



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8600
Stanley T. Darter, Mayor

Date: _____

<p><i>Zoning Administrator</i> (618) 939-8730</p>

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 plus Certification Mailing fees (total will be given to you once finalized) are required along with a 2-3-paragraph "letter of intent" explaining your intentions and reasons for the petition. Address the letter to "The Zoning Board of Appeals".
2. The Zoning Board of Appeals monthly meetings are held at City Hall. The next scheduled meeting is: _____ at: 7:30 p.m.
3. It is necessary for the applicant or an appointed person to be present at each meeting during which the petition is heard.
4. 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.



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8600
Stanley T. Darter, Mayor

PETITION FOR AREA BULK VARIANCE

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date of Application: _____ Fee Paid to City Clerk: \$ _____
Date of Hearing: _____ Newspaper: _____
Building Permit App. No.: _____ Date Published: _____
Action of Zoning Board of Appeals: Adjacent Property Owners Notified on:
 Denied _____
 Approved (date)
 Approved with Modification

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: _____ Email Address: _____
Applicant's Name: _____
Address: _____
Phone Number: _____ Email 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?

- Too Narrow
- Too Small
- Too Shallow
- Topography
- Drainage
- Slope
- Soil
- Sub-surface
- Other – specify
Use additional sheets if necessary

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:

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: _____



DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Name of Adjacent Property Owners:

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____



Adjacent Property Owners, continued:

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____
