



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

**GENERAL INFORMATION
REGARDING APPLICATIONS FOR
SPECIAL USE-FAMILY SPLIT**

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 recommendations.
- E. Action by County Board.

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.



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

REQUEST FOR A SPECIAL USE FAMILY SPLIT

SPECIAL USE REQUEST NO _____ DATE: _____

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

HEARING DATE: _____ PERMANENT PARCEL NO (S). _____

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: (Y) OR (N)

INSTRUCTIONS TO APPLICANTS: A Special Use Permit development listed in Article IV Section 40-4-3 of the Zoning Ordinance which have been designated "special use". 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 in the special use family split packet, a site plan as described on the attached sheet, and all documentation requested by the Zoning Office. 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)

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

4. PRESENT USE OF PROPERTY: _____



INFORMATION

ORDINANCE NO. 2022- 10-66

AN ORDINANCE APPROVING A TEXT AMENDMENT TO THE CLINTON COUNTY, ILLINOIS ZONING CODE REGARDING DETACHED SINGLE-FAMILY DWELLINGS

“40-4-3 SPECIAL USES. The following uses shall be permitted in the “A” District only upon the issuance of a special use permit in accordance with the provisions of Section 40-9-16.

Detached Single-Family Dwellings – single-family dwellings shall be permitted on an agricultural lot (“A” Districts) of record provided the occupants of said detached single-family dwelling are directly related by birth, marriage or adoption to the owners of the lot of record and at least one of the occupants must be one of the following: son, daughter, mother, or father of one of the owners of the lot of record. A minimum of three (3) acres shall be deeded with the dwelling. This must comply with the Clinton County Subdivision Code and the Illinois Plat Act. All Detached Single-Family Dwellings must also be subject to the following requirements:

- (1) The parent parcel does not have any outstanding zoning ordinance violations;
- (2) The Detached Single-Family Dwelling parcel to be split from the parent parcel has or will have frontage on a public road or provides proof of access to a public road through a private drive or easement;
- (3) The Detached Single-Family Dwelling split complies with all applicable building setbacks and health department regulations;
- (4) After the Detached Single-Family Dwelling split, the parent parcel will comply with all applicable lot size, setback and lot coverage requirements or remains as compliant as before the split; and
- (5) A parent parcel or a Detached Single-Family Dwelling parcel shall be split no more than once per each qualifying person consisting of the father, mother, son, or daughter of the owner(s) of said parcel.

IMPORTANT INFORMATION IS REQUIRED

1. Plat of Survey or Zoning sketch from Surveyor/Engineer. (Must be 3 acres or more).
2. Plat book map. (Mark location of property).
3. Map of the area showing up to ½ mile radius from property.
4. 100 year Flood Hazard Area.



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

Disclaimer and Signatures

I certify that all the information and statements contained in any papers or plans submitted here within are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of Clinton County for the purpose of inspecting, or of posting, maintaining and resolving such notices as may be required by law and agree to pay all fees associated with the filing, hearing and certificate of zoning compliance.

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

APPLICANTS SIGNATURE: _____ **DATE:** _____

OWNER (S) (If not the same as above): _____ **DATE:** _____

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



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

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 handling 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

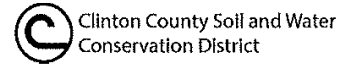
My Commission Expires

(Seal)



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

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 deliniation, 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.



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

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: Updated March 20, 2023.

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>