



ZONING VARIANCE APPLICATION

(See Instructions & Requirements on Page 4)

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144 x 105

Variance Permit #: _____

1. Applicant Information:			
Name:	_____	Phone #:	_____
Address:	_____		
Email:	_____		
2. Property Interest of Applicant:			
Property Owner	Contract Purchaser	Leaseholder	Other:
3. Property Owner Information (if different than applicant):			
Name:	_____	Phone #:	_____
Address:	_____		
Email:	_____		
4. Property Location:			
Address:	_____		
5. Legal Description of Property: <i>If the description is by metes and bounds, please attach to the application.</i>			
Lot #:	_____	Block:	_____
		Subdivision:	_____
6. What is the <u>present</u> land use or construction needing a variance?			
Land Use:	_____		
Zoning District:	_____		
7. What is the <u>proposed</u> land use or construction needing a variance?			
8. What hardship prevents your property from being used for the proposed development or construction?			
9. State the zoning regulations from which you are requesting the variance (i.e. setback, yard, lot size, etc.):			

10. Do the conditions of hardship for which you are requesting a variance apply only to your property?

Yes No

11. If present structures will be used, what modifications will be made?

12. A list of names and addresses of all adjacent property owners within 250 feet (*front, back, side across street, angled*) and present use of property (*vacant, house, etc.*) is attached to this application. **This list of surrounding property owners must be obtained from the Monroe County or St. Clair County Courthouse.**

Yes No

13. A site plan with details (as noted on page 4 Instructions and Requirements) is attached to this application.

Yes No

14. I certify that all of the above statements/information and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Columbia for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Applicants Signature (Mandatory)

Date

Property Owner Signature (Mandatory)

Date

Office Use Below

PAYMENT			
# of mail recipients = _____ X \$10.00 =			
	+ \$400.00		Cash: _____
Amount Due =			Check #: _____
			Credit Card: _____
			Date Paid: _____

Public Hearing Date: _____

Notice sent to surrounding property owners on: _____

Notice published in the Republic Times on: _____

Notice posted on bulletin board/window & website on: _____

Zoning Hearing Officer Ruling	
	Denied
	Approved
Date of determination:	

Columbia City Council Review	
	Not Applicable
	Denied
	Approved
	Approved with modification
Date of determination:	

CITY OF COLUMBIA, ILLINOIS

INSTRUCTIONS & REQUIREMENTS FOR VARIANCE REQUEST APPLICATION

The purpose of a variance is to provide relief to a property owner when the strict adherence to the regulations of the Zoning Ordinance would impose an unreasonable hardship. Below are mandatory requirements for the Variance Application process.

Hardship to the applicant is the crucial test. Variances are to be granted only to provide relief in unusual situations that were not intended or foreseen when the Zoning Ordinance was adopted, such as topography that constrains development. Economic/financial concerns are not considered a valid hardship. Also, a hardship cannot be self-created by the applicant.

- ▶ **Pre-Application Meeting:** It is recommended (but not required) that applicants schedule a pre-application meeting with the Community Development Department prior to submitting an application.
- ▶ **Application:** The following items must be submitted to the Community Development Office:
 - 1) **Variance Request Application** completed in its entirety,
 - 2) **Names and addresses of all property owners within 250 feet** of the boundary of the property for which the Special Use Permit is being requested. This information must be obtained from the County Recorder at the Monroe County or St. Clair County Courthouse, whichever is applicable.
 - 3) **Site Plan to include;**
 - a. Site address, owner name, north arrow, reference scale, scale bar, and legend. Reference scale shall be at an appropriate scale, portrayed as 1 inch = X feet (shown at a 10-foot increment). Drawings shall be oriented north, except when impractical.
 - b. Subject lot and adjacent lot property boundary lines and setback lines with dimensions.
 - c. Existing and proposed zoning and uses on the subject lot and adjacent lots.
 - d. Edge of pavement for streets and sidewalks.
 - e. Sight triangles, access controls, and easements, with dimensions.
 - f. Existing and proposed structures on the subject lot and adjacent lots. Those on the subject lot shall be labeled with dimensions, number of floors, gross floor area, and height.
 - g. Existing and proposed off-street parking, loading and driveway areas on the subject lot.
 - 4) **Fee: \$400.00 + \$10.00 per property** located within the 250-foot notification area. The fee must be paid before the Zoning Variance Application will be accepted.
- ▶ **Public Hearing:** A public hearing will be scheduled within a reasonable time with the Zoning Hearing Officer for review/recommendation of the Variance request. The applicant or duly authorized agent must appear at the hearing and present his/her case to the Zoning Hearing Officer.
- ▶ **Applicant & Property Owner Notification:** The applicant and the surrounding property owners within 250 feet will be notified by mail of the time and place of the hearing at least ten (10) days prior to the hearing date. **The list of surrounding property owners must be obtained from the Monroe County or St. Clair County Courthouse and attached to this application.**
- ▶ **Public Hearing Notice Publication:** A public hearing notice with information of the Variance request will be published in the Republic-Times at least fifteen (15) days and not more than thirty (30) days before the public hearing.
- ▶ **Approval Process:** The Zoning Hearing Officer will rule on the request after closing the public hearing. The ruling is final 21 days following the decision, unless the City Council exercises its power of administrative review. To review the ruling, the City Council must approve a motion of administrative review by majority vote within 21 days of the Zoning Hearing Officer's decision. Within 45 days of the vote to review, the City Council may affirm, reverse, or modify the ruling of the Zoning Hearing Officer. A favorable vote of 2/3 of all aldermen holding office is required to overturn the ruling.

Please reference The Columbia Municipal Code, Section 17.08 for further details.