

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

Fee: \$200.

**PETITION TO**  
**ZONING BOARD OF APPEALS**  
**FOR MAJOR CHANGE**

On \_\_\_\_\_, 200\_\_, the undersigned applied to the Building Inspector of the City of Quincy for a permit to \_\_\_\_\_

on property known as (street address): \_\_\_\_\_  
and legally described as: \_\_\_\_\_

P.I.N.: \_\_\_\_\_ (A copy of the deed must accompany this petition.)

This permit was refused by the Building Inspector because: \_\_\_\_\_

**GROUND FOR VARIATION DUE TO AN EXCEPTIONAL OR UNUSUAL PHYSICAL CONDITION**

Paragraph 11.706 (c) (1) of the Municipal Code provides that the Zoning Board of Appeals may recommend variations of the yard, fence, sign, lot area, lot width, or accessory structure size regulations to the City Council when **all** of the following three conditions apply:

- There is “an exceptional or unusual physical condition of the lot, which condition, given the applicable yard, fence, sign, lot area, lot width, or accessory structure size regulations, would prevent a reasonable or sensible arrangement of buildings, fences or signs on the lot;” **and**
- “such variation is consistent with conditions existing upon other properties in the immediate vicinity and in the same zoning district; **and**
- authorization of such variation will not be of substantial detriment to adjacent properties, and will not materially impair the intent and purpose of [the zoning chapter of the Code] or the public health, safety and general welfare.”

(To be completed by the Board Chairman)

Members present: \_\_\_\_\_

Action taken: \_\_\_\_\_

Notes:

**REASONS FOR REQUESTING VARIATION**

Please answer the following questions completely. Attach additional sheets if you need more space.

1. Identify and explain any special circumstances or practical difficulties in carrying out the strict application of the Zoning Ordinance with respect to the subject parcel.

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2. Explain how the variance is necessary because of special conditions related to the land or structure involved which are not generally applicable to other properties in the same zoning district.

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3. Explain how the variance is not the result of a situation or condition that was knowingly or deliberately created by you (the Petitioner).

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4. Explain why the variance will not alter the essential character of the neighborhood.

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5. Explain why the variance will not cause a nuisance to adjacent property.

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6. Does the variance represent the minimum deviation necessary from the requirements of the Zoning Ordinance? Explain.

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I (we) hereby appeal this major change to the Zoning Board of Appeals and ask that a variance be granted to allow the following: \_\_\_\_\_

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Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Below is a list of items that must accompany the petition. **Failure to provide all of the items will result in the hearing being tabled.**

1. A copy of the deed.
2. Ten (10) copies of a plat, drawn or pictured to an accurate scale, showing all pertinent information which shall include, at a minimum, the existing zoning and actual use of the property involved and adjoining and adjacent properties as well as the general area immediately affected by the requested variance. The sketch must include the dimensions of the yard, the existing house, garage, fence, etc., and show the proposed improvements. Neighboring properties that are affected must also be shown. See attached sample sketch.
3. The applicant shall not less than 15 days before the date of the public hearing, serve written notice, either in person or by registered or certified mail, return receipt requested, on at least one owner of each property within 250 feet in each direction of the lot lines of the subject property, unless waived by the Board of Appeals or City Council. Ownership may be based solely on the tax records of Adams County. The number of feet occupied by all public roads, streets, alleys, and other public ways shall be excluded in computing the 250-foot requirement; provided further that in no event shall this requirement exceed 400 feet, including public streets, alleys and other public ways. The notice shall contain the date and location of the public hearing, the address or location of the subject property for which the appeal is being requested, a brief statement of the nature of the appeal being requested, and a citation of the particular section or sections of the Municipal Code of the City of Quincy that apply to the case and shall state that every person in attendance at the hearing shall have an opportunity to be heard. Proof of giving notice hereof by an Affidavit of Notice Served shall be filed with the secretary of the Board of Appeals. Failure to comply with the provisions of this section shall not invalidate any appeal decision. Note: The above information may be obtained from the Adams County web site under "Online Map" ([www.co.adams.il.us](http://www.co.adams.il.us)).

AFFIDAVIT OF NOTICE SERVED  
MAJOR CHANGE

I, \_\_\_\_\_, do hereby certify that written notice has been given to the following persons relative to the application for a variance (s) on the property known as

\_\_\_\_\_ address

(Copy of the written notice is attached herewith)

Name of person served with notice	Address	Date and how served

If additional space is needed, please attach a separate sheet)

Subscribed and sworn by me this \_\_\_\_\_ day of \_\_\_\_\_ 200

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

NOTICE OF PETITION FOR A VARIANCE

This letter hereby gives you notice that a "Petition for a Variance" was filed on \_\_\_\_\_  
2007 with the Building Inspector for the City of Quincy requesting a variation to \_\_\_\_\_  
at \_\_\_\_\_

Legally described as:

This petition will be considered at a Public Hearing to be held at the Zoning Board of Appeals meeting scheduled for:

DATE:  
TIME: 6:00 p.m.  
PLACE: Quincy City Council Chambers  
First Floor, City Hall  
730 Maine Street  
Quincy, IL. 62301

Every person in attendance at the hearing shall have an opportunity to be heard.

Dated: \_\_\_\_\_

\_\_\_\_\_