

MONROE COUNTY ZONING OFFICE

100 South Main Street
Waterloo, IL 62298
618-939-8681 Ext. 260
zoning@monroecountyil.gov

INFORMATION REQUIRED WHEN FILING A PETITION

- Completed Application
 - Letter of Intent
 - Legal Description of Property/Copy of Deed to Property
 - Names & addresses of property owners within 250 feet of boundary lines of property for which the petition is being filed.
 - Site plan or sketch of the area
 - Required permits or information from Monroe County Health Department (618-939-3871)
 - Natural Resources Report (Soil & Water Conservation District Office → 618-939-6181)
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FEES ASSOCIATED WITH FILING PETITION

- Filing fee (***Check payable to: Monroe County Treasurer***) when petition is filed (***See schedule of fees***)
 - Fees to: Monroe County Soil & Water District for Natural Resources Report
 - Cost of legal notice for public hearing published in newspaper, and cost of postage for certified letters which are sent to property owners by the Board of Appeals (These fees are payable at the public hearing)
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DEADLINE FOR FILING PETITION

- Petition and all necessary information must be submitted to the Monroe County Zoning Office prior to the ***15th of the month*** to appear on the following month's agenda.
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The above information is received at the Monroe County Zoning Office and the information is then forwarded to the Monroe County Planning Commission and to the Zoning Board of Appeals. Meeting dates are set by each of these committees. The Zoning Office will notify the applicant of the Planning Commission meeting which is held in the Courthouse at 100 South Main Street, Waterloo.

Applicant or Representative must attend the following meetings regarding the petition filed:

- Planning Commission
- Board of Appeals
- County Board (Petitions for Zoning Ordinance Amendments only)

All of the above meetings are held at the Monroe County Courthouse located at 100 South Main Street, Waterloo. A 4 x 4 sign must be posted at the site where the zoning change is being requested. This is posted by the County at the applicant's expense. (*Sec. 40-10-22.1 of the Monroe County Zoning Code*)

MONROE COUNTY ZONING OFFICE

Petition For Zoning Ordinance Amendment

Board of Appeal # _____

Date Filed: _____, 20__

Fee Paid to County Treasurer:

Parcel No. _____

(Do not write in this space - For office use only)

PLANNING COMMISSION: Hearing Date: _____, 20__

Approved

Denied

BOARD OF APPEALS: Hearing Date: _____, 20__

Approved

Denied

COUNTY BOARD: Date of Meeting: _____, 20__

Approved

Denied

Ordinance No. _____

Instructions to Applicants: To request a change in either the zoning map or text, this application for a zoning amendment must be completed and a public hearing held. If the applicant is requesting that his property be rezoned, a plan must be included with the application showing the information listed on the attached sheet. The burden of providing substantiating evidence rests with the applicant.

A notice of the hearing must be published in a newspaper of general circulation in the local area at least 15 days before the hearing and the publication cost must be paid by the applicant prior to the hearing. The applicant will be notified by mail of the time and place of the hearing. The applicant or his attorney or duly-authorized agent must appear at the hearing and present his case to the Board of Appeals and Planning Commission. All information requested below must be provided before a hearing will be scheduled. Applicants are encouraged to visit the Office of the Zoning Administrator for any assistance needed in completing this application.

1. Name of Owner(s): _____ Phone: _____
(Attach additional sheets if necessary)

Address: _____

2. Name of Applicant *(If other than owner)*: _____

Address: _____ Phone: _____

3. Property interest of applicant:

Owner Contract Purchaser Lessee Other: _____

4. An amendment to the Zoning Ordinance is requested as follows:

A. **Amendment to Text:** It is requested that Section _____ of the Zoning Ordinance be amended as follows: _____

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Amendment to Map: It is requested that the property described below and shown on the attached site plan be rezoned from _____ to _____:

Address or common description: _____

B. Present use of property: _____

C. Proposed use of property: _____

D. Surrounding zoning: _____

E. Surrounding land use: _____

5. Names of Adjacent Property Owners:

Following are the names and addresses of owners of all property adjacent to the subject property, including those directly across the street, and present use of their property (*Attach additional sheets if necessary*):

I certify that all of the above statements and the statement 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 County of Monroe for the purpose of inspecting or of posting, maintaining and removing such notices as may be required by law.

Applicant: _____

Date: _____, 20__

Owner(s): _____

Date: _____, 20__