



INSTRUCTIONS FOR APPLICANT

IN ORDER TO APPLY FOR A VARIANCE ALL OF THE FOLLOWING MUST BE TURNED INTO THE OFFICE BY THE **LAST WORKING BUSINESS FRIDAY** OF THE MONTH PRIOR TO THE MEETING.

1. Completed zoning application with notarized applicant signature and property owner signature.
2. Fee for applications as follows:
\$500.00 and \$10.00 for each abutting property owner
Note: If there are duplicate abutting property owners you are charged only once per notification. If the City of Belleville owns an abutting property there is no charge for the notification. If the applicant or the owner of the property requesting a variance is the owner of an abutting property, notification will be given to the next property that does not have a property interest in the request for variance.
3. Site plan. (See "Site Plan Requirements" on next page)
4. Drawing and/or architectural rendering if applicable.

APPLICANT **MUST** ATTEND THE ZONING BOARD OF APPEALS MEETING. IF APPLICANT IS NOT THE OWNER OR THE CONTRACT PURCHASER, HE/SHE/THEY MUST BE ACCOMPANIED BY THE OWNER OR HAVE WRITTEN PERMISSION FROM THE OWNER TO APPLY FOR A ZONING CHANGE.

THE ZONING BOARD OF APPEALS WILL MEET TO DETERMINE A RECOMMENDATION TO THE CITY COUNCIL ON THE VARIANCE. ONCE THE RECOMMENDATION HAS BEEN DETERMINED, THE REQUEST IS FORWARDED TO THE CITY COUNCIL WHERE IT IS VOTED ON AND AN ORDINANCE IS DRAWN UP. IN THE CASE OF AN "AREA/BULK VARIANCE", CONSTRUCTION MAY NOT COMMENCE UNTIL THE CITY COUNCIL HAS APPROVED AN ORDINANCE REGARDING YOUR APPEAL.

40-10-16 SITE PLAN REQUIREMENTS.

- (A) **Statement of Purpose.** It is the purpose of this Section to regulate the safe, orderly and attractive development of single and twofamily homes, townhouses, rowhouses and condominiums, multifamily, commercial and industrial land uses within the City, to co nserve and enhance property values, to preserve adequate space for vehicular and transportation facilities usually associated with such uses, and to provide for effective traffic movement without congestion and hazards, and to provide for effective storm water management and control. It is the purpose of this Section to assure that public utilities

and services are provided in a safe and healthful manner, consistent with applicable regulations and standards. It is the further purpose of the Section to recognize, in the planning for and of specific land uses, the densities and uses of adjacent land and the health, safety, morals, appearance and general welfare of the community. In order to achieve the aforementioned objectives, and to encourage imaginative use of land areas, certain modifications of the strict adherence of these requirements are provided for where deemed by the City Council, after seeking the recommendation of the Belleville Plan Commission and Zoning

Board of Appeals, to be in the public interest.

- (B) **Applicability.** Any person, corporation, firm or other organization or association filing a zoning petition seeking any authorization under this Zoning Code, or any person, corporation, firm or other organization or association making application for a building permit, shall submit to the Director of Economic Development and Planning and the City Engineer for review and approval a site plan prepared by a registered architect, registered professional engineer, or a licensed land surveyor licensed in the State of Illinois to practice as such. The Director of Economic Development and Planning and the City Engineer may accept a preliminary plat as a substitute for the site plan required hereunder.

- (C) **Site Plan Specifications.** The required site plan shall include the following data:

- (1) Location of all existing and proposed buildings, structures, utilities, drives, approaches, parking and other prominent physical features on the site.
- (2) Boundary of the entire tract by courses and distances and adjacent streets, alleys, drainage facilities and public utilities.
- (3) Area of tract.
- (4) Zoning of the tract.
- (5) Present record owner of the tract.
- (6) Phasing plan of proposed development.
- (7) Width and layout, including elevations, of all streets, alleys, and public rights-of-way adjoining the tract.
- (8) Existing and proposed storm water runoff patterns and flows including calculations of flow and adequacy of receiving storm water gathering facilities to accommodate calculated increase of rate of runoff without adverse effect.
- (9) Location of existing public utility easements and facilities, proposed public utility easements and facilities and their dimensions as may be required.

