



111 West Laurel Street, Millstadt IL 62260  
476-1514

## VARIANCE APPLICATION

(Do Not Write In This Space – For Office Use Only)

Date: \_\_\_\_\_

Permit # **V-** \_\_\_\_\_

Date of Hearing \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Notice Published \_\_\_\_\_

Date Paid: \_\_\_\_\_

Newspaper \_\_\_\_\_

### Action by Zoning Board:

☐

Denied

☐

Approved

☐

Approved with modification

### Action by Village Board:

☐

Denied

☐

Approved

☐

Approved with modification

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS TO APPLICANTS:** Please print clearly. All information required by this application must be completed and submitted herewith. Applicants are encouraged to visit the office of the Zoning Administrator for any assistance needed in completing this form.

Applicants are also instructed to read the "Notice of Applicants" on the next page. An application for "Zoning Occupancy Permit" must accompany this application.

1. Name of Owner or owners, and other interested parties or stockholders:  
(Attach additional sheets, if necessary)

\_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

2. Applicant's name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

3. Property interest of applicant: \_\_\_\_\_  
(Contract Purchaser, etc.)

4. With respect to these premises, a previous appeal or petition for variance was made:  
NO ( ) YES ( ) If yes, list all previous appeals and/or petitions and dates:

\_\_\_\_\_

5. Address of property: \_\_\_\_\_
6. Present use of property: \_\_\_\_\_ (residence, business, apartment)
7. Parcel #: \_\_\_\_\_
8. Present zoning district of property: \_\_\_\_\_
9. Does the present use of the property conform to all use regulations for the zone district in which it is located? YES (     ) NO (     ) If "NO", specify each non-conforming use.  
\_\_\_\_\_
10. 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.  
\_\_\_\_\_  
\_\_\_\_\_
11. Which unique physical characteristics prevent reasonable use for any of the uses permitted in that zoning district?
- |                     |                    |                      |
|---------------------|--------------------|----------------------|
| (     ) Too narrow  | (     ) Topography | (     ) Soil         |
| (     ) Too small   | (     ) Drainage   | (     ) Sub-surface  |
| (     ) Too shallow | (     ) Shape      | (     ) Other: _____ |
12. What is the "minimum" modification (variance) from the area-bulk regulations that will permit you to make use of your land? (Specify, using maps, site plans with dimensions and written explanation. Attach additional sheets, if necessary. \_\_\_\_\_  
\_\_\_\_\_
13. 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? \_\_\_\_\_  
\_\_\_\_\_
14. A variance is requested in conformity with the powers vested in the Board of Appeals by the Village Board to permit the development on the property described above, and in conformity with the plans, statements and other documents submitted with this application.

**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 to the entry in or upon the premises described in the application by any authorized official of the Village, for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



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**Amendment, Special Use & Variance Instructions**

Please turn in the following information when applying for a Zoning Special Use, Variance or Amendment:

1. Completed Building Permit Application
2. Completed Special Use, Variance or Amendment Application
3. Names and addresses of all landowners within 250 feet of your property. (This information is acquired from Mapping and Platting at the St. Clair County Courthouse).

All of this information must be submitted by **5 pm on the last working day of the month** prior to your zoning hearing (i.e.: if your hearing is scheduled for February your documents must be submitted to Village Hall before 5 pm on January 31<sup>st</sup>).

Note: You will be billed for the publication fee, postage and application fee (Amendment \$100.00, Special Use \$50.00 and Variance \$50.00), which must be paid before the meeting date.