

# INSTRUCTIONS FOR COMPLETING PETITION FOR VARIANCE

Petition may be typed or handwritten, petition can be completed on a computer using Adobe Acrobat Reader, available at [www.adobe.com](http://www.adobe.com).

1. Fill in petitioner's name and contact information. If the property is owned by an individual other than the petitioner, complete the same information under **Property Owner**.
2. Write the name of a representative of the petitioner if someone else will be representing the petition. This person may be a contractor, engineer or other building related professional who is assisting you with your project.
3. Under **Site Information**, write in the street address of the property. In the next blank, write the legal description of the property. The legal description should be contained in any title work you have on the property or a copy of the legal description can be obtained from the Macon County Recorder, 141 South Main Street (former Ambassador Hotel). If the legal description is too long to fit in the space provided, please write or type "See Attached" and attach a copy of the legal description to the petition. The present zoning of the site should be checked. If you do not know your zoning classification, please call the Planning Division at 424-2781.

Where the petition asks if the subject property is within a planned unit development, please indicate by checking yes or no. Most planned unit developments deal with commercial property. If you are unsure whether or not your property is within a planned unit development, please call the Planning Division at 424-2781.

4. Please indicate the size of the subject property that is legally described in Section Three in either square feet (most city lots) or acres (for larger tracts).
5. List all structures currently located on the property.
6. Under **Requested Action**, check the appropriate box for your request. If you are requesting a reduction in a setback, check the first box. If you are requesting an accessory structure larger than the main structure, check the third box.
7. Describe the proposed project. State why the proposed project cannot meet the requirements of the Zoning Ordinance and why a variance is needed. The variance will be judged against the following standards as prescribed in the zoning ordinance:
  - a. Strict application of the zoning requirements will lead to an unnecessary non-economic hardship or practical difficulty which prevent the reasonable use of the property;
  - b. The plight of the owner is due to unique circumstances not of his/her own making; and
  - c. The variance, if granted, will not alter the essential character of the locality.

Use this area to justify the petition against the standards of review and describe any other particular hardship present when applying the zoning regulations.

8. Attachments to the plan should include a scaled sketch plan showing the existing conditions and proposed project. An example site plan and instructions is shown on the following page.
9. Sign the petition and complete the date. Please note that a filing fee of \$150.00 is required for single-family properties and a fee of \$250.00 is required for all other properties to petition the Board of Appeals.

City of Decatur, Illinois	
PETITION FOR VARIANCE	
<small>Zoning Board of Appeals Economic and Urban Development Department One Gary K. Anderson Plaza Decatur, Illinois 62523-1196 424-2781 FAX 424-2778</small>	
<b>SECTION ONE: PETITIONER / OWNER / REPRESENTATIVE INFORMATION</b>	
Petitioner: John Q. Public	
Address: 1 North Central Drive	
City: Decatur	State: IL Zip: 62526
Telephone: 555-1212	Fax: 555-1213 E-mail: jqp@emailmail
Property Owner: Same	
Address:	
City:	State: Zip:
Telephone:	Fax: E-mail:
Representative:	
Address:	
City:	State: Zip:
Telephone:	Fax: E-mail:
<b>SECTION TWO: SITE INFORMATION</b>	
Street Address: 1 North Central Drive	
Legal Description: Lot 28 of North Central Addition to the City of Decatur, as per Plat recorded in Book 142, Page 999 of the Records in the Recorder's Office of Macon County, Illinois	
Present Zoning:	<input type="checkbox"/> R-1 <input checked="" type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> R-5 <input type="checkbox"/> R-6 <input type="checkbox"/> Other - classification of use, off-street parking in an "R" zone, special circumstances, etc.
<input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> B-3 <input type="checkbox"/> B-4 <input type="checkbox"/> O-1 <input type="checkbox"/> YES <input type="checkbox"/> NO Is this property a Planned Unit Development?	
Please list all improvements on the site: Single family detached garage	
Size of Tract: 7.5	<input checked="" type="checkbox"/> sqf <input type="checkbox"/> AC

## Quick Info

If you require assistance to complete this petition, please call the Planning Division at (217) 424-2781.

SECTION THREE: REQUESTED ACTION	
<input checked="" type="checkbox"/> Variation of Specified Site Requirements (e.g. setbacks)	<input type="checkbox"/> Variation of Parking & Loading Requirements
<input type="checkbox"/> Other - classification of use, off-street parking in an "R" zone, special circumstances, etc.	
Description: Please state the reason for exception, variation or appeal to the Zoning Board of Appeals. Be as specific as possible, detailing the circumstances that make an appeal necessary. Additional description pages may be attached.	
Requesting a reduction in the required separation between structures from 8 feet to 7 feet.	
I propose to construct a 20 square foot addition to my detached garage. I cannot set the addition back due to a steep slope of the property. My garage is currently not used because there is insufficient access to the door without a ramp. Property is located along lake front and there is little room to accommodate the proposed addition elsewhere. Garage will have to be demolished if this cannot work.	
The plight of the owner is due to unique circumstances, the layout, elevation and topography of the lot will not allow another configuration of the garage. The addition will be of same materials and style as the existing garage and house. The addition will not alter the essential character of the property. A one-hour firewall will be provided in the new construction to meet fire separation requirements.	

