



**GENERAL INFORMATION
REGARDING APPLICATIONS FOR
SPECIAL USES**

The application for a map amendment, special use permit or variance 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 12:00pm 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, or contact the Clinton County Clerk and Recorders Office to obtain a copy of your deed. 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. the first Wednesday of every month, unless noted otherwise. The Zoning Board of Appeals hearings are held in the County Board Room in the County Jail Building (south of the Courthouse) at 810 Franklin Street, Carlyle, IL.

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

STANDARDS FOR SPECIAL USE

Members of the Board of Appeals must find the proposed Special Use complies with the required standards listed below; however, the criteria for determining the acceptability of Special Use shall not be limited to the following standards:

1. Whether the proposed design, location, development and operation of the proposed Special Use will adequately protect the public health, safety and welfare and the physical environment
2. Whether the proposed Special Use is consistent with the County's comprehensive plan
3. The effect the proposed Special Use may have on the value of the neighboring property and on the County's overall tax base
4. The availability and the effect of the proposed Special Use would have on public utilities and on traffic circulation on nearby streets
5. Whether there are any facilities near the proposed Special Use (such as schools or hospitals) that require special consideration
6. Whether the proposed Special Use is compatible to adjacent uses and uses in the general vicinity
7. The time period for which the Special Use Permit should be granted or any special requirement for certification of continued compliance with the terms of approval.

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

SPECIAL USE REQUEST NO _____ DATE: _____

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

HEARING DATE: _____ PERMANENT PARCEL NO. _____

NOTICE PUBLISHED ON: _____ ZONE DISTRICT CLASSIFICATION: _____

NEWSPAPER: _____ FEE PAID \$ _____ CK# _____

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

INSTRUCTIONS TO APPLICANTS: A Special Use Permit development listed in Article IV Section 40-4-3, 40-4-13, 40-4-23, 40-4-33, 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 uses in the zone district in which they may be permitted, require special review. This 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/her duly-authorized agent must appear at the hearing and present his/her 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.

All information requested below, a site plan as described on the attached sheet, and a development schedule provided reasonable guarantees for the completion of the construction must be provided before a hearing will be scheduled. Applicants are encouraged to visit, call or email (jami.staser@clintonco.illinois.gov) the office of the Zoning Administrator or (kay.thole@clintonco.illinois.gov) for any assistance needed in completing this form. Website: <http://www.clintoncountyzoning.com/>

1. **NAME OF APPLICANT (S):** _____

CELL PHONE: _____ OTHER: _____

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

E-MAIL ADDRESS: _____

2. **NAME OF OWNER (S):**
(only if other than applicant): _____ PHONE: _____

ADDRESS: _____
(attach additional sheets if necessary)

3. **LOCATION OF PROPERTY:** _____
(if different from above) (STREET) (CITY) (STATE) (ZIP)
LEGAL DESCRIPTION (lot, block and subdivision or metes and bounds):

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

5. **TYPE OF DEVELOPMENT FOR WHICH SPECIAL PERMIT IS REQUESTED:** _____

A. **SPECIAL USE** (specify):



SITE PLAN INFORMATION REQUIRED

You will need to provide a drawing of your lot showing the following: (may use Assessors GIS mapping or Google Earth)

- Property Lines & Dimensions of Lot
- Distances from proposed structure, front, side & rear lot lines
- Centerline of County or Township Road to proposed structure
- Distance from Right-of-way line from State Highway to proposed structure
- Building Height- from ground to peak

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 THE BACK OF THIS FORM

Please provide all setbacks on your drawing: Front – Rear – Side – Centerline of road to structure

The following sites may be helpful with sketch of new structure:

<http://portico.mygisonline.com/html5/?viewer=clintonil.bv1-p1> or Google Earth

Disclaimer and Signatures

STATE OF ILLINOIS)

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County of Clinton)

I, _____, a Notary Public, in and for said county, and state, do hereby certify that _____, personally known to be the same person(s) whose name(s) appear below and have appeared before me this day and acknowledged that the statements contained therein are true. Given under my hand and seal this ____ day of _____, _____.

(Notary Seal)

Notary Public Signature

APPLICANTS SIGNATURE: _____ **DATE:** _____

OWNER (S) (If not the same as above): _____ **DATE:** _____



SAMPLE OF ADJACENT LANDOWNERS

THE APPLICANT IS RESPONSIBLE FOR THE LIST OF NAMES AND ADDRESSES OF ADJACENT LANDOWNERS

INCLUDING PROPERTIES ACROSS A ROAD MUST ALSO RECEIVE NOTIFICATION

ADJACENT LAND OWNER	ADJACENT LAND OWNER	ADJACENT LAND OWNER
ADJACENT LAND OWNER	LOT OR TRACT IN QUESTION	ADJACENT LAND OWNER
ADJACENT LAND OWNER	ADJACENT LAND OWNER	ADJACENT LAND OWNER



MUST BE FILED ON OR BEFORE	HEARING DATE	COUNTY BOARD
December 6, 2017	January 3, 2018	January 16, 2018
January 3, 2018	February 7, 2018	February 20, 2018
February 7, 2018	March 7, 2018	March 19, 2018
March 7, 2018	April 4, 2018	April 16, 2018
April 4, 2018	May 2, 2018	May 21, 2018
May 2, 2018	June 6, 2018	June 18, 2018
June 6, 2018	July 5, 2018	July 17, 2018
July 5, 2018	August 1, 2018	August 20, 2018
August 1, 2018	September 5, 2018	September 17, 2018
September 5, 2018	October 3, 2018	October 15, 2018
October 3, 2018	November 7, 2018	November 19, 2018
November 7, 2018	December 5, 2018	December 17, 2018
December 5, 2018	January 2, 2019	January 22, 2019

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:

SPECIAL USE PERMIT	\$125.00 + COST OF CERTIFIED MAIL TO ADJOINING PROPERTY OWNERS
ZONING MAP AMENDMENT	\$125.00 + COST OF CERTIFIED MAIL TO ADJOINING PROPERTY OWNERS
APPEAL	\$125.00 + COST OF CERTIFIED MAIL TO ADJOINING PROPERTY OWNERS
VARIANCE	\$125.00 + COST OF CERTIFIED MAIL TO ADJOINING PROPERTY OWNERS

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