

INSTRUCTION TO 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. Sidwell Map of property requesting a variance.
3. Computer printouts from Mapping & Platting Office of St. Clair County Court House showing abutting property owner's names and mailing addresses.
4. Fee for applications as follows:
\$150.00 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.

5. Site plan. (See "Site Plan Requirements")
6. 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 two-family homes, townhouses, rowhouses and condominiums, multi-family, commercial and industrial land uses within the City, to conserve 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 **twenty-four (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 pro-

fessional 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) **Issuance Requirements.** This section of the Ordinance will be enforced by the Department of Sanitation, Health/Housing, building & Zoning of the City of Belleville.
 - (3) 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
 - (3) 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 approval and acceptance of associated Maintenance Bonds, Easements, and/or Letters of Credit.