



Date: _____

PROCEDURES TO REQUEST AN AREA BULK VARIANCE

An Area Bulk Variance is a grant of relief from specific limitations of the Zoning Ordinance with reference to the structure to be constructed on a given lot. The structure must be used for a purpose permitted in the zoning district in which the structure is located.

1. Petition forms may be obtained at City Hall. They must be completed and returned to the Zoning Administrator no later than the 15th day of the month preceding the Zoning Board of Appeals meeting. A fee of \$200.00 is required along with a 2-3-paragraph "letter of intent" explaining your intentions and reasons for the petition. Address it to "The Zoning Board of Appeals".
2. A blank notification letter is attached. This letter is to be completed and sent to all owners of land adjacent to and across from streets and alleys from the subject property. The letters are to be sent via certified mail, return receipt requested at least fifteen days, but no more than 30 days, prior to the Zoning Board of Appeals Meeting. You must provide proof of the certified mailings to the Zoning Board. You are to present the Post Office receipts and returning green cards from the mailings at the Zoning Board of Appeals Meeting at which the petition is heard.
3. The Zoning Board of Appeals monthly meetings are held at City Hall. The next Scheduled meeting is _____ At _____ pm.
4. It is necessary for the applicant or an appointed person to be present at each meeting during which the petition is heard.
5. Following the Zoning Board of Appeals Meeting, the applicant will receive a letter informing them of the decision of the Zoning Board. A building permit, if required, can then be applied for.



PETITION FOR AREA BULK VARIANCE

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date of Hearing: _____ Fee Paid to City Clerk: \$ _____

Date Hearing Held: _____ Newspaper: _____

Building Permit App. No.: _____ Date Published: _____

Action of Zoning Board of Appeals:

- Denied
Approved
Approved with Modification

Date: _____

Instructions to Applicants: Print or type the form. All information required by this application must be completed and submitted herewith. If applicable, an application for building permit must accompany this application.

Name of owner(s), and other interested parties or stockholder of corporation owning the subject property _____

Address: _____

Phone Number: _____

Applicant's Name: _____

Address: _____

Property Interest of Applicant: _____

Has a previous appeal or petition for variance ever been made for subject property?

- No Yes If "Yes", list all previous appeals and/or petitions and dates

Address of Subject Property: _____

Present Use of Subject Property: _____

Present Zoning District of Subject Property: _____



Does the present use of the subject property conform to all use regulations of the zone district in which it is located?

Yes No If "No", specify each non-conforming use:

Does the existing structures comply with all area bulk of the zone district in which it is located? Yes No If "No", specify each non-conforming use:

Which unique physical characteristics prevent reasonable use for any of the uses permitted in that zoning district?

- | | | |
|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Too Narrow | <input type="checkbox"/> Topography | <input type="checkbox"/> Soil |
| <input type="checkbox"/> Too Small | <input type="checkbox"/> Drainage | <input type="checkbox"/> Sub-surface |
| <input type="checkbox"/> Too Shallow | <input type="checkbox"/> Slope | <input type="checkbox"/> Other – specify
<i>Use additional sheets if necessary</i> |

What is the minimum modification (variance) from the area bulk regulations that will permit you to make reasonable use of your land? Specify by attaching maps, site plans with dimensions, a written explanation, and any other documentation that supports your petition.

Are the conditions of hardship, for which you request a variance, peculiar only to the property described by this petitioner? Yes No

If "No", specify each non-conforming use:

Name of adjacent property owners:

Name	Address	Present Use



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
618.939.8600

Thomas G. Smith, Mayor

An area bulk 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 to the entry in or upon the premises described in this application by any authorized official of the City of Waterloo, for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Date: _____

Applicant: _____

Date: _____

Applicant: _____

Date: _____

Owner: _____

Date: _____

Owner: _____



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Thomas G. Smith, Mayor

NOTICE OF PUBLIC HEARING OF THE WATERLOO ZONING BOARD OF APPEALS

Date _____

ADJACENT PROPERTY OWNER

Name

Street

City

Dear

The Zoning Board of Appeals will hold a meeting on _____, _____
Date
_____ at the Waterloo City Hall, 100 West Fourth Street, Waterloo, Illinois.
Time

The purpose of the hearing is to consider a Petition for a _____
Type of Request

by _____
Name of Petitioner

Petitioner wishes to _____

at _____
Location

Yours truly,

Petitioner