



**GENERAL INFORMATION REGARDING APPLICATIONS FOR  
VARIANCES**

The application for a 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 12:00 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 or contact the Clinton County Clerk & Records 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 6:30 P.M. the first Wednesday of every month, unless noted otherwise. **Location:** 810 Franklin Street, Carlyle, IL, County Board Room (south of the courthouse in the Clinton County Jail Building).

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 and explains the reason for the variance request (see **Standards for Variances** below)
- C. Objectors (if any) statements and/or questions from the board
- D. The Zoning Board of Appeals decision

**STANDARDS FOR VARIANCES (40-9-26)**

The Board of Appeals shall not grant any variance unless, based upon the evidence presented to them, they determine:

- (A) The proposed variance is consistent with the general purpose of this Code (**See Section 40-1-1**); and
- (B) Strict application of the district requirements would result in great practical difficulties or hardship to the applicant, and prevent a reasonable return on the property; and
- (C) The proposed variance is the minimum deviation from such requirements that will alleviate the difficulties/hardship, and allow a reasonable return on the property; and
- (D) The plight of the applicant is due to circumstances not of his own making; and
- (E) The circumstances engendering the variance request are peculiar and not applicable to other property within the district, and therefore, that a variance would be a more appropriate remedy than an amendment (rezoning);
- (F) The variance, if granted, will not alter the essential character of the area where the premises in question are located nor materially frustrate implementation of the County Comprehensive Plan.

**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**

VARIANCE 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  
**PERMIT ON FILE IN THE OFFICE:** YES OR NO

**INSTRUCTIONS TO APPLICANTS:** 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 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 the 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/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 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 email ([jami.staser@clintonco.illinois.gov](mailto:jami.staser@clintonco.illinois.gov)) the office of the Zoning Administrator or ([kay.thole@clintonco.illinois.gov](mailto:kay.thole@clintonco.illinois.gov)) for any assistance needed in completing this form. Website: <http://www.clintoncountyzoning.com/>

**1. NAME OF APPLICANT (S):** \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

E-MAIL ADDRESS: \_\_\_\_\_ CELL: \_\_\_\_\_

**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:** \_\_\_\_\_  
(industrial, residential, commercial, etc.)

**5. SUBDIVISION NAME:** \_\_\_\_\_







**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

<b>ADJACENT LAND OWNER</b>	<b>ADJACENT LAND OWNER</b>	<b>ADJACENT LAND OWNER</b>
<b>ADJACENT LAND OWNER</b>	<b>LOT OR TRACT IN QUESTION</b>	<b>ADJACENT LAND OWNER</b>
<b>ADJACENT LAND OWNER</b>	<b>ADJACENT LAND OWNER</b>	<b>ADJACENT LAND OWNER</b>



<b>MUST BE FILED ON OR BEFORE NOON ON</b>	<b>HEARING DATE @ 6:30 P.M</b>	<b>COUNTY BOARD MEETING @ 7:00 P.M</b>
December 4, 2019	January 9, 2020	January 21, 2020
January 9, 2020	February 5, 2020	February 18, 2020
February 5, 2020	March 4, 2020	March 16, 2020
March 4, 2020	April 1, 2020	April 20, 2020
April 1, 2020	May 6, 2020	May 18, 2020
May 6, 2020	June 3, 2020	June 15, 2020
June 3, 2020	July 1, 2020	July 21, 2020
July 1, 2020	August 5, 2020	August 17, 2020
August 5, 2020	September 2, 2020	September 21, 2020
September 2, 2020	October 7, 2020	October 19, 2020
October 7, 2020	November 4, 2020	November 16, 2020
November 4, 2020	December 2, 2020	December 21, 2020
December 2, 2020	January 6, 2021	January 19, 2021

**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:

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

**ALL FEES ARE NON-REFUNDABLE**

**PLEASE MAKE CHECK PAYABLE TO CLINTON COUNTY ZONING**