



CITY OF PONTIAC BUILDING & ZONING OFFICE
115 WEST HOWARD ST.
PONTIAC, IL 61764
815-844-1038

zoning@pontiac.org

INSTRUCTION SHEET FOR PLANNING & ZONING BOARD APPLICATION

In order to facilitate your request to appear before the City of Pontiac Planning & Zoning Board, it is important to complete the accompanying application and complete its requirements.

PAGE 1 – Applicant Information, Owner Information, Property Information, Request

PAGE 2 – Narrative – explain in detail the nature of your request

PAGE 3 – Required Attachments, Application/Owner Signatures, Notice

Pontiac Zoning Code, Section 5.32 states: “The ‘variation’ process is intended to provide limited relief from the requirements of this Ordinance in those cases where strict application of those requirements will create a practical difficulty or particular hardship prohibiting the use of land in a manner otherwise allowed under this Ordinance. It is not intended that variations be granted merely to remove inconveniences or financial burdens that the requirements of this Ordinance may impose on property owners in general. Rather, it is intended to provide relief where the requirements of this Ordinance render the land difficult to use because of some physical attribute of the property itself or some other factor unique to the property for which the variation is requested. In no event, however, shall the City grant a variation which would allow the establishment of a use which is not otherwise allowed in a zoning district classification of any or all of the affected property.”

THE FOLLOWING ITEMS MUST OCCUR:

1. A scale drawing of the property showing existing conditions and proposed changes shall accompany this application (as noted in “required attachments”).
2. Submit an application fee, which shall be \$200 plus the cost of postage and publication. This fee shall be paid prior to the Planning & Zoning Board hearing and is non-refundable whether the request is approved or denied. Also, this fee does not include any permit fees that will be required after any requests are processed.
3. All neighboring property owners within 250 feet of the property address will be notified of your request by certified mail, per Illinois State Law. The applicant shall pay for the cost of notification by certified mail, which shall be determined prior to the process being initiated. The petitioner, prior to the review process being initiated, shall also pay for publication in a local newspaper.
4. A sign may be posted in your yard by the City of Pontiac stating that you are requesting a Planning & Zoning Board hearing. After all required meetings have been held, the sign shall be removed by the City.

Once you have submitted your completed application and filing fees, the Building & Zoning Office shall schedule a hearing before the Planning & Zoning Board. The Planning & Zoning Board will make a recommendation to the City Council and the City Council shall make the final decision. This process may take several weeks.

For further information, please contact the Building & Zoning Office at 815-844-1038



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PLANNING & ZONING BOARD APPLICATION

Project Name:

Property Owner

Name: _____

Street Address: _____

City/St/Zip: _____

Phone: _____

Email: _____

Applicant (if different from owner)

Name: _____

Street Address: _____

City/St/Zip: _____

Phone: _____

Email: _____

Property Information

Street Address: _____

PIN (Property Identification Number): _____ Lot Number: _____ Size in acres: _____

Present Use: _____ Zoning District: _____

Zoning Request (Attach separate sheet if necessary)

Request Type:

- ☐ Variance ☐ Special Use ☐ Rezoning ☐ Other

Reason for Request (be specific): _____

NARRATIVE

Please use this page to further explain your request, paying special attention to the following questions (use separate page if needed):

1. Will the granting of the variation be in harmony with the purpose and intent of the Zoning Code and not be injurious to adjacent property, the neighborhood, or otherwise not detrimental to public welfare?
2. How do the current regulations of the Pontiac Zoning Code prevent you from using the property to its best advantage?
3. Property limitations making this Variance necessary:
4. The plight of the owner is due to special circumstances. Describe the unique circumstances that may prevent the subject property from meeting minimum code:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Required Attachments (additional information may be requested)

1. Attach a plot plan drawn to scale, noting the scale used, showing the actual size and shape of the lot property: location, ground area, dimensions, and identification of use, of all existing and proposed building and structures including the front, side and rear yard setback from property line dimensions. Include all drawing, dimensions of impervious lot coverage (private walkways, pools, patios, spas, storage buildings, stoops, driveways, parking areas and any other hard surface or impervious material).
2. If plot is on paper larger than 8.5" x 11," you will be asked to provide additional copies with your application
3. Note on the plot plan or additional sheet, if needed, all UTILITIES over, under, or across subject property.

CERTIFICATION BY THE APPLICANT

I certify that all the information contained in this application form or any attachments, documents or plans submitted herewith are true to the best of my knowledge and belief and that all information requested has been included.

Applicant Signature

Date

CERTIFICATION BY PROPERTY OWNER

I certify that I am the owner of the property subject of this request, which is being made with my approval.

Applicant Signature

Date

Notice: You will be notified of the date and time of the Planning and Zoning Board Meeting. You and/or your representative should be present at this meeting and prepared to present your case to the Board. If you and/or your representative are not present, the board may not hear your request.

For Office Use Only:

Filing Fee:	<u> \$200 </u>	Paid	_____
Publication Date:	_____		
Zoning Board Date:	_____		
Council Date:	_____		
Approved	Denied	Continued (date)	