



**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 7:30 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

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) 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): _____

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

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