



**CITY OF BELLEVILLE, ILLINOIS**  
**ECONOMIC DEVELOPMENT, PLANNING, AND ZONING DEPARTMENT**

**Application for REZONING**

**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: \_\_\_\_\_ Ward Number: \_\_\_\_\_

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

4. 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.

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

5. 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.

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

**Variation Request**

1. Current zoning district: \_\_\_\_\_ Requested zoning district: \_\_\_\_\_

2. How is the property currently used? (give dimensions where appropriate)

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3. How is the property surrounding the subject property used? Are the uses compatible with the proposed zoning classification?

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4. Is the subject property suitable for any uses permitted in the district in which it is currently zoned? Explain why or why not?

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5. Describe how the property is suitable for the proposed use and proposed zoning district.

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6. Describe the trend of development in the vicinity of the property in question. What changes have occurred since the property was originally zoned that would support the need for this rezoning.

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7. What effect would this rezoning have on the implementation of the City's Comprehensive Plan?

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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.***

**\*\*\*\*\*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 signature**  
 (Notary public stamp)

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

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

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

\_\_\_\_\_  
**Notary Public signature**  
 (Notary public stamp)

**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: _____	

**Information for Applicant**

Rezoning property (changing zoning district boundaries) shall be considered an amendment to the zoning code. Restrictions regarding the minimum size of districts are listed below (Section 162.020 of the City Code of Ordinances.) Districts that are smaller than the minimum size requirement may be expanded; however, new districts may not be created unless they meet the minimum size requirement.

<b>Designation</b>	<b>District Title</b>	<b>Minimum Area</b>
AGR	Agricultural/Rural	10 Acres
A-1	Single Family Residence	5 Acres
A-1A	Single Family Residence	5 Acres
A-2	Two Family Residence	5 Acres
B-1	Multi-Family Residence	5 Acres
MH-1	Mobile Home Residence	10 Acres
MH-2	Mobile Home Park	10 Acres
C-1	Light Commercial	10 Acres
C-2	Heavy Commercial	10 Acres
C-3	Commercial	10 Acres
C-4	Commercial	10 Acres
C-5	Planned Commercial	10 Acres
D-1	Light Industry	10 Acres
D-2	Heavy Industry	10 Acres

For a full copy of the sections of the Zoning Code that pertain to your specific application, please contact the Economic Development, Planning, & Zoning Department at (618) 233-6810 x1250.

**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 and Planning 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 and Planning Department.

The applicant may not obtain any permits to complete tasks which would be permitted under the proposed zoning district, 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 \$150 plus \$10 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, & Zoning Department  
101 South Illinois Street  
Belleville, IL 62220  
(618) 233-6810 x1250  
Email: edpz@belleville.net