- (10) Size in square feet, and use for each building, including the height(s) of each building.
- (11) Layout, arrangement and specifications for paving and base, off-street parking spaces, aisles and drives, pedestrian walks and walkways, drainage, lighting, signs and traffic control, safety islands, parking bumpers, curbs and gutters, fencing and screening and landscaping. Dimensional requirements for stall widths and depths, aisle widths, drive widths, radii, sidewalks and walkways, sight lines, setback, etc. shall conform with Regulations of the Zoning Code.
- (12) Layout, location and dimensional arrangement of poles, fire hydrants, Siamese connections, water valves, catch basins, underground piping and conduits, lighting fixture standards, retaining walls, pump islands, signs, doorways, window wells, waste receptacles or areas, guy wires, storage sheds or areas, fencing and any other structure, facility or feature that might interfere with the safe and orderly movement of motor vehicles and/or pedestrians.
- (13) The locations, size, layout and type of entrances and driveways.
- (14) Location and width of all sidewalks, crosswalks and safety islands and conformance with the ANSI Standard A 117.1 for making facilities accessible to, and usable by the physically handicapped (AAA minimum standards).
- (15) Fencing, screening, and/or walls to be erected; specifications, locations, dimensions, height.
- (16) Topography, existing and proposed, indicating area of excavation, backfill, and grading, slopes to be maintained and earth work specifications.
- (17) Disposition of storm water runoff from buildings, paved areas, and ground surfaces and indicating surface grades and elevations, catch basins, underground storm drains and their grades and elevations outfalls, headwalls, and specifications and drainage calculations.
- (18) All public utilities and their easements indicating sizes, lines, grades and types/specifications all conforming to the appropriate City Codes.
- (19) Landscape planting, clearly identified, showing locations, type and size.
- (20) All zoning setback requirements and sight lines.
- (21) Name and seal of architect, engineer, or land surveyor preparing the site plan.

- (22) All site plans shall be drawn to an appropriate scale on a sheet or sheets whose dimensions do not exceed **twentyfour (24) inches** by **thirty-two (32) inches**.
- (23) There shall be a key map showing the location of the property reference to government survey section lines and major streets.
- (24) Site plans for residential lots in Zoning Classifications can be exempted from the requirement for preparation under a professional seal, but they shall be suitable for the purpose intended and as determined by the Director of Economic Development and Planning.

D. **Site Plan to Conform with City Codes.** All features and elements of the site plan required by this Section shall in all respects conform to all applicable provisions of the Codes and Ordinances of the City of Belleville. **(Ord. No. 6138; 05-01-00)**

(E) **Refuse Disposal Enclosures.** All refuse, grease containers and compacting equipment shall be stored within a designated refuse enclosure. The container lids shall be kept closed at all times. The enclosure shall be used strictly for the confinement of refuse, grease containers and compacting equipment and shall not be used for the outside storage of any other materials or equipment. The gate shall be maintained in the closed position, except when the enclosure contents are removed and replaced. Maintenance of the enclosure shall be the responsibility of the owner of the property. All new disposal enclosures shall require a permit. Disposal enclosures shall be required for all multi-family residential buildings containing **four (4)** or more dwelling units, all buildings in the commercial districts and all buildings in the industrial districts.

Disposal enclosures shall meet the following minimum standards:

(1) **Enclosure Specifications.**

- (a) A site plan prepared in accordance with the provisions outlined in **Section 60-10-16** of this Code, as well as enclosure plans and specifications and a building permit application shall be required to be approved before the construction of a new disposal enclosure.
- (b) All enclosures shall screen from view on **three (3) sides** all refuse disposal areas. Construction of the enclosure shall be of low-maintenance sight-proof materials such as a solid commercial grade wood, composite wood, stone, brick, vinyl or other approved material as determined by the Building Commissioner or his or her designee. The materials of which the enclosure is constructed shall

conform to the primary building materials of the principal building on the lot.

