



**CITY OF BELLEVILLE, ILLINOIS  
ECONOMIC DEVELOPMENT, PLANNING, & ZONING DEPARTMENT  
APPLICATION FOR AREA/BULK VARIANCE**

**Subject Property Address:** \_\_\_\_\_

Applicant/Developer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Description, Use, and Zoning of Subject Property**

1. Parcel Number(s): \_\_\_\_\_

2. Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_

3. Ward Number: \_\_\_\_\_

4. Present Use of Property: \_\_\_\_\_  
(i.e. vacant, single family residential, commercial, etc.)

5. Is the present use of the property allowed in the Zoning District in which it is located? Y/N \_\_\_\_\_  
If "no," specify each existing use that is not permitted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Does the property conform to all area and bulk regulations (i.e. setbacks, lot size, etc.) for the Zoning District in which it is located? Y/N \_\_\_\_\_ If "no," specify each regulation that does not meet code.

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\_\_\_\_\_  
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**Variation Request**

1. What is the variance request? (give dimensions where appropriate)

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2. Why is the variance necessary for reasonable use of the property?

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3. Why can the property not yield a reasonable return if it is subject to a strict and literal application of the Zoning Code?

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4. Do the conditions of this property, which necessitate this variance request, exist as a result of the applicant's actions?

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5. Do the conditions of this property, which necessitate this variance request, exist for any other property in the Zoning District?

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6. Describe the effect this variance, if granted, would have on the character of the neighborhood.

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**Actions by Applicant on Property**

- 1. Have you applied for a Residential Occupancy Permit for this property? Y/N \_\_\_\_\_  
If so, has this permit been granted? Y/N \_\_\_\_\_ Was the permit denied? Y/N \_\_\_\_\_
- 2. Have you applied for a Commercial Occupancy Permit for this property? Y/N \_\_\_\_\_  
If so, has this permit been granted? Y/N \_\_\_\_\_ Was the permit denied? Y/N \_\_\_\_\_

**Signature of Applicant and Property Owner**

*I (we) certify that all of the above statements, and the statements contained in any papers or plans submitted herewith, use true to the best of my (our) knowledge and belief. By signing this document below, I (we) acknowledge and agree that a temporary sign will be placed on the property (at a location determined by City Staff) that describes the request. The sign will give the date and time of the Zoning Board of Appeals meeting, as well as the name of the applicant. It will list the Economic Development, Planning, & Zoning Department as the contact for more information about the case. Further, the sign will be placed a minimum of fifteen (15) days before the Zoning Board of Appeals meeting and **must be removed by the property owner and/or applicant within seven (7) days of the meeting.***

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**\*\*\*\*\*SIGNATURES OF APPLICANT AND PROPERTY OWNER MUST BE NOTARIZED\*\*\*\*\***

Printed name of APPLICANT: \_\_\_\_\_

Signature of APPLICANT: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public: *Subscribed and sworn to me before this* \_\_\_\_\_ *day of* \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_

(Notary public stamp)

\_\_\_\_\_  
Notary Public Signature

Printed name of PROPERTY OWNER: \_\_\_\_\_

Signature of PROPERTY OWNER: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public: *Subscribed and sworn to me before this* \_\_\_\_\_ *day of* \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_

(Notary public stamp)

\_\_\_\_\_  
Notary Public Signature

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**THIS SECTION FOR INTERNAL USE ONLY**

Application #: \_\_\_\_\_ Date filed: \_\_\_\_\_

Date set for hearing: \_\_\_\_\_ Date meeting held: \_\_\_\_\_

Date published notice made: \_\_\_\_\_ Newspaper: Belleville News Democrat

Date sign posted: \_\_\_\_\_ Date abutting owners notified: \_\_\_\_\_

Fee: Amount paid \$ \_\_\_\_\_ Date paid: \_\_\_\_\_

Applicable section(s) of Zoning Code: \_\_\_\_\_

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### **Information for Applicant**

A relaxation of the strict application of the lot size, setbacks or other bulk requirements applicable to a particular lot or structure. A bulk regulation is defined as “any one or any combination of the following structural or site design characteristics: (a) size or height of a structure; (b) location of exterior walls at all levels in relation to lot lines, streets, or other structures; (c) lot area; (d) yards or setbacks.” (Sec. 162.006 of the City Code of Ordinances.)

