



LAND USE PETITION

1400 Mt. Zion Parkway
Mt. Zion, IL 62549
Phone: 217.864.5424
Fax: 217.864.5935

All of the following items are required for a complete land use petition application.

- One completed **Checklist** (*this form*).
- One completed **Application**, signed by the owner of the subject property or an authorized agent, notarized.
- One copy of the property **Legal Description**, most likely a recorded deed, with Recorder's Stamp. The deed is available at the: Macon County Recorder's Office, 141 S. Main Street #201, Decatur, IL.
- One signed, notarized **Owner Consent Form** (required only if the petitioner does *not* own the subject property).
- Three copies of a **Site Plan** (for Variance and Special Exception petitions only; a site plan is *not* required for a rezoning). The site plan must clearly and accurately show the entire layout of the property including all structures, drives, parking areas and uses related to or proposed with the petition. The site plan must also include a north arrow and must be drawn to scale. See the attached Sample Site Plan.
- One completed **Findings of Fact** form (for Variance and Special Exception petitions only; Findings of Fact are *not* required for a rezoning). See the attached guidance sheet.
- One non-refundable application **filing fee**. Checks are payable to "Village of Mt. Zion".
- Contact person** information. The Contact Person will be contacted if additional information is necessary and will represent the petition at the hearing.

Contact Person: _____

Address: _____

City, State, ZIP: _____

Phone number: _____ FAX: _____

Email address: _____

Preferred method of contact: EMAIL PHONE

HOW TO FILE A LAND USE PETITION (REZONING, VARIANCE OR SPECIAL EXCEPTION)

1. Obtain a land use petition application packet from Mt. Zion Village Hall, 1400 Mt. Zion Parkway, Mt. Zion, IL. If you have any questions during the application filing process, contact the Village Administrator at (217) 864-5424.
2. Submit your completed application packet to Mt. Zion Village Hall. Staff will prepare your Notice of Public Hearing and letters to adjacent property owners.
3. The petitioner is encouraged, though not required, to contact and meet prior to the hearing with any neighbors, neighborhood organizations, and/or homeowners associations that may have an interest in the petition.
4. Attend the public hearing and the following Village Board meeting. The petitioner, or his/her representative, must be present at the public hearing and the Village Board meeting to present the land use petition and to address any remonstrance and/or questions of the Planning Commission and Zoning Board of Appeals. Contact the Village Administrator with any questions you may have regarding the hearing process or preparation for the hearing. Please let staff know in advance of any intent to use visual aids/displays at the hearing.

LAND USE PETITION APPLICATION

OFFICE USE ONLY

Fee: _____

Date Paid: _____

Date of Hearing: _____

Zoning: _____

Subject Property (common address): _____

Parcel Number: _____ Acreage: _____

Existing Use of Property: _____

Existing Improvements on Property: _____

Petitioner Name: _____ Phone: _____

Email Address: _____

Petitioner's Home Address: _____

Subject Property Owner Name (if different from petitioner): _____

Subject Property Owner Address (if different from petitioner): _____

Land Use Request (check all that apply):

Variance of Use

Rezoning

Variance of Development Standards

Special Use

Other (describe) _____

Describe Land Use Request (attach additional pages if necessary): _____

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Petitioner

STATE OF ILLINOIS,
COUNTY OF MACON:

Subscribed and sworn to before me this _____ day of _____, 20 __.

Notary Public

Printed Name of Notary Public

My Commission expires: _____

OWNER CONSENT FORM

The undersigned, _____, being the owner of the property commonly known as _____, hereby authorizes _____ to file land development petitions necessary for the aforementioned address.

This consent shall *(check one)*:

- Remain in effect until revoked by a written statement filed with the Village of Mt. Zion.
- Remain in effect until _____.
- Remain in effect until this land use petition is resolved.