- (c) On the fourth side a gate shall be constructed so that all containers may easily be removed and replaced when emptied. The gate shall be secured with a post that inserts into a pipe embedded into the pavement to ensure the gate's stability and proper placement when closing. The gate shall be constructed of low maintenance sight proof materials such as vinyl, composite wood, chain link vinyl/composite wood slats added to effectively screen the dumpster.
 - (d) The enclosure walls shall not exceed **seven (7) feet** nor be less than **six (6) feet** in height. The minimum size and/or minimum number of refuse enclosures shall be sufficient to hold all refuse and recycling containers of **two (2) cubic yards** in volume or more, and grease containers of any size.
 - (e) There shall be three bollards, minimum **forty-eight (48) inches** in height, placed inside the back wall of the enclosure to ensure that the enclosure is not damaged by the placement of the dumpster too near the wall. **See Exhibit A.**
 - (f) There shall be **four (4)** latch pin receivers located so that the gate is able to be held in the open and closed position. **See Exhibit A.**
 - (g) There shall be no pedestrian egress into the enclosure.
 - (h) The enclosure shall be constructed on a concrete pad **eight (8) inches** thick and large enough to extend **three (3) feet** beyond the enclosure to allow the wheels of the collection vehicle to rest upon a stable surface for service, and to prevent damage to the lot.
 - (i) The minimum access required shall be the amount of road area needed for a standard size disposal truck to gain access to and from the disposal area.
 - (j) Any existing enclosure that becomes damaged to an extent determined by the building commissioner or his or her designee must be replaced in conformance with the provisions of this Section.
- (2) Dumpsters, trash receptacles, and other containers utilized for food waste shall be emptied twice weekly cleaned (sanitized and deodorized) regularly. Odor complaints shall be handled as a nuisance under **Section 26-1-2** of this Code.

- (3) Roll-off trash or compactor type trash receptacles may be utilized for commercial establishments within strip or shopping center developments and shall be placed within service areas of the property that are restricted to delivery and service vehicle traffic. Such containers shall not be required to be enclosed. However, they shall be visually screened at grade from adjoining properties utilizing materials such as a densely planted hedge, berm complete with landscape plantings, or screening wall.
- (4) Roll-off trash receptacles or dumpsters utilized during active construction or demolition of structures and which are limited to the duration of the project shall be exempt from enclosure/screening requirements.
- (5) Enclosures shall be of adequate size to allow for removal and replacement of refuse containers by a trash hauler.
- (6) The enclosures shall not be located in any front yard or public right-of-way or obscure visibility of vehicles entering or exiting the subject property or immediately adjacent property. Dumpsters located on a corner lot shall be placed behind the building line of subject property and the immediate adjacent property.
- (7) Enclosures shall be maintained and structurally sound, free of deterioration, and shall be kept in a sanitary condition so as not to pose a threat to the health and safety of the public. Any enclosure surface or screening component that is damaged, deteriorated, decaying, disintegrating, or which has otherwise lost its capability to effectively enclose/screen, shall be replaced or repaired.
- (8) Within **three (3) years** of the date of the passage of this Section all unenclosed refuse containers, grease containers and compacting equipment shall meet the requirements herein described or have secured a variance in order to maintain a container that does not meet the requirements of this Code.

(Ord. No. 7174; 08-18-08)

Issuance Requirements. This section of the Ordinance will be enforced by the Department of Sanitation, Health/Housing, building & Zoning of the City of Belleville.

- (1) It shall be a violation of this Ordinance for any person or persons to change or authorize the change in the use of the land; any building, structure or improvement thereon; or to erect, construct, alter, improve, move, or remove any building, structure or improvement until a properly approved building permit has been obtained
- (2) It shall be a violation of this Ordinance for any person or persons to occupy or to authorize or encourage the occupancy and/or

use of any building, structure, or improvement until a properly approved Occupancy Permit has been issued.

- (3) Neither Building Permits nor Occupancy Permits shall be considered for approval until all required off-site water, sewer, drainage and street improvements have been completed and accepted or approved by the City of Belleville, including a pproval and acceptance of associated Maintenance Bonds, Easements, and/or Letters of Credit.