SECTION FOUR: ATTACHMENTS	
Description: Please list any attachments and/or supporting documents below:	
Exhibit "A" - Site Plan	
<small>Attachments to this petition should include a scaled sketch plan of the proposed showing property lines, lot dimensions, building dimensions, all buildings on the property, setbacks, requested changes in the requirements and other necessary information. Please label this sketch plan as "Exhibit A" and other supporting documents accordingly. Architectural or engineering drawings are preferred, but not required.</small>	

SECTION FIVE: CERTIFICATION	
To be placed on the agenda of the regular meeting on the second Thursday of the month at 4:00 PM in the City Council Chamber, petition must be received three weeks prior to meeting date. Petitioner or a representative must be present to make statements to the Board and to answer questions. Incomplete or erroneous petitions may delay items being heard by the Zoning Board of Appeals.	
Petitioner's Signature:	Date: 01/01/02

**NOTES:**

1. Please forward this completed form and attachments to the Economic and Urban Development Department, Third Floor, Decatur Civic Center. A filing fee of \$85.00 is charged for all petitions to the Zoning Board of Appeals. Please make checks payable to the City of Decatur.
2. Signature of this petition grants permission to City staff to place a sign, indicating a request for zoning action, on the subject property at least 10 days prior to the Zoning Board of Appeals hearing. Said sign will be removed within 15 days of the Zoning Board hearing.

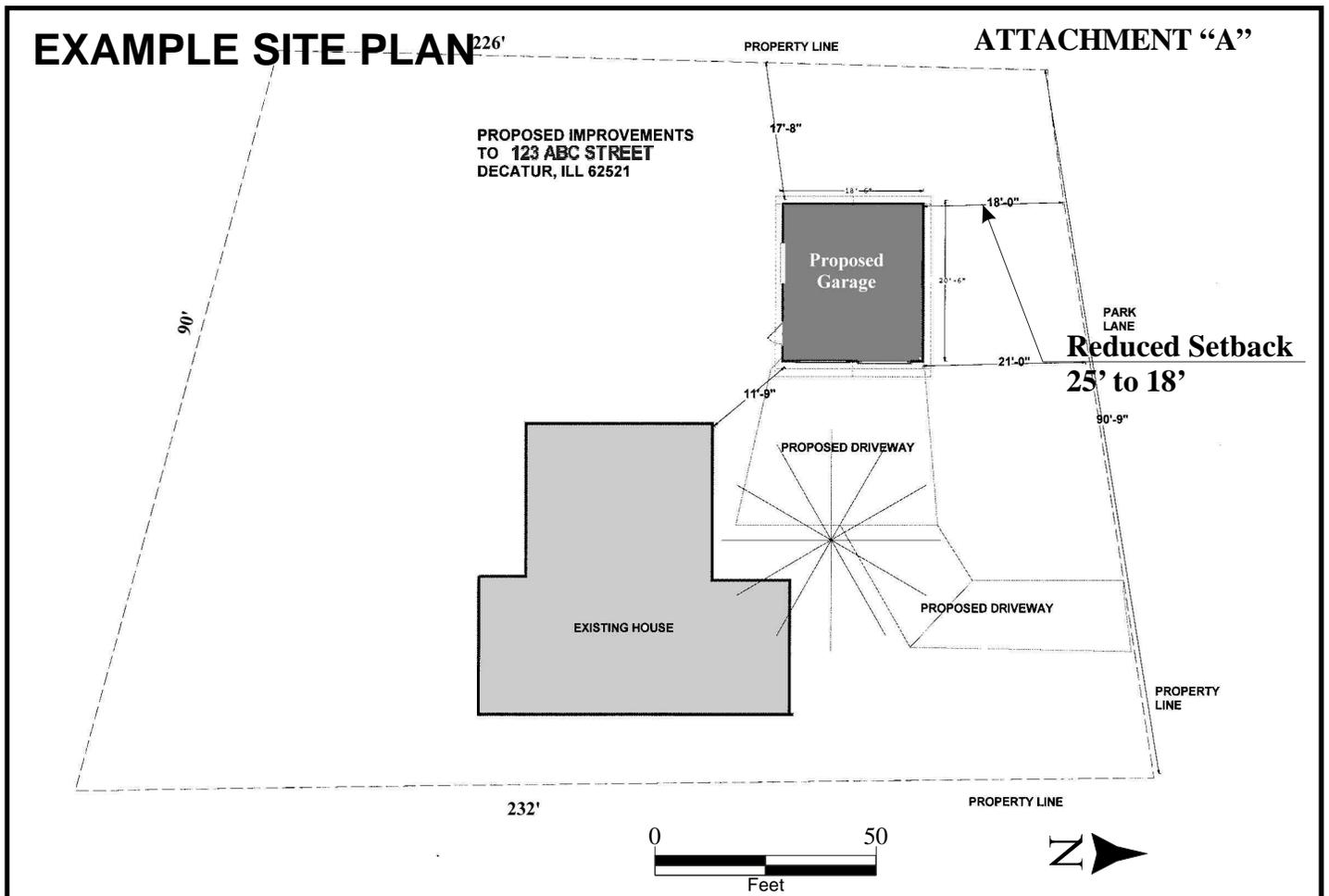
# INSTRUCTIONS FOR PREPARING A SITE PLAN

A scaled site plan is required for each petition for variance. The following steps illustrate how to approach creating a site plan for your proposed project.

