

**CITY OF PAXTON
INSTRUCTIONS FOR PREPARATION AND FILING
OF A PETITION FOR ZONING VARIATION
AND/OR SPECIAL USE PERMIT**

APPLICATION:

1. Page 1: Fill in blanks as appropriate.
2. Page 2: Sign in front of a Notary Public and have the Notary Public complete the bottom portion.
3. Original application with a \$50 fee, Notice of Meeting and notarized mailing list to be filed with the City Clerk at City Hall for each kind of application.

NOTICE OF MEETING:

1. In paragraph 1, enter the date and time of the Zoning Board of Appeals meeting. (Obtain the date and the time from the Zoning Board Chairman).
2. In paragraph 2, enter the change requested, the legal description and the common street address.
3. Have the Chairman date and sign the notice.
4. Last paragraph: fill in dates required for publication.
5. Send to Ford County Record and ask for one (1) certification of publication that the notice was published in a timely manner. Deliver the certification to the chairman at the Zoning Board meeting.

LIST OF BOARD MEMBERS:

1. Date and sign in front of a Notary Public and have notary Public complete the bottom portion.
2. A photocopy of the Application and the Notice of Meeting (3 pages total) must be mailed to the persons set forth in the Proof of Mailing.
3. At the time of the hearing, before the Zoning Board of Appeals, you must file with the Chairman of the Zoning Board of Appeals, proof of the publication of the notice in the Ford County Record. This proof of publication is obtained from the Ford County Record.

RECOMMENDATION:

1. Fill in name of owner of property, legal description and street address of property.
2. Bring to the Zoning Board meeting and hand to Chairman.

ORDINANCE:

1. Fill in blanks as appropriate.
2. Bring to City Council meeting and hand to Mayor. (May be delivered to Zoning Board Chairman at that hearing).

**CITY OF PAXTON
APPLICATION FOR ZONING VARIATION
AND/OR SPECIAL USE PERMIT**

TO: ZONING BOARD OF APPEALS
CITY OF PAXTON, ILLINOIS

The undersigned, interested parties in the following described premises, hereby apply for a variance, pursuant to SECTION 151.155 – 151.166 of ORDINANCE #88-30 of the Code of Ordinances of the City of Paxton, Illinois, as further described herein as follows:

1. LEGAL DESCRIPTION: _____

2. STREET ADDRESS: _____

3. CURRENT ZONING: _____

4. VARIANCE REQUESTED: _____

5. NAME AND ADDRESS OF PROPERTY OWNER: _____

6. CAUSE FOR THE REQUESTED VARIATION: _____

DATED THIS _____ DAY OF _____, 20_____.

STATE OF ILLINOIS)
)ss.
COUNTY OF FORD)

The undersigned, being first duly sworn on oath, depose and say that the undersigned had submitted the foregoing application for a variance to Zoning Ordinance, 88-30 by the undersigned subscribed; that he/she knows the contents thereof; and that the matters and facts therein set forth are true.

SUBSCRIBED and SWORN to before me
this _____ day of _____, 20____.

Notary Public

Names and addresses of Petitioners, if not shown on Page One.

Name and address of attorney(s), if any, for Petitioners:

**NOTICE OF MEETING OF THE ZONING BOARD OF APPEALS
OF THE CITY OF PAXTON, ILLINOIS**

You will please take notice that a meeting of the Zoning Board of Appeals of the City of Paxton, Illinois, has been duly called by the Chairman, to be held in the Council Chambers, 2nd Floor of City Hall in Paxton, Illinois, on _____, at the hour of _____.

The purpose of said meeting is to consider a request by _____ for a Variance to SECTION 151.155 – 151.166 of ORDINANCE #88-30 of the Code of Ordinances of the City of Paxton, Illinois as further described herein as follows:

1. CHANGE REQUESTED:

A. _____

2. LEGAL DESCRIPTION:

A. _____

with the common street address of _____,

Paxton, Illinois and to conduct public hearing on said variance requested at said time and place.

