOWNERS**

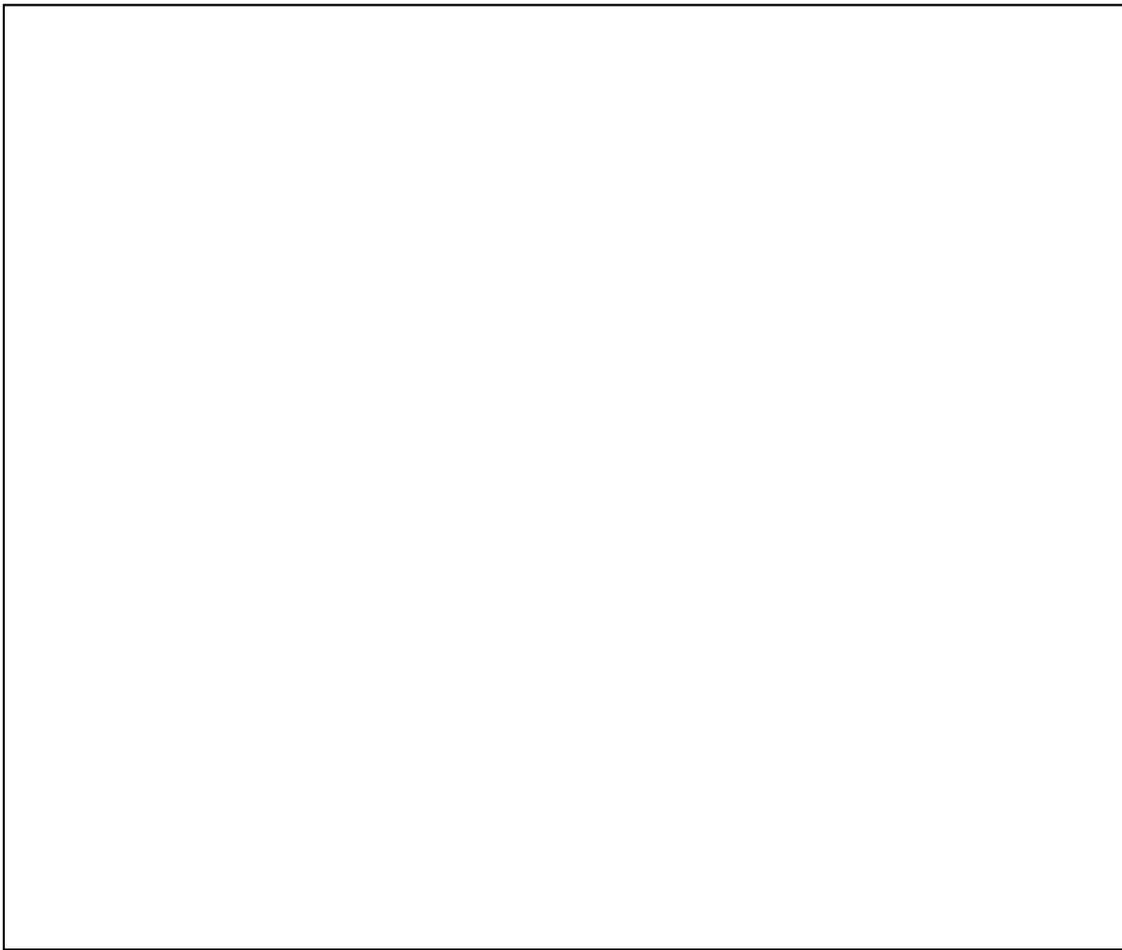


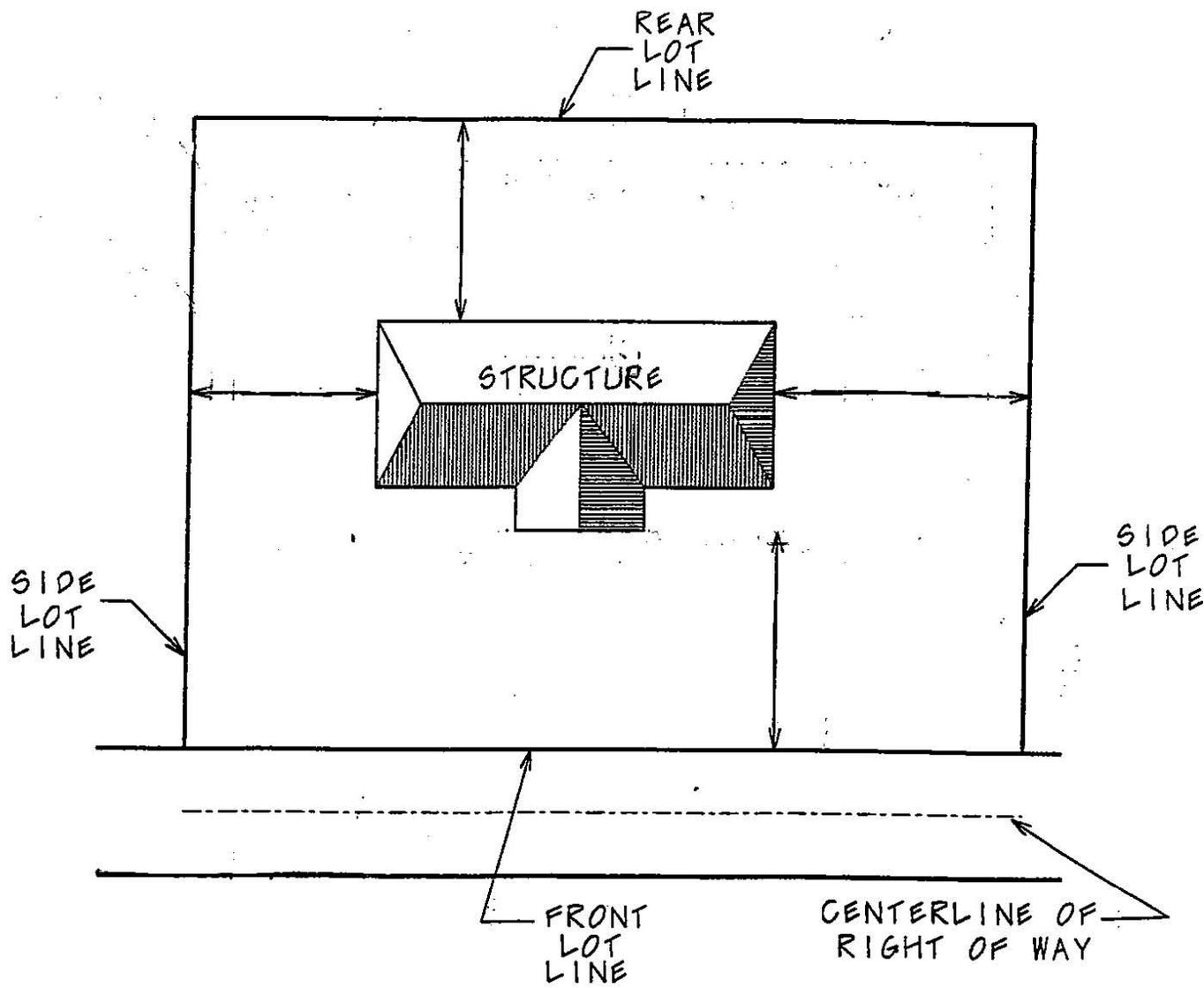
**SITE PLAN**

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

- A. LOCATION AND DIMENSIONS OF:** LOT, STRUCTURES, OFF-STREET PARKING SPACES.
- B. DISTANCE BETWEEN:**
  - 1. PROPOSED STRUCTURES, AND FRONT, SIDE AND REAR LOT LINES.
  - 2. CENTERLINE OF COUNTY OR TOWNSHIP ROAD & PROPOSED STRUCTURE.
  - 3. RIGHT-OF-WAY LINE OF STATE HIGHWAY & PROPOSED STRUCTURE.
- C. BUILDING HEIGHT:** THE VERTICLE DISTANCE MEASURED FROM THE GRADE AT THE FRONT WALL TO THE HIGHEST POINT OF ROOF.
- D. ACCESSORY BUILDINGS:** PROVIDE THE WALL HEIGHT, ROOF PITCH, AND OVERHANG.
- E. LOCATION OF:** SIGNS, EASEMENTS, UNDERGROUND UTILITIES, SEPTIC TANKS, TILE FIELDS, WATER WELLS, ETC.
- F. NEW HOMES:** MUST FURNISH AN 8 X 11 COPY OF FLOOR PLAN.
- G. ANY ADDITIONAL INFORMATION AS MAY REASONABLY BE REQUIRED BY THE ZONING ADMINISTRATOR AND APPLICABLE SECTIONS OF THE ZONING ORDINANCE.**

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**ZONING BOARD OF APPEALS PUBLIC HEARING & FILING DATES**

<b>MUST BE FILED ON OR BEFORE 12:00 NOON</b>	<b>HEARING DATE</b>	<b>COUNTY BOARD</b>
December 2, 2009	January 6, 2010	January 18, 2010
January 6, 2010	February 3, 2010	February 15, 2010
February 3, 2010	March 3, 2010	March 15, 2010
March 3, 2010	April 7, 2010	April 19, 2010
April 7, 2010	May 5, 2010	May 17, 2010
May 5, 2010	June 2, 2010	June 21, 2010
June 2, 2010	July 7, 2010	July 19, 2010
July 7, 2010	August 4, 2010	August 16, 2010
August 4, 2010	September 1, 2010	September 20, 2010
September 1, 2010	October 6, 2010	October 18, 2010
October 6, 2010	November 3, 2010	November 15, 2010
November 3, 2010	December 1, 2010	December 20, 2010
December 1, 2010	January 5, 2011	January 17, 2011



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**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.; Minimum fee: \$50.00
  - C. Industrial \$0.06 per sq. ft.; Minimum fee: \$50.00
  - D. Mobile Homes .12 per sq. ft Minimum fee: \$50.00
  - E. Accessory Uses and Home Occupation: Under 500 sq. ft: \$25.00  
500 sq. ft. and over: \$50.00
  - F. Communication Towers:\$25.00 per ft
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, 2009 Effective January 1, 2010

Ordinance Book

\$15.00