

# ***Village of Pecatonica***

**405 Main Street PO BOX 730**

**Pecatonica, IL 61063**

**Phone: 815.239.2310 Fax 815.239.1060**

## Procedure for Scheduling a Hearing before the Zoning Board of Appeals

1. Use the attached Zoning Amendment or Variance Application form, fill it out completely and submit the form and fee to the Village Clerk's office. Please provide your complete legal description found on your Deed. You must also provide a list of property owners and their addresses of those that live adjacent to or across from your property.
2. Clerk will then schedule a hearing with the Zoning Board. Your application will be published in a newspaper of general circulation; it must be published no less than 15 days nor more than 30 days from the hearing date. (Example: if your application is published on June 1 then the meeting with the Zoning Board must be scheduled between June 16 and July 1).
3. You will be sent a copy of the notice that appears in the paper. (The publication cost will be invoiced to you as soon as we receive the invoice)
4. You will be required to attend the hearing and explain your request, if you choose to not attend the hearing then your request will be void and your fee will not be refunded to you.
5. The Zoning Board will make a recommendation to the Village Board concerning your request.
6. The Village Board will review your request at its next regularly schedule meeting providing the Zoning Board has given its recommendation to them.
7. The Village Board will either approve or deny the request. If it is approved than an Ordinance will be prepared and voted upon at the next Village Board meeting.
8. Visit our Website to view the Municipal Code regarding Zoning, Building Permits, etc.: [www.villageofpecatonica.com](http://www.villageofpecatonica.com).

If you have any questions, please feel free to contact the Village Clerk's Office during regular business hours.

**ZONING AMENDMENT OR VARIANCE APPLICATION**  
**Village of Pecatonica, Illinois**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If applicant is not the owner of the property; attach a signed statement from the owner that the applicant is the authorized agent of the owner of the property for which the change in zoning or variance is requested.

Address of Property: \_\_\_\_\_

Property Tax Code Number: \_\_\_\_\_

Describe the type of variance OR zoning amendment/change being requested: \_\_\_\_\_

On a separate sheet of paper provide the name and address of all adjoining and adjacent property owners.

Name the particular Chapter and Section that this variance or zoning amendment is being applied for from the Zoning Ordinance, Article Thirteen of the Municipal Code: \_\_\_\_\_

\_\_\_\_\_  
**Enclose a full copy and complete legal description for the property.**

**Fee: \$175.00**

**In addition to the above fee, applicants are responsible for the publication costs associated with this application. The cost will be invoiced upon receipt of the bill from the local newspaper.**

All information provided is accurate. I fully understand that failure to provide all information may result in delays in processing this request:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Questions: call the Village Hall at (815) 239-2310.