

Applicant Information Requirements for Zoning, Site Plan Review and Special Use Permit Hearings

All of the information outlined below for your specific request must be delivered to the Peoria Heights Village Hall before a public hearing will be scheduled. It will take a minimum of sixteen (16) business days after receiving a completed application to schedule a public hearing. Receipt of information within the required timeframe does not guarantee the public hearing date will be at the next regularly scheduled Zoning Board of Appeals meeting. Site Plans and Special Use Permits will be added to the agenda, but depending on the information provided and additional questions, it may not be voted on until the following month.

- Fully completed application
- Application fee of \$35.00 per parcel request (Zoning, Site Plan Approval or Special Use Permit) plus all postage and publication fees incurred by the Village for required notices
- Sixteen (16) copies of proposed site plans. See the specific section below for the information required for your specific request (Zoning, Site Plan Approval or Special Use Permit).
- Letter from legal owner stating permission to request hearing (if applicable)

PLEASE NOTE: Granting of a Zoning change, Special Use Permit or Site Plan Approval shall only be authorized and issued after compliance with the procedures set forth section 10-3-4 and the final approval by a majority vote of the Village Board of Trustees. Refer to this section for information regarding Appeals and Notification of Approval by Village Administration.

Zoning Hearing Required Information

A detailed scale diagram must be provided for all re-zoning, special use and variance applications, detailing all current and proposed lot(s) usage, including all buildings and structures currently on the lot(s) and an identical diagram showing the proposed changes. Details should include lot(s) sizes/dimensions and all structure positions and dimensions. **Diagrams must include (unless not applicable to specific request):**

- Variance Reason/Hardship - Property owner must explain how strict application of the Zoning Ordinance imposes practical difficulties or particular hardship and that granting the variance will not merely serve as a convenience to the applicant. The reason must explain and demonstrate hardship which is so great as to warrant the variation.*
- Lot sizes (current and proposed)*
- Lot numbers*
- Tax IDs*
- Structure positions (current and proposed)*
- Structure dimensions and overall square footage including layouts and floor plans for all levels for new construction (current and proposed)*
- "Right of Way" indications
- Easements
- Driveways and other access
- Parking area dimensions and number of proposed spaces
- Fences and fence height
- Exact set back measurements*
- Street names and addresses*
- Direction indicators (i.e. north, south, east, west)*
- Survey pin locations - If the applicant is seeking a variance for any encroachment into the ordinance regulations for maintaining specific yard dimensions (front, back, or side yards) the diagram must include the locations of the survey pins/lot markers. If the

applicant cannot locate the survey pins/lot markers, the property must be surveyed and the proper markings included on the diagrams prior to applying for a hearing before the Zoning Board of Appeals. GIS data cannot be used as a substitute. Variances for yard dimensions or setbacks cannot be granted without first knowing the lot boundaries.*

*** An application will not be accepted without this information.**

Additional Information: Pictures of the property, structures, etc., or aerial photos can be helpful, but are not mandatory. Peoria County aerial photos, including lot lines, tax IDs, right of ways, etc. . are available free to the public at - <http://www.peoriagis.com/publicmapping.html>. This website is NOT intended to be used as a replacement for surveys or for legal litigation or boundary disputes and is informational only. General GIS data and lot lines may be off up to 10 feet. Zoning and Assessment Values are subject to change and correction.

Site Plan Approval and Special Use Permit Hearing Required Information

Per section 10-3-4 of the Peoria Heights Zoning Ordinance Application For Special Use And/Or Site Plan Must Include The Following:

Duplicate applications for a special use or site plan approval shall be filed with the Village Administrator.

The applications shall be accompanied by such plans and/or data prescribed by the Zoning Board of Appeals, including, but not limited to, a detailed site plan, conceptual rendering and elevations.

