

CITY OF EAST PEORIA, ILLINOIS

401 West Washington Street
East Peoria, IL 61611
(309) 698-4750
www.cityofeastpeoria.com

Department of Planning and Community Development

ZONING BOARD OF APPEALS (ZBA): APPLICATION FOR PUBLIC HEARING

Date Received: _____ Initials: _____
Date Certified Complete: _____ Initials: _____

1. TYPE OF REQUEST

- _____ a) Map Amendment (Rezoning)- *Site Plan not required*
Current Zoning District: _____
Proposed Zoning District: _____
- _____ b) Text Amendment- *Attach the Proposed Amendment*
- _____ c) Special Use- *Site Plan required*
- _____ d) Variance- *Site Plan required*
- _____ e) Special Use: Signs – *Site Plan and sign elevations required*
- _____ f) Planned Unit Development (PUD)- *Attachments required*

2. PROPERTY INFORMATION

Not required for Text Amendments

Address(es): Attach sheet if necessary

Tax ID Number(s): Attach sheet if necessary

Legal Description(s): Attach sheet if necessary

Zoning District Area of parcel(s) - acres or square feet

3. OWNER INFORMATION

Name _____ Company _____

Address, City, State, ZIP _____

Phone _____ Fax _____ Email _____

Signature of Owner - **required**

4. APPLICANT INFORMATION – *if different from owner*

Name _____ Company _____

Address, City, State, ZIP _____

Phone _____ Fax _____ Email _____

Signature of Owner - **required**

5. REPRESENTATIVE OF APPLICANT –*engineer, architect, attorney or other, if applicable*

Name _____ Company _____

Address, City, State, ZIP _____

Phone _____ Fax _____ Email _____

Signature of Owner - **required**

6. DEVELOPMENT INFORMATION

Complete this section for Special Use and PUDs.

a) Use: _____ / _____
Existing Use Proposed Use

b) Building Area (square feet): _____ c) Building Height (feet): _____

d) Parking Spaces Provided: _____ / _____
Parking Required: _____ / _____
Total Accessible / Total Regular

e) Please describe the proposed project or change (Attach sheet if needed):

7. SUBMITTAL REQUIREMENTS

Initial each item to indicate the item is complete or is included with the application. All items listed must be provided.

FOR ALL APPLICATIONS:

_____ Completed Application -- Illegible or Incomplete applications **will not** be accepted.

_____ Filing Fee

- Map Amendment, Text Amendment, Special Use: \$150
- Off-Premise Sign, Variance: \$100
- Planned Unit Development: \$200

_____ Application for appropriate City License as per Chapter 2 of Title 3 of the City Code (see City Clerk’s Office).

_____ One Stop Shop meeting attendance by petitioner prior to ZBA hearing for all commercial projects submitting for a Special Use or variance. Meetings are held Mondays at 9AM. Call (309)698-4717 to be placed on the agenda.

a) MAP AMENDMENT (REZONING)

_____ Legal Description (attached)

b) TEXT AMENDMENT

_____ Proposed amendment language

c) SPECIAL USE

- _____ 15 **folded** full-size site plans (see next page)
- _____ 1 site plan (8.5”x11”)
- _____ Building Elevations
- _____ Site Plan & Elevations
- _____ Legal Description (attached)
- _____ Estimated Traffic Generation (Refer to I.T.E. standards)

d) PLANNED UNIT DEVELOPMENT (PUD)

_____ All required steps and procedures in Chapter 12 of the Zoning Code.

e) SPECIAL PERMIT SIGNS

- _____ 15 **folded** full-size site plans showing the location of the sign, property lines, parking areas, and buildings (see next page)
- _____ 1 site plan (8.5”x11”)
- _____ Sign Elevations / Illustrations
- _____ Site Plan & Elevations on CD-ROM (Adobe PDF format)
- _____ Legal Description (attached) and on CD-ROM (MS Word format)

f) VARIANCE

- _____ 15 **folded** full-size site plans (see next page)
- _____ 1 overall site plan (8.5”x11”)
- _____ Description of hardship – reason for requested variance

SITE PLAN REQUIREMENTS

Site plans are required to be **folded**.