Each approved area/bulk variance **expires in one (1) year unless substantial development (in excess of eighty percent (80%) has been completed.** (Sec. 162.570 of the City Code of Ordinances.)

A variation recognizes that the same requirements do not affect all properties equally; its purpose is to permit minor changes to allow properties that are determined to have a hardship to enjoy equal opportunities with properties similarly zoned. You must prove that your land is affected by special circumstances or unusual conditions, and that it would result in practical hardship if treated with strict application of the Zoning Ordinance.

You must prove that the combination of the Zoning Ordinance and the uncommon conditions of your property prevents you from making any reasonable use of your land as permitted by your present Zoning District. The following conditions cannot be considered pertinent to the application for a variation: (1) proof that a variation would increase the financial return from the land; (2) personal hardship; (3) self-imposed hardship. In the last case, the recognition of conditions created after the enactment of the Zoning Ordinance would encourage and condone violations of the law. No variation may be granted which would adversely affect surrounding property or the general neighborhood. All variations must be in harmony with the intent and purpose of the Zoning Ordinance.

For a full copy of the sections of the Zoning Code that pertain to your specific application, please contact the office of Economic Development, Planning, & Zoning Department.

### **Meeting information**

Zoning Board of Appeals meetings are regularly held on the fourth Thursday of each month at 7:00 p.m. in the City Council Chambers of City Hall at 101 South Illinois Street in Belleville, Illinois, 62220. November and December meetings of the Zoning Board of Appeals will typically be rescheduled one week earlier due to holiday conflicts. Please contact the Economic Development, Planning, and Zoning Department for an updated schedule for the months of November and December. The Zoning Board of Appeals is an advisory board, which makes recommendations to the City Council. The City Council will then vote on the request at their regularly scheduled meeting, held the first and third Monday of each month, at 7:00 p.m. in the City Council Chambers of City Hall. If you have specific questions about the schedule and/or hearing timeline, please contact the Economic Development, Planning, and Zoning Department.

The applicant may not obtain any permits to complete tasks which would serve uses or area/bulk regulations permitted under this variance, until it is approved by the City Council. Any work the applicant does to the subject property (i.e. painting, installing new flooring, cleaning, etc.) is done at the owners risk and expense, and the owner must realize that there is a chance the requested variance may not be granted.

## Submittal of Documents

In addition to completing the attached application; the petitioner shall also submit a site plan to the office of Economic, Development, Planning, & Zoning, drawn in a scale large enough for clarity to reflect all of the following and shall not exceed 11" x 17".

1. Location and dimensions of:
  - a. Lot (corner lot shall be identified as such)
  - b. All structures (including primary and accessory buildings)
  - c. Driveways and curb cuts
  - d. All off-street parking spaces
  
2. Distance between:
  - e. All structures and front, side, and rear property lines
  - f. All structures, both primary and accessory
  
3. Location of:
  - g. Signs, Easements, Underground Utilities, Septic Tanks/tile fields, Water Wells, Fences
  - h. Any other information necessary to the consideration of this variance that is not described above.
  
4. Any additional information as may be reasonably required by City staff and applicable sections of the Zoning Code.

The application fee for each variance is equal to \$250.00 plus \$10.00 per abutting property owner. The fee is due upon submittal of the application. Checks should be made payable to "City of Belleville."

The following conditions **MUST** be met before your case will be considered by the Zoning Board of Appeals, at its next regularly scheduled meeting:

1. The application **MUST** be submitted on or before the last working Friday of the month before the Zoning Board of Appeals meeting at which the applicant wishes the case to be considered.
2. The application **MUST** be completed in its entirety.
3. A site plan, as described above, **MUST** be submitted at the time the application is submitted.
4. The application fee **MUST** be paid at the time the application is submitted.

### Office Contact Information

**City of Belleville**  
**Economic Development, Planning and Zoning Department**  
2300 West Main Street, Suite M112  
(618) 233-6518, Ext. 1250  
edpz@belleville.net