Clinton County Zoning Department
850 Fairfax St. Rm 124 Carlyle, IL. 62231 * Phone (618) 594-6655 * Fax (618) 594-6006
(jami.staser@clintonco.illinois.gov) OR (kay.thole@clintonco.illinois.gov)

# APPLICATION FOR TEXT/MAP AMENDMENTS

The application for a map or text amendment, must be completed in its entirety by the applicant. Any supporting documentation (eg.-survey, photos, etc.) must accompany the application at the time of filing. The application must be submitted to the Clinton County Zoning Office no later than 12:00 noon on the filing date (calendar attached).

Applications must be complete at submittal time to be considered for the agenda. Deficient applications will be returned to the applicant and may delay the hearing until the following month.

**You are responsible to furnish the legal description.** You may want to consider consulting an attorney and/or Illinois Licensed Land Surveyor to obtain a legal description, or contact the Clinton County Clerk & Recorders Office to obtain a copy of your deed. The zoning office cannot write the legal description and will use only the legal description you furnish on the application. The zoning staff may not give legal advice.

**Map Amendment recommendations:**

- Provide an aerial map of the location of the property.
- Submit the Clinton County Soil & Water Inspection & Evaluation letter or report (form attached).
- Provide map of the areas showing ¼ mile and ½ mile radius from the property and illustrate any livestock within ¼ - ½ mile of the property.
- Show areas which contain any floodplain.

The Zoning Board of Appeals meets at 6:00 P.M. the first Wednesday of every month, unless noted otherwise. **Location:** 810 Franklin Street, Carlyle, IL, County Board Room, (south of the courthouse) in the Clinton County Sherriff's Department Building.

The applicant and/or his/her representation are required to appear at the scheduled hearing. All persons testifying before the board will do so under oath, and must state their name and address for the record.

A. Introduction of the case
B. The petitioner presents his/her case
C. Objectors (if any) statements and/or questions from the board
D. The Zoning Board of Appeals decision

Within a reasonable time after the public hearing, the Board of Appeals shall submit an advisory report to the County Board. Said advisory report shall include recommendation regarding adoption or rejection of the proposed amendment.

**This information is intended as a brief guide and should not be relied upon for a thorough understanding of the hearing procedure or zoning laws as applicable.**

**PLEASE ALLOW 30 DAYS FOR INSPECTION EVALUATION AND PROCESSING OF THIS REPORT**

**Clinton County Soil & Water Conservation District**
1780 N 4th St Breese IL 62230 Phone 618-526-7815, Ext. 3 clintoncoswcd@gmail.com

NATURAL RESOURCE INFORMATION REPORT APPLICATION

The Clinton County Soil and Water Conservation District shall make all natural resource information available by Section 22.02a, in the Illinois Soil and Water Conservation District Act. Any persons who petition any municipality or county agency in the district for variation, amendment, or other relief from that municipality's or county's zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the Clinton County Soil and Water Conservation District.

Application Date: _____ Hearing Date: _____
Petitioner: _____
Address: _____
Street City State Zip

Phone: _____ Email: _____

☐ *Please check this box if you would like to receive an email copy of your report*

Name, Address, Email and Telephone Number of person(s), if different from petitioner, to contact for additional project information.

Name:_____ Phone:_____
Address:_____
Email:_____

Type of Proposal (Check One):

_____ Change in Zoning from _____ to _____

_____ Subdivision or Planned Unit Development

_____ Variance – PLEASE DESCRIBE BELOW:
_____

_____ Special Use Permit – PLEASE DESCRIBE BELOW:
_____

IMPORTANT!! PROCESSING WILL NOT BEGIN WITHOUT THE FOLLOWING!!

Plat Map with proposed location highlighted
Location map with proposed location clearly defined
Exact acreage of proposed project defined
Signature of landowner allowing District representative to inspect property

Location Address: _____

Section (s): _____ Township (s): _____ N/S Range (s): _____W

Subdivision Name (if applicable): _____

Permanent Parcel Number (s): _____

_____

Total Acres in Parcel(s): _____ Acres of Proposed Project: _____

Surrounding Land Use: _____

Proposed type of Sewage Disposal System: _____

Description of Proposed Project:_____

_____

_____

Landowner Name (printed): _____

Signature & Date of landowner allowing District representative to inspect property:

Sign:_____ Date:_____

**PLEASE RETURN THE COMPLETED APPLICATION TO:**

Clinton County Soil and Water Conservation District
1780 N 4th St
Breese, IL 62230
clintoncoswcd@gmail.com

