

MONROE COUNTY ZONING OFFICE

100 South Main Street
Waterloo, IL 62298
618-939-8681 Ext. 260
mczoning@htc.net

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 Bi-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

- \$35.00 Filing fee (*Check payable to: Monroe County Treasurer*) when petition is filed
 - 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

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 a 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*)

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Petition For Special Use Exception

Permit Number _____

Date Filed: _____, 20__

Fee Paid to County Treasurer: \$300.00

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__

Denied

Approved

Instructions to Applicants: Forms are to be typed when possible. All information required by this application must be completed and submitted herewith. Applicants are encouraged to visit the office of the Zoning Administrator for any assistance needed in completing this form. **An application for a "Certificate of Zoning Compliance" (Building Permit) must accompany this application.**

1. Name of owner(s), other interested parties or stockholders *(Attach additional sheets if necessary)*

Address: _____

Phone Number(s): _____

2. Applicant's name *(if other than owner)* _____

Address: _____ Phone No. _____

3. Property interest of applicant: _____

(Contract purchaser, etc.)

4. With respect to these premises, a previous appeal or petition for variance was made:

MONROE COUNTY ZONING OFFICE

No Yes (If yes, list all previous appeals and/or petitions, and dates):

5. Address of property: _____

6. Present use of property: _____

7. Present zoning district of property: _____

8. Special Permit; specify type of use proposed: _____

9. All applicants for special permits shall file a site plan in accordance with the applicable provisions of Article VII of the Monroe County Zoning Ordinance. The following additional information shall be provided:

➤ Number of dwelling units, if any: _____

➤ Number of accessory structures: _____

➤ Number of off-street parking spaces _____

Provide other such pertinent information as may reasonably be required to fully describe the proposed development. (Attachments may be used).

A Certificate of Zoning Compliance for the Special Use Exception is requested in conformity with the powers vested in the Board of Commissioners to permit the development on the property described above, and in conformity with the plans, statements, and other documents submitted with this application.

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 County of Monroe for the purpose of inspecting, or posting, maintaining and removing such notices as may be required by law.

Owner(s): _____ Date: _____, 20__

Applicant: _____ Date: _____, 20__