



**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>                         |                              |                              |                              |                                |                              |   |
| <br>   |                              |                              |                              |                                |                              |   |
| <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?<br><input type="checkbox"/> YES      Approval Date: _____<br><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.