

PROCEDURE FOR ZONING ORDINANCE VARIANCE AND SIGN ORDINANCE VARIANCE

Following is a brief summary of regulations and may not cover all circumstances. Petitioners are encouraged to obtain and read applicable sections of the Zoning Ordinance and/or consult with their attorney.

Persons requesting a zoning ordinance variance or sign ordinance variance shall submit a written request to City Clerk, Shelly Munks, 301 West Madison Street, Ottawa, Illinois 61350.

Request shall include:

- 1) Name and address of applicant (the current owner of the property must sign the request)
- 2) Property address and a copy of the owner's deed or title policy showing the legal description.
- 3) A sketch, survey, plat or drawing of the property.
- 4) A short narrative describing the reason and nature of the request.
- 5) Filing fee: provide a check payable to "City of Ottawa" in the amount of \$75.00 for residential or \$150.00 for commercial properties.
- 6) Any other pertinent information that may assist in evaluating the request.

All requests are forwarded to the Zoning Board of Appeals for review and recommendation. To be placed on the agenda requests must be received a minimum of twenty-five (25) days prior to their regular meeting. Zoning Board of Appeals meets the 3rd Thursday of each month at 7:00pm.

The applicant will be advised of the public hearing date. It is mandatory that the applicant, or your representative, attend the public hearing.

Once the public hearing date has been set, the **applicant** shall notified the adjacent property owners personally or by registered mail. The applicant shall then submit the registered return receipt, a sworn affidavit and a copy of the notice to the City Clerk.

Signage, furnished and usually installed by the City, is required to be placed on the subject property giving notice of the request. The signage must be posted for a minimum of 15 days prior to the Public Hearing. Sign shall be located within 10 feet of the front property line and clearly visible from a public street.

Upon reviewing the request and hearing any/all public comment, the Zoning Board of Appeals shall make a recommendation to the City Council. That recommendation is placed on the next City Council agenda at which time the Council approves or denies the request. You are encouraged to attend the City Council meeting to answer questions.

Depending on meeting schedules, the entire process takes 2 to 3 months.