

# MONROE COUNTY ZONING OFFICE

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100 South Main Street  
Waterloo, IL 62298  
618-939-8681 Ext. 260  
[mczoning@htc.net](mailto: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 ***15<sup>th</sup> 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 Land Use Committee 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 Land Use 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.

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## Petition For Area/Bulk Variance

Permit Number \_\_\_\_\_ Date Filed: \_\_\_\_\_, 20\_\_

Fee Paid to County Treasurer: \_ \$200.00 Parcel No. \_\_\_\_\_

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***(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

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**INSTRUCTIONS TO APPLICANTS:** All information required by this application must be completed and submitted herewith. Applicants are encouraged to visit the office of the Building Inspector for any assistance needed in filling out this form.

**NOTICE TO APPLICANTS:** Attach to this form a "Certificate of Zoning Compliance/(Building Permit)" All applications shall comply with the applicable provisions of Article XIII.

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1. Name of Owner or Owners: \_\_\_\_\_  
*(Attach additional sheets, if necessary)*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

3. Property interest of applicant: \_\_\_\_\_  
*(Owner, contract purchaser, etc.)*

4. With respect to any portion of these premises a previous appeal or petition for variance was made:  No  Yes *(If "yes", list all previous appeals, and/or petitions, giving data):*

\_\_\_\_\_

5. Address of property: \_\_\_\_\_

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6. Present use of property: \_\_\_\_\_

7. Present zoning of property: \_\_\_\_\_

8. Does the present use of the property conform to all use regulations for the zone district in which it is located?  Yes  No *(If "no" specify each nonconforming use.)*

\_\_\_\_\_

9. Do the existing structures comply with all area and bulk regulations for the zone district in which it is located?  Yes  No *(If "no" specify each nonconforming condition.)*

\_\_\_\_\_

10. Which unique physical characteristics prevent reasonable use for any of the uses permitted in that zoning district?

- Too narrow       Topography       Soil       Too shallow  
 Too small       Drainage       Shape       Sub-surface  
 Other: \_\_\_\_\_

11. What is the "minimum" modification (variance) from the area-bulk regulations that will permit you to make reasonable use of your land? *(Specify, using maps, site plans with dimensions, and written explanation. Attach additional sheets, if necessary.)*

12. Are the conditions of hardship for which you request a variance peculiar only to the property described by this petition?  Yes  No *(If "no" how many other properties are similarly affected?)*

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_, 20\_\_.

Signature of Owner

\_\_\_\_\_, 20\_\_.

Signature of Applicant