

Application No. \_\_\_\_\_  
Filing Fee \$ \_\_\_\_\_  
Fee Paid Date \_\_\_\_\_

**CITY OF BELLEVILLE, ILLINOIS  
OFFICE OF THE ZONING BOARD OF APPEALS**

**APPLICATION FOR USE VARIANCE**

**INSTRUCTIONS TO APPLICANT:**

All information requested must be completed on this application. Applicants are encouraged to visit this office for assistance in filling out this form. If possible, please call (618) 233-6810 Ext. 251 for an appointment to avoid delays.

**1. DATA ON APPLICANT AND OWNER**

Name of Applicant(s) \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address of Applicant(s) \_\_\_\_\_  
Property Interest of Applicant(s) \_\_\_\_\_  
(OWNER / TENANT / CONTRACT PURCHASER / ETC.)  
Name of Owner(s) \_\_\_\_\_  
Address of Owner(s) \_\_\_\_\_

**2. DESCRIPTION, USE AND ZONING OF PROPERTY**

Address: \_\_\_\_\_  
Legal Description (attach if necessary) \_\_\_\_\_  
Permanent Parcel Number \_\_\_\_\_  
Lot Size \_\_\_\_\_ feet x \_\_\_\_\_ feet = \_\_\_\_\_ square feet  
Present Use of Property \_\_\_\_\_  
(VACANT / RESIDENCE / BUSINESS / ETC.)  
Property Located Zoning District \_\_\_\_\_ and in Ward # \_\_\_\_\_  
Aldermen of Ward \_\_\_\_\_  
a. Does the present use of the property conform to all use regulations for the zoned district in which it is located? Yes (\_\_\_) No (\_\_\_). If "no," specify each non-conforming use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
b. Do the existing structures comply with all area and bulk regulations for the zoned district in which it is located? Yes (\_\_\_) No (\_\_\_). If "no," specify each non-conforming use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. VARIATION REQUESTED**

a. State what variation is requested; that is, the variation and the purposes for which the premises may be used, such as multi-family, grocery, filling station, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. REASONS FOR REQUEST FOR VARIATION**

NOTE: The following questions must be answered completely. If additional space is needed, attach extra pages to application. Before answering, read the NOTICE TO APPLICANTS on back page.

a. What characteristics of your property prevent its being used for any of the uses permitted in your zone?  
Too Narrow \_\_\_\_\_ Too Shallow \_\_\_\_\_ Soil \_\_\_\_\_ Too Small \_\_\_\_\_ Elevation \_\_\_\_\_  
Subsurface \_\_\_\_\_ Shape \_\_\_\_\_  
Other \_\_\_\_\_  
b. Describe the items checked, giving dimensions where appropriate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
c. How do the above site conditions prevent any reasonable use of your land under the terms of the Zoning Ordinance? \_\_\_\_\_



6. **ACTIONS BY APPLICANT ON PROPERTY**

Certificate of Occupancy Applied for and Denied \_\_\_\_\_  
(YES / NO)

Certificate Application Number \_\_\_\_\_

An Appeal was (\_\_\_) was not (\_\_\_) made with respect to these premises;

Appeal Application Number \_\_\_\_\_

Appeal Denied \_\_\_\_\_

Appeal Application Accompanies this Request for Variation \_\_\_\_\_

I (we) certify that all of the above statements, and the statements contained in any papers or plans submitted herewith, are true to the best of my (our) knowledge and belief.

DATE: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(APPLICANT)

\_\_\_\_\_  
(OWNER)

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(NOTARY PUBLIC)

**RECOMMENDATION OF ZONING ADMINISTRATOR**

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

Section(s) of Zoning Ordinance Involved in this Application \_\_\_\_\_

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

By \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY**

Date Filed \_\_\_\_\_

Special Use Request Number \_\_\_\_\_

Date Set for Hearing \_\_\_\_\_

Date Hearing Held \_\_\_\_\_

Published Notice Made \_\_\_\_\_  
(DATE)

Newspaper \_\_\_\_\_  
(NAME OF NEWSPAPER)

Name of Municipality Where Published \_\_\_\_\_

Date Abutting Property Owners Notified \_\_\_\_\_

Fee Paid: (\_\_\_) Yes (\_\_\_) No Receipt Issued: (\_\_\_) Yes (\_\_\_) No Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Comments (indicate other actions such as continuances): \_\_\_\_\_

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

Action by Board on Request for Special Use Permit \_\_\_\_\_

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

## NOTICE TO APPLICANTS

A Variation is a zoning adjustment that permits minor changes of district requirements where individual properties are both harshly and uniquely burdened by the strict application of the law. The power to vary is restricted and the degree of variation is limited to the minimum change necessary to overcome the inequality inherent in the property.

1. A Variation recognizes that the same district requirements do not affect all properties equally; it was invented to permit minor changes to allow hardship properties to enjoy equal opportunities with properties similarly zoned. You must prove that your land is affected by special circumstances or unusual conditions. These must result in common hardships and equal treatment under the strict application of the Zoning Ordinance. Where hardship conditions extended to other properties a Variation cannot be granted. The remedy for general hardship is a change of the map of the test of the Zoning Ordinance.
2. You must prove that the combination of the Zoning Ordinance and the uncommon conditions of your property prevents you from making any reasonable use of your land as permitted by your present zoning district. Since zoning regulates land and not people, the following conditions cannot be considered pertinent to the application for a variation: (a) Proof that a variation would increase the financial return from the land; (b) Personal hardship; (c) Self-imposed hardship. In the last case, the recognition of conditions created after the enactment of the Zoning Ordinance would encourage and condone violations of the law.
3. No Variation may be granted which would adversely affect surrounding property or the general neighborhood. All Variations must be in harmony with the intent and purposes of the Zoning Ordinances.