



**GENERAL INFORMATION
REGARDING APPLICATIONS 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 & 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.

Map Amendment recommendations:

- Location of the property.
- A map of the area that shows $\frac{1}{4}$ mile as well as $\frac{1}{2}$ mile radius from the property.
- 100 year flood hazard area.
- Are there livestock within $\frac{1}{4}$ mile of the property.

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 Jail 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.

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.illinois.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:

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 maps of the area being rezoned)
Thank You!**

CLINTON COUNTY
Zoning Department
850 Fairfax St. Rm. 124
Carlyle, IL. 62231



**REQUEST for a TEXT or MAP
AMENDMENT**

**PHONE: (618) 594-6655
FAX: (618) 594-6006**

*
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

(PROVIDE 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 _____, _____.

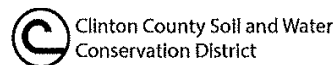
Notary Public Signature

My Commission Expires

(Seal)



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 _____

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>