All site plans shall show the following items (based on the type of request):

SPECIAL USE

- (1) All proposed and existing structures
- (2) Points of ingress and egress for the proposed development
- (3) Parking plan (indicate number of spaces, aisle width and typical space dimensions)
- (4) Sign plan (directional, way-finding signs, signs which require a waiver from ordinance requirements)
- (5) Landscaping, screening, and buffering elements
- (6) Lighting plan (Photometric plan)
- (7) Boundary Lines / Property Lines (bearings, distance, and acreage)
- (8) Easement locations and purposes (if any exist)
- (9) Adjacent streets – indicate street names
- (10) North Arrow, Development Name, Map Scale, Date of Preparation, Preparer's Name
- (11) Legal Description (can be provided as an attachment)
- (12) Land Use of all adjacent parcels
- (13) Any other information as required by the Zoning Administrator to allow an accurate and complete review.

OFF-PREMISE SIGN

- (1) The proposed location of all signs (indicate type of sign)
- (2) All existing structures / buildings
- (3) Parking areas
- (4) Landscaping (required for off-premise signs)
- (5) Boundary Lines / Property Lines (bearings & distances)
- (6) Adjacent streets – indicate street names
- (7) North Arrow, Development Name, Map Scale, Date of Preparation, Preparer's Name
- (8) Legal Description (can be provided as an attachment)
- (9) Land Use of all adjacent parcels
- (10) Any other information as required by the Zoning Administrator to allow an accurate and complete review.

VARIANCE

- (1) Variance being requested
- (2) Unique character of your property that prevents it from meeting the requirements of your zoning district.
- (3) What is your hardship?
- (4) Is this hardship unique to your property only?
- (5) If granted, will the variance be detrimental in any way to adjoining properties?
- (6) Boundary Lines / Property Lines (bearings & distances)
- (7) All existing and proposed structures
- (8) North Arrow, Development Name, Map Scale, Date of Preparation, Preparer's Name
- (9) Legal Description (can be provided as an attachment)
- (10) Land Use of all adjacent parcels
- (11) Any other information

PLANNED UNIT DEVELOPMENTS (PUD)– *As specified in Chapter 12 of the Zoning Ordinance*

Due to the nature of this review, it is required that the applicant refer to Chapter 12 of the Zoning Ordinance for all application procedures and submittal requirements. Please direct all questions to the Zoning Administrator.

FILING INSTRUCTIONS

1. The Zoning Board of Appeals has regularly scheduled meetings the second Monday of each month at 6PM at the Civic Plaza Council Chambers, 401 West Washington Street, East Peoria, Illinois.
2. The deadline for submitting applications for regularly scheduled Zoning Board of Appeals meetings is not less than fifteen (15) days prior to the meeting. A copy of the Board's schedule and submission deadlines is available at City Hall.
There are no exceptions to these dates.
3. Planning and Community Development Department staff must certify that an application for a public hearing is complete (received by the filing deadline, completely filled out, includes all required attachments, and filing fee) to be processed and scheduled for the next regularly scheduled meeting. All required site plans must be folded if on paper larger than 8.5 x 11. Incomplete or illegible applications will not be accepted.
4. Prior to the hearing, the Planning and Community Development Department will mail notices of the hearing to the owners of all property within 250 feet of the subject property. The applicant or applicant's representative is required to post a sign, provided by the City, on the subject property notifying of the public hearing at least seven (7) days prior to the hearing. Notice will be provided to the applicant or applicant's representative when the sign is ready to be picked-up at City Hall and posted on the subject property.
5. The basic format for each public hearing is:
 - a. Chairman opens hearing.
 - b. Swearing in of applicant and other persons wishing to testify.
 - c. Applicant presents testimony and answers any questions from the Board.
 - d. Public input - audience presents testimony to the Board and answers any questions from the Board.
 - e. Public hearing closed.
 - f. Deliberations by the Board, no public or applicant input during this portion of the meeting.
6. Application and inquiries should be submitted to:

**City of East Peoria
Planning and Community Development Department
401 West Washington Street
East Peoria, Illinois 61611
Phone: (309)698-4715**