# REQUEST FOR A TEXT OR MAP AMENDMENT

AMENDMENT REQUEST NO _____ DATE:_____

**(DO NOT WRITE IN THIS SPACE- FOR OFFICE USE ONLY)**

HEARING DATE: _____ PERMANENT PARCEL NO. _____

NOTICE PUBLISHED ON: _____ ZONE DISTRICT CLASSIFICATION: _____

NEWSPAPER: _____ FEE PAID $ _____CK# _____

**RECOMMENDATION OF BOARD OF APPEALS: ( ) DENIED ( ) APPROVED ( ) APPROVED WITH MODIFICATION _____**

**INSTRUCTIONS TO APPLICANTS:** Map or Text Amendment as listed in Article IX Division V of the Zoning Ordinance. The County Board may amend this code in accordance with state law (55ILCS 5/5-12001) and the provisions of the Clinton County Code. Proposed alterations of district boundaries or proposed changes in the status of uses (permitted, special, prohibited) shall be deemed proposed amendments. The Board of Appeals shall hold a public hearing on every amendment proposal within a reasonable time after said proposal has been submitted to them. At the hearing any interested party (including any school district in which the property is located) may appear and testify, either in person or by duly authorized agent or attorney. All testimony shall be given under oath. The County Board shall act on every proposed amendment at their next regularly scheduled meeting.

A notice of the hearing indicating the time, date and place of the public hearing, and the nature of the proposed amendment shall be given no more than 30 nor less than 15 days before the hearing: By first class mail to the applicant and to all parties whose property is adjacent to the property that would be rezoned (in the case of rezoning); and by publication in a newspaper of general circulation within the County.

The applicant or his/her duly-authorized agent must appear at the hearing and present his/her case to the Board of Appeals.

The applicant should be able to show, by a site plan and documentary evidence, that a proposed development will be in harmony with the general purpose and intent of the zoning ordinance. A hearing will be scheduled when all requested information is provided.

Applicants are encouraged to visit, call or email the office of the Zoning Administrator (jami.staser@clintonco.illlinois.gov) or (kay.thole@clintonco.illinois.gov) for any assistance needed in completing this form.

1. **NAME OF APPLICANT (S):**_____

CELL PHONE: _____ OTHER:_____

ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)

E-MAIL ADDRESS: _____

2. **PROPERTY INTEREST OF APPLICANT:** ( ) OWNER ( ) CONTRACT PURCHASER ( ) LEASEE ( ) OTHER:_____

ADDRESS: _____ PHONE #: _____-___
(attach additional sheets if necessary)

3. **NAME OF OWNER (S):**
(If other than applicant)_____ PHONE #: _____

ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)

4. **AN AMENDMENT TO THE ZONING ORDINANCE IS REQUIRED AS FOLLOWS:**

**( ) A. AMENDMENT TO TEXT:**

**( ) B. AMENDMENT TO MAP:**

It is requested that property described below and shown on the attached site plan be rezoned from: _____ to _____

**LEGAL DESCRIPTION** (Lot, block & subdivision or metes and bounds): _____

_____

_____

_____

**REASON FOR AMENDMENT:** _____

**PRESENT USE OF PROPERTY:** _____ **SUBDIVISION NAME:** _____

(Industrial, residential, commercial, etc.)

**PROPOSED USE OF PROPERTY:** _____

5. Names and addresses of adjacent property owners and present use of property: Also, name of municipalities within 1 ½ miles of land where proposed amendment is being requested.

| NAME | ADDRESS | PRESENT USE |
|---|---|---|
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Municipality within 1 ½ miles: _____

Please list the Township Road Commissioner if applicable: _____

9. Is any part of the lot or tract of land, where the proposed amendment is to take place, in a known flood plain based on the Flood Hazard Boundary Map or Carlyle Lake Flowage Easement Area? This question must be answered YES or NO?

## Disclaimer and Signatures

**I hereby certify that I have read and understood the above requirements; and I have the authority to make this application and that the information given is correct. I guarantee that the proposed work described with this application and the accompanying plans and drawing meet Clinton County's Zoning Ordinance.**

STATE OF ILLINOIS )
ss
County of Clinton )
I, _____, a Notary Public, in and for said county, and state, do hereby certify that _____, personally known to be the same person(s) whose name(s) appear below and have appeared before me this day and acknowledged that the statements contained therein are true. Given under my hand and seal this _____ day of _____, _____.

(Notary Seal) _____
Notary Public Signature

**If the applicant, or owner is performing the proposed work, they must sign as the owner & contractor**

Applicants
Signature: _____ Date:_____
Owner(s)
Signature: _____ Date:_____

**I hereby certify that I have read and understood the above requirements; and I have the authority to make this application and that the information given is correct. I guarantee that the proposed work described with this application and the accompanying plans and drawing meet Clinton County's Zoning Ordinance.**

STATE OF ILLINOIS )
ss
County of Clinton )
I, _____, a Notary Public, in and for said county, and state, do hereby certify that _____, personally known to be the same person(s) whose name(s) appear below and have appeared before me this day and acknowledged that the statements contained therein are true. Given under my hand and seal this _____ day of _____, _____.

