

Woodford County Zoning

Variance Checklist

Application Form completed and signed (both locations)

-If the landowner and Variance applicant are different both must sign on page 1.

Detailed narrative explaining the project

- You must include the **PARTICULAR HARDSHIP** which prevents you from complying with the regulations.
- Detail all planned uses of the structure (Variance for the 1,800 sq. ft. Lot Mx Shed size)
- address the “Findings of Fact” (see application page 2) to the best of your ability.

Building Size and Height

- Height must be compliant if building size or lot coverage is being varied
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- Lot Coverage must be compliant if building height or building Size is being varied

Site Plan

- Provide drawings of the request including distances and sizes

Septic

-If there will be Bathrooms or Bedrooms contact the Health Department to understand your requirements before applying. Note your understanding of this in your narrative.

Soil and Erosion Control

- Non-Commercial requests -non-permeable surfaces over 5,000 sq.ft. and ALL new homes require a permit. Note your understanding of this requirement in your narrative.
- Commercial Requests -Storm Water Pollution Protection Plan (SWPPP) required for all non-permeable surfaces over ½ acre. Notice of Intent (NOI) filed with IEPA for all disturbed land 1 acre or more.

Floodplain

- Floodplain permitting requirements will be discussed if needed, this includes requirements for IDNR-OWR, Army CoE, and IEPA submissions and permitting.

Permitting Timeline

- PERMITS ARE REQUIRED TO BE OBTAINED WITHIN 90 DAYS OF APPROVAL, if you require additional time to obtain permits you must include it in your application.

Fees

- Application costs \$60.00
- Publication and Mailing costs, these will be billed separately and must be paid by the hearing date.
- Payments accepted CASH or CHECK only.

If you have questions please contact the office at wczoning@woodfordcountyl.gov or 309-467-3023

**Application for VARIANCE under the regulations of the Woodford County Zoning
Ordinance**

DATE _____

CASE # _____

Applicant

Printed Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

e-mail: _____

Printed name _____

Signature _____

Owner

(IF DIFFERENT THAN APPLICANT)

Printed Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

e-mail: _____

Printed name _____

Signature _____

C. Legal description of property must be attached.

D. Zoning District in which property is located _____

E. A Variance in _____ **requirements is requested to allow**

Specific distances (if applicable): _____

F. Section of the Ordinance allowing Variance _____

**G. Attach documentation verifying that the proposed variance meets all criteria
described for granting a variance in the Zoning Ordinance.**

H. Additional information may be requested on a case by case basis.

I. Attach a site plan containing a minimum of the following:

1. Scaled drawing.
2. All property lines, setbacks and structures existing and proposed.
3. Utility and drainage easements, sewer, septic and water systems, existing and proposed.
4. Drainage, existing and proposed.
5. Additional information may be required on a case by case basis.
6. The particular physical surroundings, shape or topographical conditions of the specific property involved would result in a unique hardship upon the owner, as distinguished from a mere inconvenience, if the strict reading of the Woodford County Zoning Ordinance were to be carried out.

Township: _____

Site Address: _____

Permanent Parcel No. _____ Acreage _____

Present Use _____

Has a previous Variance been requested for this property? _____

***** Attach a narrative, detailing how your application conforms to the following: *****

The Zoning Board of Appeals shall make a finding in consideration of the granting of the Variance:

- A. Non-conforming uses in the same District and permitted uses in other Districts shall not be considered grounds for issuance of a variance.
- B. That the granting of the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands or structures in the same District.
- C. The ZBA will make a finding that the reasons set forth in the application justify the granting of the variance.
- D. The ZBA shall make a finding that the granting of the variance will be in harmony with the general purpose and intent of this ordinance and will not be injurious to the neighborhood, or otherwise be detrimental to the public welfare.
- E. The variance requested is the least amount of variance required to allow the proposed structure on the existing lot, without regard to aesthetics or personal inconvenience to the property owner.

I, (we) certify that this proposed Variance will conform to the standards for Variances in the Woodford County Zoning Ordinance, and that all of the above statements and the information contained in any attachments, documents or plans submitted herewith are true to the best of my (our) knowledge and belief.

Applicant Signature _____ Date _____

Unless otherwise provided, I understand I must obtain a zoning permit within 90 days of variance approval or such grant shall expire.

FOR OFFICIAL USE ONLY

FILING FEE \$ _____

RECEIPT # _____

PUBLICATION COST \$ _____

RECEIPT # _____

HEARING DATE _____

DECISION DATE _____