



(jami.staser@clintonco.illinois.gov) OR (kay.thole@clintonco.illinois.gov)

**GENERAL INFORMATION
REGARDING APPLICATIONS FOR
SPECIAL USES**

The application for a map amendment, special use permit or variance 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 12:00pm 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 and Records 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.

The Zoning Board of Appeals meets at 6:00 P.M. the first Wednesday of every month, unless noted otherwise. The Zoning Board of Appeals hearings are held in the County Board Room in the County Jail Building (south of the Courthouse) at 810 Franklin Street, Carlyle, IL.

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

STANDARDS FOR SPECIAL USE

Members of the Board of Appeals must find the proposed Special Use complies with the required standards listed below. All applicants may be asked to explain why the special use should be approved; however, the criteria for determining the acceptability of Special Use shall not be limited to the following standards:

1. Whether the proposed design, location, development and operation of the proposed Special Use will adequately protect the public health, safety and welfare and the physical environment
2. Whether the proposed Special Use is consistent with the County's comprehensive plan
3. The effect the proposed Special Use may have on the value of the neighboring property and on the County's overall tax base
4. The availability and the effect of the proposed Special Use would have on public utilities and on traffic circulation on nearby streets
5. Whether there are any facilities near the proposed Special Use (such as schools or hospitals) that require special consideration
6. Whether the proposed Special Use is compatible to adjacent uses and uses in the general vicinity
7. The time period for which the Special Use Permit should be granted or any special requirement for certification of continued compliance with the terms of approval.

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.



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REQUEST FOR A SPECIAL USE PERMIT

SPECIAL USE 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
PERMIT ON FILE IN THE OFFICE: YES OR NO

INSTRUCTIONS TO APPLICANTS: A Special Use Permit development listed in Article IV Section 40-4-3, 40-4-13, 40-4-23, 40-4-33, 40-4-48, 40-4-64 of the Zoning Ordinance which have been designated "special use". These may be public service uses which, although generally considered desirable or compatible with uses in the zone district in which they may be permitted, require special review. This is performed by the Zoning Board of Appeals at a public hearing.
A notice of the hearing must be published in a newspaper of general circulation in the local area at least 15 days prior to the hearing. The applicant will be notified by mail of the time and place of the hearing at least 15 days prior to the hearing date.
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 the proposed development will be in harmony with the general purpose and intent of the zoning ordinance.
All information requested below, a site plan as described on the attached sheet, and a development schedule provided reasonable guarantees for the completion of the construction must be provided before a hearing will be scheduled. Applicants are encouraged to visit, call or email (jami.staser@clintonco.illinois.gov) the office of the Zoning Administrator or (kay.thole@clintonco.illinois.gov) for any assistance needed in completing this form. Website: <http://www.clintoncountyzoning.com/>

1. NAME OF APPLICANT(S): _____

CELL PHONE: _____ OTHER: _____

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

E-MAIL ADDRESS: _____

2. NAME OF OWNER(S): (only if other than applicant): _____

ADDRESS: _____
(attach additional sheets if necessary)

PHONE: _____

3. LOCATION OF PROPERTY: (if different from above)

(STREET) (CITY) (STATE) (ZIP)

SUBDIVISION NAME: _____

LEGAL DESCRIPTION (This is located on the deed to your property):



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SITE PLAN INFORMATION REQUIRED

You will need to provide a drawing of your lot showing the following: (may use Assessors GIS mapping or Google Earth)

- Property Lines & Dimensions of Lot _____
- Distances from proposed structure, front, side & rear lot lines _____
- Centerline of County or Township Road to proposed structure _____
- Distance from Right-of-way line from State Highway to proposed structure _____
- Building **Height**- from ground to peak _____
- Number and size of proposed dwelling units _____
- Location of number of proposed parking/loading spaces and access ways _____
- Identification and location of all existing or proposed utilities, whether public or private

THE OWNER IS RESPONSIBLE FOR DETERMINING THE ACCURATE LOCATION OF PROPERTY LINES.

Consult a licensed land surveyor to confirm property lines if you are unable to do so.

