

ILLEGIBLE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

# CITY OF EAST PEORIA

Department of Planning and Community Development  
Case # \_\_\_\_\_ Hearing Date: \_\_\_\_\_

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

## ZONING BOARD OF APPEALS (ZBA): APPLICATION FOR PUBLIC HEARING *-staff use only-*

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  
\_\_\_\_\_  
Parcel 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 (if applicable)*

\_\_\_\_\_  
*Address, City, State, ZIP*

\_\_\_\_\_  
*Phone Email*

\_\_\_\_\_  
*Signature of Owner - required*

### 4. APPLICANT, or REPRESENTATIVE OF APPLICANT, INFORMATION – *if different from owner*

\_\_\_\_\_  
*Name Company (if applicable)*

\_\_\_\_\_  
*Address, City, State, ZIP*

\_\_\_\_\_  
*Phone Email*

\_\_\_\_\_  
*Signature of Owner - required*

#### 4. 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 Spaces Required: \_\_\_\_\_ / \_\_\_\_\_

Total Accessible / Total Regular

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

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#### 5. 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 (contact 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 an agenda.**

##### a) MAP AMENDMENT (REZONING)

\_\_\_\_\_ Legal Description (attach)

##### b) TEXT AMENDMENT

\_\_\_\_\_ Proposed amendment language (attach)

##### c) SPECIAL USE

\_\_\_\_\_ 1 electronic (in Adobe PDF or other acceptable format) or hard copy site plan – **sufficiently sized to provide details of project – see next page**

\_\_\_\_\_ Building Elevations (if applicable) in Adobe PDF format or other acceptable electronic format

\_\_\_\_\_ Site Plan & Elevations in Adobe PDF format or other acceptable electronic format

\_\_\_\_\_ Legal Description (attach if necessary) and in MS Word format or other acceptable electronic format

\_\_\_\_\_ Estimated Traffic Generation – if applicable - 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

\_\_\_\_\_ 1 electronic (in Adobe PDF or other acceptable format) or hard copy site plan – **sufficiently sized to provide details of project – see next page**

\_\_\_\_\_ Sign Elevations / Illustrations

\_\_\_\_\_ Legal Description (attached) and in MS Word format or other acceptable electronic format

##### f) VARIANCE

\_\_\_\_\_ electronic (in Adobe PDF or other acceptable format) or hard copy site plan – **sufficiently sized to provide details of project – see next page**

\_\_\_\_\_ Description of hardship – reason for requested variance

## **SITE PLAN REQUIREMENTS**

All site plans need to show the following information (based on the type of request):

### **SPECIAL USE**

- (1) All proposed and existing structures – distances from and to
- (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, any 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) – distances from and to existing and proposed structures
- (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) – distance from sign to these
- (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) – to existing and proposed structures
- (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 relevant information as required by the Zoning Administrator to allow an accurate and complete review.

### **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 call 309-698-4750 with questions.

## 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, **Room 112**, 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 and on the City's website [www.cityofeastpeoria.com/328/Zoning-Board-of-Appeals](http://www.cityofeastpeoria.com/328/Zoning-Board-of-Appeals).  
**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 associated filing fee) to be processed and scheduled for the next regularly scheduled meeting. 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. A sign will also be posted by City staff on the subject property notifying the public prior to the hearing.
5. The basic format for each public hearing is:
  - a. Chairman opens hearing.
  - b. **All applicants/petition representatives must attend the hearing in order for the case to be heard by the ZBA.**
  - c. Swearing-in of applicant and other persons wishing to testify.
  - d. Applicant presents testimony and answers any questions from the Board.
  - e. Public input - audience presents testimony to the Board and answers any questions from the Board.
  - f. Public hearing closes.
  - g. Deliberations by the Board, no public or applicant input during this portion of the meeting.
6. Following the Public Hearing:
  - All Special Use and text/map amendment cases must also be presented to the East Peoria City Council for final approval. This process takes two readings, at two separate City Council meetings, prior to approval being granted.
  - **All Special Use cases requiring the conditions including, but not limited to, hard-surface paving, screening, and/or landscaping must provide a bond or letter of credit to the City of East Peoria in an amount sufficient to cover a professional's estimate of the work to be performed prior to receiving approval from the City Council.**
  - All variance cases are final. No further approval is required.
7. 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)698-4750**