

Dates to Remember for Sign Variance

1. _____ - please file by noon.
Last day to have completed variance application, 8 ½" x 11" site plan, \$225.00 filing fee, and Buffered Parcels Report from St. Clair County Mapping & Platting listing the legal property owners and mailing addresses of the parcels within 250 feet of the property in to Jennifer or Vicki in the Planning & Zoning Office. Please also provide proof of applicant's property interest if the applicant is not the owner. You may also provide a copy of your Notice of Intent for review at this time.

2. _____ - to _____ -
"Window" for petitioner to send "Notice of Intent" notices to owners within 250 feet of parcel, either in person to owner **OR** by Certified Mail Return Receipt Requested. See Section 8.06 and sample letter attached for notice requirements.

3. _____ (Wednesday before the hearing) - **To Vicki:**
 - Copy of letter **AND** all green Certified Mail Return Receipts (or envelope returned from Post Office as refused) with receipt showing date received at Post Office attached to each one **OR** original letter signed by owners with date received if presented in person.
 - Statement of Compliance certifying that you have done all that is required of you as outlined in Article 8.

4. _____ -
Public Hearing with Zoning Hearing Officer (City Council Chambers @ 5:00 p.m.)

If you have any questions regarding your petition, please do not hesitate to contact Jennifer Howland or Vicki Evans at (618)624-4500, Extension 4. You may wish to call our office to ensure either Jennifer or Vicki will be available when you come in to file.

A copy of the agenda will be mailed to you Friday before the scheduled meeting. The agenda will serve as notice that your petition will be discussed that night. You will want to attend that meeting or have a representative present in your place.

The Zoning Hearing Officer will make his/her decision and will forward the finding of facts and the decision to the Planning & Zoning Office within a few days of the hearing. We will contact you as to the outcome of the Zoning Hearing Officer's decision and if there are any terms or conditions for approval.

PETITION FOR SIGN VARIANCE

Planning & Zoning Department, O'Fallon City Hall
255 South Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269 Phone (618) 624-4500 Ext. 4

Variance Request No. _____
Date: _____

(Do not write in this space -- For office use only)

Date set for hearing: _____

Perm. Parcel No. ____-____-____-____

Date hearing held: _____

Fee paid: \$_____ Date: _____

Newspaper: _____

Building Permit App. No. _____

Action by Zoning Hearing Officer:

Comments: (indicate other actions such as continuances)

() Denied

() Approved

() Approved with modification

INSTRUCTIONS TO APPLICANTS: All information required by the application must be completed and submitted herewith. Applicants are encouraged to visit the Planning & Zoning Office for any assistance needed in completing this form.

1. Name of property owner(s): _____ Phone: _____

Mailing address: _____ E-Mail: _____

2. Applicant's name: _____ Phone: _____

Mailing address: _____ E-Mail: _____

3. Property interest of applicant (Owner, Contractor, etc.): _____

4. With respect to any portion of these premises, a previous appeal or petition for variance was made:

() No. () Yes. If "yes", list all previous appeals and/or petitions, giving dates:

5. Address of property: _____

Present use of property: _____ Parcel (Tax) ID #: _____ Zone District: _____

6. Do the existing structures comply with all area and bulk regulations for the zone district in which it is located? () Yes () No

If "no", specify each non-conforming condition:

7. Variance requested: _____

8. Are the conditions of hardship for which you request a variance peculiar only to the property described by this petition?

() Yes. () No. If "no", how many other properties are similarly affected? _____

9. A sketch plan (drawn to approximate scale) shall be shown on the reverse side or may be attached showing the following:

- a) Dimensions of the zoning lot;
b) Dimensions and use of all buildings;
c) Location of proposed signage requiring a variance;
d) Any additional information as may be reasonably required by the Planning & Zoning Department.

10. A sign variance is requested for the property described above in conformity with the documents submitted herewith.

I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

I consent that the entry in or upon the premises described in this application by any authorized official of O'Fallon, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

Date: _____

Signature of Applicant: _____

Date: _____

Signature of Owner: _____

SAMPLE NOTICE OF INTENT

[Date letter is mailed or delivered]

[Applicant name]

[Applicant address]

Dear **[Property Owner's Name Here]**,

Please be advised that I/we have submitted a petition for a variance to the City of O'Fallon Zoning Hearing Officer on **[date petition submitted]**. The variance is to allow **[describe the reason for the variance (i.e. increase the percent of lot coverage from 30% to XX% for construction of a room addition or to extend 5 feet into the required 25 ft rear yard setback for placement of a modular home)]**.

The variance is for the property address of **[subject property address]**, O'Fallon, Illinois.

The name and address of the property owner for this property is **[name and mailing address of the property for the variance]**.

This letter is being sent to you as required by ordinance to the property owners within 250 feet of the variance requested property.

If you have any questions regarding the variance, please contact either the property owner or the City of O'Fallon Planning & Zoning Office at (618)624-4500 ext. 4.

Sincerely,
XXXXX

[Applicant name and signature]

FOR HAND-DELIVERED LETTERS:

If the letter is being hand-delivered to the property owner, please provide them with 2 letters. One they sign and date as received and return to you, the other they keep for their records. Put this on the hand-delivered letters:

I/We hereby acknowledge receipt of the above notification of a Petition for Zoning Variance initiated by **[Applicant name here]**.

Property Owner's Signature, Their Property Address and Date

[Date]

This letter is to certify that I/we, **[applicant(s)]**, have complied with the requirements as outlined in the O'Fallon Zoning Code of Ordinances for the Variance for **[subject property address]**, O'Fallon, Illinois, which we filed for on **[filing date]**.

Signed,
[Applicant(s)]

SAMPLE