A site plan shall contain as a minimum, the following:

- Survey pin locations - The site plan diagram must include the locations of the survey pins/lot markers. If the applicant cannot locate the survey pins/lot markers, the property must be surveyed and the proper markings included on the diagrams prior to site plan application submission. GIS data cannot be used as a substitute. General GIS data and lot lines may be off up to 10 feet.
- Points of ingress and egress and traffic flow for the proposed development.
- Parking plan illustrating internal circulation for the proposed development.
- Sign plan for all activity.
- Landscaping, screening and buffering plans illustrating specific treatment for screening adjacent residential areas from undesirable impacts from the activity on the proposed site.
- Proposed fencing and fence height
- Exterior lighting plan illustrating the location of all illuminating fixtures except when waived by the Village Administrator
- Estimated traffic generation of the proposed development except when waived by the Village Administrator.
- Illustration of any special treatment of the proposed site that enhances the quality of design except when waived by the Village Administrator.
- Boundary lines - bearings, distances and acreage.
- Easements - locations, width and purpose.
- Streets on or adjacent to the tract - street name, right-of-way width, existing or proposed centerline elevations, pavement types, walks, curbs, gutters, culverts, etc.
- Open space. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the purpose indicated except when waived by the Village Administrator.
- Map data - name or development, north point, scale and date of preparation.
- An accurate legal description of the subject property.

- Designation of proposed use of the property, the location of all buildings to be constructed, and a designation of the specific internal uses to which each building shall be put.
- Elevations including a rendering of exterior facade. The applicant shall provide samples and a description of the color scheme and materials proposed to be incorporated into exterior facade.

Village of Peoria Heights
Application for Rezoning, Variance, Site Plan Approval or Special Use Permit
Hearing

Please check what type of hearing(s) you are applying for:

- Rezoning
- Variance
- Site Plan Approval (Required for all but R1 and R2 new construction or >10% FMV improvements)
- Special Use Permit

Applicant Information

Name _____

Address of primary residence _____

City _____ State _____ Zip Code _____

Phone number(s) _____ E-mail _____

Property Information

Address _____

Legal description (This information can usually be found on tax or mortgage documents) _____

Current zoning district _____

Lot size

Are you the legal owner of this property? Yes _____ No

If no, please provide the name and address of the legal

owner _____

In order for this application to be accepted you must attach a letter from the legal owner stating that he/she gives permission for you to request this hearing.

Is this property located on a flood plain? Yes _____ No

Rezoning Request (only fill out this section if requesting a zoning change)

Requested zoning _____

Reason/hardship for zoning change _____

In order for this application to be accepted you must attach a site plan showing any proposed alterations or developments to the property.

Variance Request (only fill out this section if requesting a variance)*

Requested variance _____

Reason/hardship for variance change _____

Site Plan Approval or Special Use Request (only fill out this section if requesting Site Plan Approval or Special Use Permit)*

Requested proposed use

**In order for this application to be accepted you must attach a site plan showing any proposed alterations or developments to the property per the requirements listed above for your specific request (Zoning, Site Plan Approval or Special Use Permit) To ensure your application is complete, refer back to required Zoning, Site Plan Approval or Special Use Permit Hearing required information.*

NOTE: Applicants and property owners are solely responsible for compliance with the requirements of the Americans with Disabilities Act. Approval of a zoning application by the

Zoning Board of Appeals shall not be construed as an expression that the proposed improvements comply with the requirements of the Americans with Disabilities Act.

Applicant Signature

I testify that all the information provided in this application is true to the best of my knowledge.

Signature

Date

Payment

A payment of \$35.00 per parcel request plus publication and postage costs is required to cover the costs of the hearing. The Village Clerk can provide publication and postage fees upon inquiry.

Please make checks payable to the Village of Peoria Heights.

For Office Use

Cash _____

Check

Received by _____

Date _____

Please submit this application to Sarah Witbracht, Deputy Village Clerk / Administrative Secretary, on the second floor of the Village Hall. Or mail the application to:

**Peoria Heights Zoning Board of Appeals
Attn: Administration Department
4901 North Prospect Road
Peoria Heights, IL 61616**

Before mailing this application, please be sure you have done all the following:

- Completed all information - Missing information may result in delay of hearing
- Signed and dated application
- Included check for \$35.00 per parcel request plus publication and postage fees
- Attached any necessary letters, survey(s) or site plan(s)

To ensure your application is complete, refer back to the Applicant Information Requirements for your specific request (*Zoning, Site Plan Approval or Special Use Permit Hearing required information*).

PLEASE NOTE: Granting of a Zoning change, Special Use Permit or Site Plan Approval shall only be authorized and issued after compliance with the procedures set forth section 10-3-4 and the final approval by a majority vote of the Village Board of Trustees. Refer to this section for information regarding Appeals and Notification of Approval by Village Administration.