

***Village of Pecatonica***  
405 Main Street PO BOX 730  
Pecatonica, IL 61063  
Phone: 815.239.2310 Fax 815.239.1060

Procedure for Scheduling a Hearing before the Zoning Board of Appeals

1. Use the attached Special Use Permit Application or Variance Request form, fill it out completely and submit the form and fee to the Village Clerk's office. Please provide your complete legal description found on your Deed.
2. Clerk will then schedule a hearing with the Zoning Board. Your application will be published in a newspaper of general circulation; it must be published no less than 15 days nor more than 30 days from the hearing date. (Example: if your application is published on June 1 then the meeting with the Zoning Board must be scheduled between June 16 and July 1).
3. You will be sent a copy of the notice that appears in the paper. (The publication cost will be invoiced to you as soon as we receive the invoice)
4. You will be required to attend the hearing and explain your request, if you choose to not attend the hearing then your request will be void and your fee will not be refunded to you.
5. The Zoning Board will make a recommendation to the Village Board concerning your request.
6. The Village Board will review your request at its next regularly schedule meeting providing the Zoning Board has given its recommendation to them.
7. The Village Board will either approve or deny the request. If it is approved than an Ordinance will be prepared and voted upon at the next Village Board meeting.
8. Visit our Website to view the Municipal Code regarding Zoning, Building Permits, etc.: [www.villageofpecatonica.com](http://www.villageofpecatonica.com).

If you have any questions, please feel free to contact the Village Clerk's Office at (815) 239-2310 during regular business hours, Monday through Friday, 9:00 a.m. to 5 p.m.

**Application for a Special Use Permit**  
**Village of Pecatonica, Illinois**

Owner of Property: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized agent of applicant (if different): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*\*\*\*\*If applicant is not the owner of the property; attach a signed statement from the owner that the applicant is the authorized agent of the owner of the property.

Address of Property for which the application is being filed:

\_\_\_\_\_

The present Zoning of the property is: \_\_\_\_\_

Property Tax Code Number: \_\_\_\_\_

**(Attach the legal description of the property which is found on the Deed, etc.)**

Describe the Special Use being applied for:

On a separate sheet of paper provide the name and address of all adjoining and adjacent property owners shown on the latest adopted tax rolls (including but not limited to the name and address of owners across a street or alley from the front or back of the lot).

Findings of Fact:

1. The establishment, maintenance or operation of the special use will not be detrimental or endanger the public health, safety, morals, comfort or general welfare because:

2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, and will not substantially diminish and impair values within the neighborhood because:
  
3. The establishment of the special use will not impede the normal or orderly development and improvement of the surrounding property for uses permitted in the district because:
  
4. Adequate utilities, access roads, drainage, and/or necessary facilities have been, are being, or will be provided as follows:
  
5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion to the public streets as follows:

This application shall be accompanied by the following plans and drawings:

1. An accurate scale drawing of the site and the surrounding area for a distance of at least 300 feet from each boundary of the site showing the existing location of streets and property lines shown as Exhibit A attached hereto and made a part hereof.
  
2. An accurate scale drawing of the site showing the contours at intervals of not more than five feet and existing and proposed locations of streets, property lines, uses, structures, driveways, pedestrian walks, off street parking and off street loading facilities, and landscaped areas as is shown on Exhibit B attached hereto and made a part hereof.

**A non-refundable fee of \$175.00 must accompany this application (checks made payable to the Village of Pecatonica)**

**In addition to the above fee, applicants are also responsible for all publication costs associated with this application. Fees will be invoiced upon receipt of the invoice from the local newspaper.**

The Village of Pecatonica is not responsible for delays in processing this application due to incomplete or inaccurate information provided on the application.

The applicant's signature below indicates that the information contained in this application and on any accompanying documents or drawings are true and correct to the best of his/her knowledge:

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Questions: call the Village Hall at (815) 239-2310.