



ZONING BOARD OF APPEALS INSTRUCTIONS FOR SUBMISSION OF VARIANCE(S) REQUESTS

The Zoning Board of Appeals meets every third Wednesday of each month, at 4:00 p.m. in the City Hall Council Chambers, 109 E. Olive Street, Bloomington, Illinois.

In order for your petition for variance requests(s) to be placed on the agenda you **MUST** complete and submit the following items to the Planning and Code Enforcement Department by the submission deadline, in the attached schedule:

1. A \$125.00 filing fee for a specified hearing date for one variance petition. For each additional request thereafter the fee is \$25.00 per request.
2. Both the attached application and statement of Findings of Fact filled out by the Petitioner. Only persons with a contractual interest in the property shall submit an application.
3. A site plan, **TO SCALE IN BLACK INK**, depicting your lot, location of all buildings, structures, driveways, parking areas and other improvements, you must show all dimensions. If you submit a site plan on paper larger than 8 ½” x 11”, you must submit 12 copies.

You must call (309) 434-2341 to set up an appointment with the City Planner to discuss this petition. The site plan must be reviewed with the City Planner at your appointment, before the final submission deadline.

Notice of the variance request will be published in the Legal Section of The Pantagraph approximately 15 days before the scheduled meeting. Courtesy notices will be mailed to adjacent property owners and other interested parties.

You must be the owner of the property subject to the variance petition. You or your representative **MUST** attend the Zoning Board of Appeals meeting. You will be sworn in and you may offer additional testimony at the meeting.

It takes four concurring votes for your petition to be approved. If your petition is denied by a vote of less than five (5) members, you may appeal the decision to City Council. You must file with the City Clerk a “Notice of Appeal” within 10 days of the ruling.

If your petition is approved, you must obtain all the necessary building permits with regards to your project.

A variance is good for one (1) year and must be acted upon within this time frame or it will be void.

Note: it is unlawful to call or have contact with any member of the Zoning Board of Appeals prior to the meeting.

APPLICATION TO ZONING BOARD OF APPEALS

Please consider this as our petition for a variance from the requirement(s) of the Zoning Code. I have provided all information requested herein and attached our site plan and fee.

Site Address: _____

Site Address: _____

Petitioner: _____ Phone: _____

Petitioner's Email Address: _____

Petitioner's Mailing Address Street: _____

City, State, Zip Code: _____

Contractual interest in the property _____ yes _____ no

Signature of Applicant _____

Brief Project Description:

Code Requirements Involved:

Variations(s) Requested:

Reasons to Justify Approval by the Zoning Board of Appeals: Your justifications for approval must also be provided in the statement of Findings of Fact.

STATEMENT OF FINDINGS OF FACT
(Must be answered by the Petitioner)

Chapter 44, Section 9.40(d)

A variation from the terms of this Code shall not be granted by the Zoning Board of Appeals unless and until findings of fact are submitted demonstrating:

1. That the property has physical characteristics that pose unreasonable challenges which make strict adherence to the Code difficult; and

2. That the variance would be the minimum action necessary to afford relief to the applicant; and

3. That the special conditions and circumstances were not created by any action of the applicant; and

4. That the granting of the variance requested will not give the applicant any special privilege that is denied to others by the Code; and

5. That the granting of this variance will not be detrimental to the public welfare, alter the essential character of the neighborhood, nor unreasonably impair the use or development of adjoining properties.

Zoning Board	
Submit by	Meeting
12/19/2018	1/16/2019
1/23/2019	2/20/2019
2/20/2019	3/20/2019
3/20/2019	4/17/2019
4/17/2019	5/15/2019
5/22/2019	6/19/2019
6/19/2019	7/17/2019
7/24/2019	8/21/2019
8/21/2019	9/18/2019
9/18/2019	10/16/2019
10/23/2019	11/20/2019
11/20/2019	12/18/2019

ZBA

Special use permits

Variances

Sign code amendment

Sign variance