

Applicant Information Requirements

The information outlined below must be delivered to the Peoria Heights Village Hall before a public hearing will be scheduled. It will take a minimum of sixteen (16) days after receiving a completed application to schedule a public hearing.

All of the following must be included before a public hearing will be scheduled:

- Fully completed application
- Application fee of \$35.00
- Sixteen (16) copies of proposed site plans (see below for more information)
- Letter from legal owner stating permission to request hearing (if applicable)

Per section 17.6 of the Peoria Heights Zoning Ordinance: A detailed scale diagram must be provided 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. Detail should include lot(s) sizes/dimensions and all structure positions and dimensions. **Diagrams must include (where applicable):**

- Lot sizes (new and proposed)
- Lot numbers
- Tax IDs
- Structure positions
- Structure dimensions
- "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 the hearing before the Zoning Board of Appeals. Variances for yard dimensions or setbacks cannot be granted without first knowing the lot boundaries.

Variance Reason: 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 so great as to warrant the variation.

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>.

**Village of Peoria Heights
Application for Zoning Hearing**

Applicant Information

Name _____

Address of primary residence _____

City _____ State _____ Zip Code _____

Phone number(s) _____ E-mail (if desired) _____

Property Information

Address _____

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

Current zoning _____ 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 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 for variance change _____

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

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 is required to cover the costs of the zoning hearing. Please make checks payable to the Village of Peoria Heights.

For Office Use

Cash _____ Check _____

Received by _____ Date _____

Please submit this application to Sarah Benefield, 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
- Signed and dated application
- Included check for \$35.00
- Attached any necessary letters or site plans

Also refer to the Applicant Information Requirements.