1. Begin by drawing the site's property boundaries and labeling its dimensions. If you do not have the property dimensions, contact the Macon County Recorder's Office (424-1359) to obtain a copy of your plat.
2. Second, draw in all existing structures on the property including the house and any accessory buildings on the property. Determine distance that each of the buildings sits from the property line, and other buildings (distance between structures), and clearly label all of these dimensions.
3. Third, draw the proposed project. This may be a garage, room addition, carport, etc. Draw the proposed setbacks and label accordingly, such as "Reduced Setback \_\_ feet to \_\_ feet". Be sure to also determine the proposed distance between the main structure and any proposed accessory structures to ensure that an eight foot separation is being met.

You may also want to label hardship areas such as natural vegetation or tree canopy, steep slopes, flood ways, access points or other problem areas that prevent you from meeting the ordinance requirements.

4. Draw in any driveway areas or access points or other relevant information you would like to present to the Board. If there are structures on other properties that are very close to your property line, you will want to note those on the plan.
5. Draw in a north arrow and scale.





**City of Decatur, Illinois**

**PETITION FOR VARIANCE**

*Zoning Board of Appeals*

Economic and Urban Development Department  
 One Gary K. Anderson Plaza  
 Decatur, Illinois 62523-1196

424-2781  
 FAX 424-2728

**SECTION ONE: PETITIONER / OWNER / REPRESENTATIVE INFORMATION**

<b>Petitioner</b>				
Address				
City	State		Zip	
Telephone	Fax		E-mail	
<b>Property Owner</b>				
Address				
City	State		Zip	
Telephone	Fax		E-mail	
<b>Representative</b>				
Address				
City	State		Zip	
Telephone	Fax		E-mail	

**SECTION TWO: SITE INFORMATION**

<b>Street Address</b>						
<b>Legal Description</b>						
<b>Present Zoning</b>	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> R-5	<input type="checkbox"/> R-6	Is this property a Planned Unit Development? <input type="checkbox"/> YES      Approval Date: _____ <input type="checkbox"/> NO
	<input type="checkbox"/> B-1	<input type="checkbox"/> B-2	<input type="checkbox"/> B-3	<input type="checkbox"/> B-4	<input type="checkbox"/> O-1	
	<input type="checkbox"/> M-1	<input type="checkbox"/> M-2	<input type="checkbox"/> M-3	<input type="checkbox"/> PMR-1		
<b>Please list all improvements on the site:</b>						
<b>Size of Tract</b>	SF		AC			

**SECTION THREE: REQUESTED ACTION**

<i>Check One:</i>	<input type="checkbox"/> Variation of Specified Site Requirements (e.g. setbacks)	<input type="checkbox"/> Variation of Parking & Loading Requirements	<input type="checkbox"/> Other - classification of use, off-street parking in an “R” zone, special circumstances, etc.
<b>Description</b>	<i>Please state the reason for exception, variation or appeal to the Zoning Board of Appeals. Be as specific as possible, detailing the circumstances that make an appeal necessary. Additional description pages may be attached.</i>		

**SECTION FOUR: ATTACHMENTS**

<b>Description</b>	<i>Please list any attachments and/or supporting documents below:</i>
<i>Attachments to this petition should include a scaled sketch plan of your proposal showing property lines, lot dimensions, building dimensions, all buildings on the property, setbacks, requested changes in the requirements and other necessary information. Please label this sketch plan as “Exhibit A” and other supporting documents accordingly. Architectural or engineering drawings are preferred, but not required.</i>	

**SECTION FIVE: CERTIFICATION**

	<i>To be placed on the agenda of the regular meeting on the second Thursday of the month at 4:00 PM in the City Council Chamber, petition must be received on the first Thursday of the prior month. Petitioner or a representative must be present to make statements to the Board and to answer questions. Incomplete or erroneous petitions may delay items being heard by the Zoning Board of Appeals.</i>		
<b>Petitioner’s Signature</b>		<b>Date</b>	

**NOTES:**

1. Please forward this completed form and attachments to the Economic and Urban Development Department, Third Floor, Decatur Civic Center. A filing fee of **\$150.00** is charged for all requests for property in the R-1, R-2, R-3 and R-5 districts, and **\$250.00** for property in all other districts. Please make checks payable to the City of Decatur.
2. Signature of this petition grants permission to City staff to place a sign, indicating a request for zoning action, on the subject property at least 10 days prior to the Zoning Board of Appeals hearing. Said sign will be removed within 15 days of the Zoning Board hearing.