Signature(s) of Owner(s)

Signature(s) of Owner(s)

STATE OF ILLINOIS,
COUNTY OF MACON:

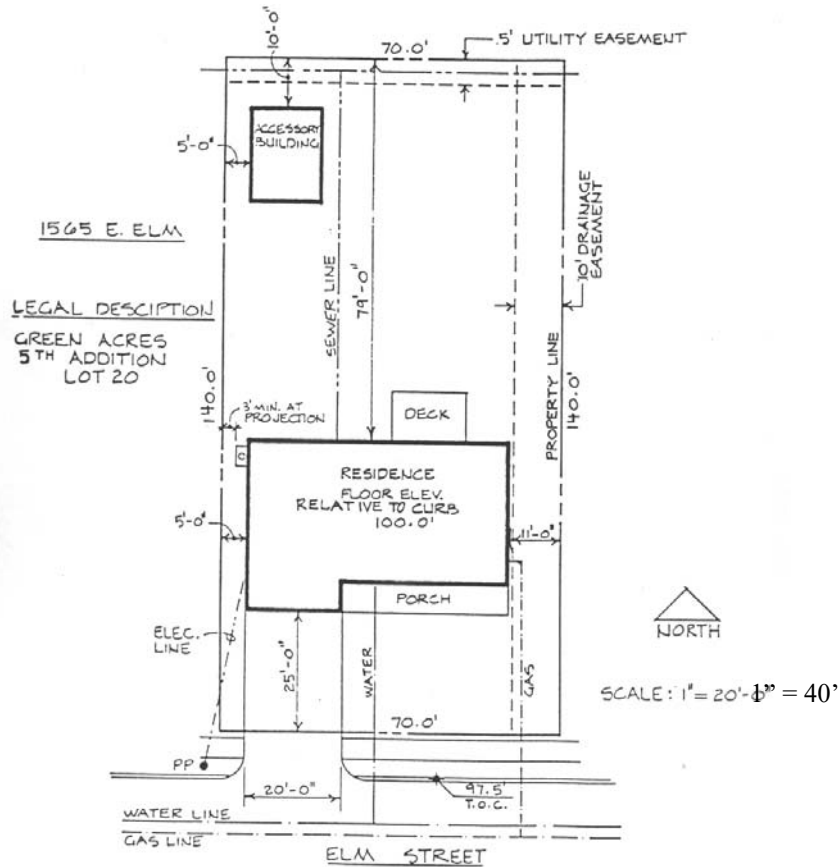
Subscribed and sworn to before me this _____ day of _____, 20 __.

Notary Public

Printed Name of Notary Public

My Commission expires: _____

SAMPLE SITE PLAN



(see reverse side for full-size site plan)