(Notary Seal) _____
Notary Public Signature

Contractors
Signature: _____ Date: _____

# (Please provide all maps required of the area being rezoned)
# Thank You!

*

THE APPLICANT IS RESPONSIBLE FOR THE LIST OF NAMES AND ADDRESSES OF ADJACENT LANDOWNERS

*

ALSO ANYONE ACROSS A ROAD MUST RECEIVE NOTIFICATION

*

NOTICE THE SAMPLE OF ADJACENT LANDOWNERS

| | | |
|---|---|---|
| **ADJACENT LAND OWNER** | **ADJACENT LAND OWNER** | **ADJACENT LAND OWNER** |
| **ADJACENT LAND OWNER** | **LOT OR TRACT IN QUESTION** | **ADJACENT LAND OWNER** |
| **ADJACENT LAND OWNER** | **ADJACENT LAND OWNER** | **ADJACENT LAND OWNER** |

**LIVESTOCK AFFIDAVIT**

**(ATTACHED MAP)**

Petitioner: _____

Address: _____

Email: _____

Phone: _____ Other #: _____

**I (We) hereby certify that to the best of my (our) knowledge, the site that is subject of the above application is not within one-quarter mile (1,320') of a "livestock facility and/or livestock waste handing facility" with more than fifty (50) animal units pursuant to the *Illinois Livestock Management Facilities Act.***

**I certify that the above statement is true and accurate.**

Date: _____ Applicant Signature: _____

Date: _____ Owner (s) Signature: _____

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STATE OF ILLINOIS)

ss

County of Clinton )

I, _____, a Notary Public, in and for said county, and state, do hereby certify that _____, personally known to be the same person(s) whose name(s) appear below and have appeared before me this day and acknowledged that the statements contained therein are true. Given under my hand and seal this _____ day of _____, _____.

_____ _____

Notary Public Signature My Commission Expires

(Seal)

| MUST BE FILED ON OR BEFORE NOON ON | HEARING DATE @ 6:00 P.M | COUNTY BOARD MEETING @ 7:00 P.M |
|---|---|---|
| December 2, 2026 | January 6, 2027 | January 19, 2027 |
| January 6, 2027 | February 3, 2027 | February 16, 2027 |
| February 3, 2027 | March 3, 2027 | March 15, 2027 |
| March 3, 2027 | April 7, 2027 | April 19, 2027 |
| April 7, 2027 | May 5, 2027 | May 17, 2027 |
| May 5, 2027 | June 2, 2027 | June 21, 2027 |
| June 2, 2027 | July 7, 2027 | July 19, 2027 |
| July 7, 2027 | August 4, 2027 | August 16, 2027 |
| August 4, 2027 | September 1, 2027 | September 20, 2024 |
| September 1, 2027 | October 6, 2027 | October 18, 2027 |
| October 6, 2027 | November 3, 2027 | November 15, 2027 |
| November 3, 2027 | December 1, 2027 | December 20, 2027 |
| December 1, 2027 | January 5, 2028 | January 18, 2028 |

## RESOLUTION ESTABLISHING ZONING FEES

Whereas Clinton County has in force a County Zoning Ordinance wherein various fees have been established; and whereas said ordinance provides for changes in said fees when appropriated: Updated December 16, 2024.
Now therefore be it resolved by the Clinton County Board that the following fees are hereby established for Clinton County Zoning:

| | |
|---|---|
| **SPECIAL USE PERMIT** | $360 for the first 10 acres; $100. For each additional acres.<br>Plus cost of Certified mail to adjoining property owners. |
| **SPECIAL USE-COMMERCIAL SOLAR**<br>**SPECIAL USE-COMMERCIAL SOLAR EXTENTION** | $3000 Per Megawatt; plus cost of certified mail<br>$2000 Per Megawatt; plus cost of certified mail |
| **SPECIAL USE PERMIT-**<br>**SURFACE MINING** | $0.25 per cubic yard<br>(Acres X 43,560 X Max Depth of State Permit / 27 x $0.02) |
| **ZONING MAP AMENDMENT** | $400 for the first 10 acres; $100 for each additional acres<br>Plus cost of Certified mail to adjoining property owners |
| **APPEAL** | $360.00<br>Plus the cost of certified mail to adjoining property owners. |
| **VARIANCE** | $125.00<br>Plus the cost of certified mail to adjoining property owners. |

**ALL FEES ARE NON-REFUNDABLE**
**PLEASE MAKE CHECK PAYABLE TO CLINTON COUNTY ZONING, SCAN CODE OR PAY ON LINE WITH THE LINK BELOW**
**https://www.govpaynow.com/gps/user/cyg/plc/a003tm**