Dated this ____ day of _____, 20____.

_____,
Doug Higgins, Chairman

NOTE TO PUBLISHER:

ABOVE NOTICE MUST BE PUBLISHED NO LATER THAN THE _____ day of _____, 20____ (being not less than fifteen (15) days nor more than thirty (30) days of the above of the above hearing.)

STATE OF ILLINOIS)
) ss.
COUNTY OF FORD)

I do hereby certify that the undersigned sent a copy of the attached Application and Notice of Meeting to the following named persons at the address listed after each person named herein to-wit:

VACANT, Chairman

Steve Sample
1150 E
Summer St.
Paxton, IL
60957

Brandon Magers
940 E Patton St.
Paxton, IL 60957

Larry Eyre
805 Cambridge Dr.
Paxton, IL 60957

Marc Amore
536 S. Market
St.
Paxton, IL
60957

Matt Rock
Building
Administrator
P.O. Box 59
Paxton, IL 60957

Deane Geiken, Chairman
License/Permit/Zoning/Insurance
309 E Pells St.
Paxton, IL 60957

Suzie Shell,
City Clerk
P.O. Box 59
Paxton, IL
60957

Bill Ingold
Mayor
P.O. Box 59
Paxton, IL 60957

Marc Miller, City Attorney
Miller & Hendren, LLP
P.O. Box 980
Champaign, IL 61824-0980

(NOTE: To the City Attorney and the Building Administrator, send a copy of the APPLICATION, NOTICE, RECOMMENDATION (unsigned), AND THE PROPOSED ORDINANCE (unsigned))

and, said Application and Notice of Meeting were placed in addressed envelopes with sufficient postage thereon and deposited in a United States Post Office Box located in Paxton, Illinois, on the _____ day of _____, 20____.

Applicant

SUBSCRIBED and SWORN to before me this
_____ day of _____, 20____.

Notary Public

RECOMMENDATION

TO THE CITY OF PAXTON:

WHEREAS, the Zoning Board of Appeals, after due notice thereof, conducted a public hearing to grant a Variance to permit the owner, _____, of the below described property to:

a. _____

1. LEGAL DESCRIPTION: _____

2. COMMON STREET ADDRESS: _____,

Paxton, Illinois.

Now, therefore, having duly considered said petition and all the evidence submitted at said hearing, the Board of Appeals hereby recommends to the City Council that said petition be:

APPROVED/DISAPPROVED

DATED: _____, 20_____.

BY ORDER OF SAID BOARD OF APPEALS:

Doug Higgins, Chairman

ORDINANCE NO. _____

AN ORDINANCE GRANTING A VARIANCE PURSUANT TO ORDINANCE 88-30

WHEREAS, there was filed with the Zoning Board of Appeals of the City of Paxton, Illinois, the application of _____, as follows:

- 1. Legal Description: _____
- 2. Common Street Address: _____
- 3. Reason for the Requested Change: _____
- 4. Change Requested: _____

WHEREAS, said Zoning Board of Appeals of the City of Paxton did conduct a public hearing on said application on _____, after having caused notice of said public hearing on said application to have been given by publishing a notice of the time and place of such public hearing at least once, not more than thirty (30) days and not less than fifteen (15) days before the hearing, in the Ford County Record, a weekly newspaper published in the City of Paxton, Illinois and,

WHEREAS, after due consideration of said application and of the evidence presented at said hearing, said Zoning Board has recommended to the City Council of the City of Paxton that said application be granted, and,

WHEREAS, the City Council has duly considered said matter,

NOW, THEREFORE BE IT ORDAINED, by the City Council of the City of Paxton, Illinois, as follows:

That this variance be allowed pursuant to Ordinance 88-30 of the City of Paxton for the purposes of

- A. _____

PASSED and **ADOPTED** this _____ day of _____, 20_____.

APPROVED:

Mayor

ATTEST:

City Clerk

DEPOSITED and **FILED** with me in my office this _____ day of _____,
20____.

City Clerk