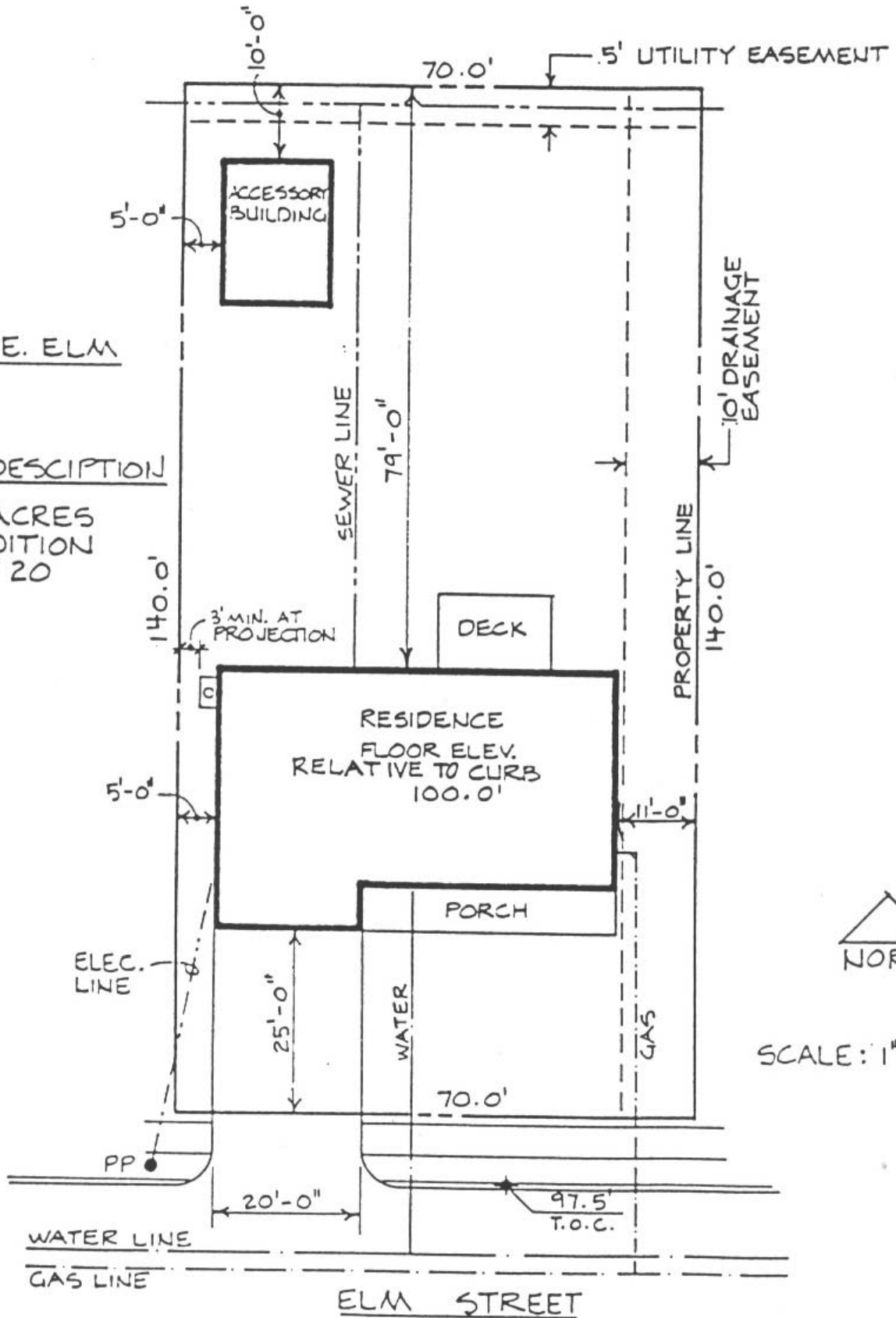
NOTES

- Include all site structures, existing and proposed. NOTE: Approved variances and special exceptions are usually granted subject to substantial compliance with a final site plan. So, be aware that you will be "locked into" your submitted site plan with regard to future site use and development.
- Label important dimensions. For example, if you're requesting a variance for the side setback of a shed, label that setback.
- Show curb cuts, access drives, parking areas, easements, sidewalks, adjoining rights-of-way and any other important features
- Include a North arrow
- Must be drawn to scale... usually 1"=10', 1"=20', 1"=30', 1"=40', 1"=50' or 1"=60'
- Site plans are always required for all variance and special exception petitions, but are not generally required for rezoning petitions.

1565 E. ELM

LEGAL DESCRIPTION

GREEN ACRES
5TH ADDITION
LOT 20



PREPARING FINDINGS OF FACT

You must provide written Findings of Fact with any application for a variance or special exception. It is important to prepare your Findings of Fact properly. If your petition is approved, the Findings of Fact are adopted by the Village of Mt. Zion as the basis of the approval. Though uncommon, the petition grant could be subject to judicial review by a court of law. In such an event, these findings would be the primary evidence in the court's review.

The following suggestions are offered to assist you in your Findings preparation:

- Read each statement carefully before completing the finding. What you write after the word "because" in each of the findings must support the statement that introduces the finding.
- Be sure that you understand the statements in the Findings of Fact. For example, if you do not know what the "Comprehensive Plan recommendation" is, do not complete the finding referring to the Plan recommendation until you have learned about it. Ask the Village Administrator for assistance.
- Do not use personal matters as reasons for Findings. The Findings must relate to the property and its circumstances, not to a person and his/her circumstances. For example, financial difficulty cannot be cited in the Findings.
- Use correct spelling and grammar.
- Do not use pronouns (*I, he, she* or *we*, or the possessives *my, his, her* or *our*) to describe yourself or the person or entity seeking the variance. Instead, use the word *petitioner* or *petitioners*.
- Though your planner cannot write your Findings for you, she/he is available for assistance. You may also obtain professional assistance, though that is not required.