(Any deviation, or actual distance, differing from this application does not conform with Clinton County Code- May result in fines & penalties, a "STOP WORK ORDER" & correction action as outlined in 40-8-6 & 40-8-10)

PROVIDE A DRAWING BELOW OR ATTACH TO PAPERWORK

Please provide all setbacks on your drawing: Front – Rear – Side – Centerline of road to structure. Location of the proposed use or structure, including area and dimensions of the site for the proposed structure or use. The following sites are helpful with sketch of new structure: Google Earth <http://portico.mygisonline.com/html5/?viewer=clintonil.bv1-p1>



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**LIVESTOCK AFFIDAVIT
(PROVIDE A 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: _____

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)



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SAMPLE OF ADJACENT LANDOWNERS

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

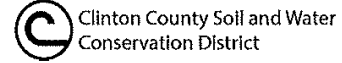
INCLUDING PROPERTIES ACROSS A ROAD MUST ALSO RECEIVE NOTIFICATION

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



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Natural Resources Inventory (NRI) Application



Petitioner: _____ **Owner:** _____
Contact Person: _____ **Address:** _____
Address: _____ **City, State, Zip:** _____
City, State, Zip: _____ **Phone Number:** _____
Phone Number: _____ **Email:** _____
Email: _____

Please select: How would you like to receive a copy of the NRI Report? Email Mail

Site Location

Address: _____
City, State, Zip: _____
Township(s) _____ N Range(s) _____ E Section(s) _____
Parcel Index Number(s): _____

Type of Request

- Change in Zoning from _____ to _____
- Subdivision or Planned Unit Development (PUD)
- Variance (Please describe fully on a separate sheet)
- Special Use Permit (Please describe on separate sheet)

Site Information

Municipality/Permitting Unit of Government: _____ **Acres of Disturbance:** _____
Project or Subdivision Name: _____ **Total Acres:** _____
Current Use of Site: _____ **Proposed Use:** _____
Surrounding Land Use: _____ **Hearing Date:** _____

Proposed Improvements (Check all that apply)

- Dwellings with Basements Parking Lots Commercial Buildings Common Open Space
- Dwellings without Basements Roads and Streets Utility Structures Other _____

Stormwater Treatment

- Drainage Ditches or Swales Dry Detention Basins No Detention Facilities Proposed
- Storm Sewers Wet Detention Basins Other _____

Water Supply

- Individual Wells
- Community Water

Wastewater Treatment

- Septic System
- Sewers
- Other _____

Required: Include One Copy of Each of the Following (Processing will not begin until all items are received)

- Application (completed and signed)
- Fee (according to Zoning fee schedule)
- Send all materials to clintoncoswcd@gmail.com (Clinton County Soil and Water Conservation District)
- Plat of Survey showing legal description, legal measurements
- Site Plan/Drawings showing lots, storm water detention areas, open areas, streets etc.
- Project Narrative with additional details on the proposed use, including total area of ground disturbance
- Location Map (if not on maps above) include distances from major roadways or tax parcel numbers

If Available- Not Required:

Any applicable surveys including wetland delineation, detailed soil survey, topographic survey etc.

I (we) understand the filing of this application allows the authorized representative of the Clinton County Soil and Water Conservation District to visit and conduct an evaluation of the site.

Petitioner or Authorized Agent _____ **Date** _____

FOR OFFICE USE ONLY

NRI # _____ **Natural Resource Review Letter** _____ **Date Initially rec'd** _____ **Date all rec'd** _____
Date Due _____

The report will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.



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MUST BE FILED ON OR BEFORE NOON ON	HEARING DATE @ 6:00 P.M	COUNTY BOARD MEETING @ 7:00 P.M
December 4, 2024	January 8, 2025	January 21, 2025
January 2, 2025	February 5, 2025	February 18, 2025
February 5, 2025	March 5, 2025	March 17, 2025
March 5, 2025	April 2, 2025	April 21, 2025
April 2, 2025	May 7, 2025	May 19, 2025
May 7, 2025	June 4, 2025	June 16, 2025
June 4, 2025	July 2, 2025	July 21, 2025
July 2, 2025	August 6, 2025	August 18, 2025
August 6, 2025	September 3, 2025	September 15, 2025
September 3, 2025	October 1, 2025	October 20, 2025
October 1, 2025	November 5, 2025	November 17, 2025
November 5, 2025	December 3, 2025	December 15, 2025
December 3, 2025	January 7, 2026	January 19, 2026
January 7, 2026	February 4, 2026	February 16, 2026

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:

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. Plus cost of Certified mail to adjoining property owners.
SPECIAL USE PERMIT-SURFACE MINING	\$0.02 per cubic yard (Acres X 43,560 X Max Depth of State Permit / 27 x \$0.02)
ZONING MAP AMENDMENT	\$360 for the first 10 acres; \$100 for each additional acres Plus cost of Certified mail to adjoining property owners
APPEAL	\$360. Plus the cost of certified mail to adjoining property owners.
VARIANCE	\$125.00 Plus the cost of certified mail to adjoining property owners.

ALL FEES ARE NON-REFUNDABLE

PLEASE MAKE CHECK PAYABLE TO CLINTON COUNTY ZONING OR PAY ON LINE WITH THE LINK BELOW

<https://www.govpaynow.com/gps/user/cyg/plc/a003tm>