

Application for Zoning Amendment, Special Use Permit, or Variance

APPLICATION CHECKLIST

The following information and materials must be submitted to the City Clerk's Office when making an application for a zoning amendment or special use permit. No application will be processed until all required information and materials have been submitted.

- _____ Fully completed application form.
- _____ Copy of the tax parcel identification map (CLT map) clearly showing the parcel(s) upon which the request is being made.
- _____ Copy of the deed with a clear legal description of the parcel(s) upon which the request is being made.
- _____ If the request entails any construction or alteration to the parcel(s) in question, submission of a site plan is required. The site plan shall show property lines, existing structures, proposed structures, driveways, points of ingress/egress, proposed landscaping and fencing, location and dimensions of required off-street parking and any other pertinent information that assists in describing the application. The site plan shall be drawn to scale and show actual measurements and distances of property lines and setbacks of structures and parking lots.
- _____ \$250.00 application fee shall be submitted with completed special use permit or amendment application. \$150.00 application fee shall be submitted with completed variance application. Application fee is nonrefundable.

Should you have any questions regarding the application, please contact the Code Enforcement Department at 618.463.3532



APPLICANT INFORMATION

Name of Applicant:

Name of Owner if different than Applicant

Address of Applicant

Address of Owner

Applicant's Phone Number

Owner's Phone Number

Property Interest of Applicant if not Owner

TYPE OF REQUEST

Map Amendment: _____ Special Use Permit: _____ Text Amendment: _____

Present Zoning Classification: _____ Proposed Zoning Classification: _____

Reason for requesting zoning amendment or special use permit: _____

PROPERTY LOCATION & PARKING INFORMATION (If applicable)

Property Address(es)

Parcel Identification Number(s)

(Provide additional sheet if necessary)

Township: _____ Range: _____ Section: _____

If applicable, what provisions have been made for off-street parking: _____

AFFIDAVIT

I do hereby swear and affirm that to the best of my knowledge and belief the matters and information contained in the foregoing application are true in substance and in fact and that all required materials must be submitted in order for this request to be legally processed.

Signature of Applicant

Signature of Owner if different than Applicant