



DEWITT COUNTY ZONING

MIKE BRADFORD, Administrator

DeWitt County Building
201 West Washington Street
P.O. Box 439
Clinton, IL 61727-0439
Phone: 217-935-7775
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A SUMMARY OF THE REQUIREMENTS AND PROCEDURES FOR FILING APPLICATIONS FOR SPECIAL USE

1. Before any application for special use can be processed and placed on the various agendas you must complete the application. The application has three (3) parts. The first part provides space for the name of the owner and applicant, the legal description and common location of the property and the present and requested use of the property. It also provides space for you to insert a detailed explanation as to what it is you are requesting. The second part is completed by filling in the names and addresses of all owners of property within 250 feet of your property. Usually you can obtain these names and addresses by visiting the Supervisor of Assessments Office which is located in the County Building. The third part requires you to draw a A plot plan or site plan showing all existing facilities and those facilities you wish to add if your special use application is successful.

2. Along with the completed application you will be required to pay a filing fee. This fee is established by the County Board and is assessed according to the fee schedule. You will also be required to pay the cost of publishing the notice of the hearing in the newspaper. The Administrator will mail a copy of the statement to you a week or so before the hearing. The amount shown on that notice must be paid prior to the hearing date or your request may be continued to a later meeting. The filing fee is nonrefundable.

3. The completed application and the filing fee are submitted to the Administrator.

4. All applications are reviewed by the Planning Commission for compliance with the various elements contained in the Comprehensive Plan. A public hearing is held before the Zoning Board. Both of these bodies prepare a recommendation which is sent to the County Board for their final decision. The County Board may approve your request, attach conditions to the approval of your request, or may deny your request.

5. The Administrator will forward your application to the members of the Planning Commission, Zoning Board, and County Board at the appropriate time during the review process.

6. The Administrator will place your application on the proper agenda at the proper time, set the date, time and place of the various meetings, make the necessary arrangements to have the required public notice published in the newspaper, will provide you with written notice of the Planning Commission and Zoning Board meetings and may send courtesy notices to all owners of property within 250' of the property in question. Both the Planning Commission and Zoning Board have set meeting dates throughout the year and can only accept new applications at these meetings. You may obtain a copy of the regular meeting dates from the Administrator.

(Continued on the reverse side.)

7. It is advisable for you to attend the Planning Commission meeting. You may however decide to appear by a representative specifically designated by you to speak on your behalf. You may also appear with or be represented by an attorney. If you will appear with or be represented by an attorney you are required to file that individuals name, business address and daytime telephone number as part of your application.

8. It is extremely important that you or your officially named representative be present at the Zoning Board hearing. Failure to appear before the Zoning Board may result in your application being continued to a future meeting or having your request dismissed.

9. The County Board is a public meeting and anyone may attend. If you desire to speak at the County Board meeting you must notify the County Clerk and request that you be placed on the Board=s agenda.

10. The Administrator will provide you with written notification of the County Board=s decision.

11. Approval of your request for special use does *NOT* constitute nor guarantee the issuance of any permits for construction. Permits are required for all construction and land use changes. Approval of your special use application by the County Board authorizes the Administrator to issue permits *IF* the particular permit application complies with the provisions of the DeWitt County Code and is in harmony with and in conformity to the authority granted to the Administrator by the County Board.

12. In formalizing your presentations before the Planning Commission and Zoning Board it is important for you to understand that the County is *NOT* required to approve your request. The decision on whether your application is approved is *in part* dependent upon the evidence you present. The burden of proof is your responsibility. Although there are many other factors which may affect the final outcome of your request it is important that you be prepared to offer testimony, present exhibits and provide factual information on the reasons for your request and its affect on your area. You may wish to appear with persons who can provide testimony which backs your position. You may want to present photographs, use overheads or show a videotape as part of your testimony. If you should need video equipment at either the Planning Commission or the Zoning Board meetings you must provide the Department a few days notice prior to the meeting date.

PLEASE NOTE THAT WE IN THE DEPARTMENT CANNOT COMPLETE THE APPLICATION FOR YOU. WE LIKEWISE CANNOT PROVIDE YOU WITH LEGAL ADVICE. WE CAN HOWEVER EXPLAIN THE PROCESS AND THE PROCEDURES WHICH WILL BE FOLLOWED.

IF YOU HAVE ANY QUESTIONS CONCERNING THE APPLICATION OR THE PROCESS INVOLVED DO NOT HESITATE TO THE CONTACT THE DEPARTMENT FOR ASSISTANCE.

Dated 24 May 1995

DEWITT COUNTY, ILLINOIS
 DEPARTMENT OF PLANNING & ZONING
 DeWitt County Building
 201 West Washington Street, P.O. Box 439
 Clinton, Illinois 61727-0439
 217.935.7775

APPLICATION FOR SPECIAL USE (Part 1)

THIS SPACE RESERVED FOR DEPARTMENT USE			
Date Filed _____		Special Use Request # _____	
Fee Amount _____	Date Paid _____	Check _____	
Comments: _____			

NO action will be taken on this application until all required information and exhibits are included.

Applicant:

Name(s) _____ Address(es) _____
 Daytime Telephone # _____

Owner:

Name(s) _____ Address(es) _____

 Daytime Telephone # _____

The Applicant's Interest in the Property _____
 Address or Common Location of the Property _____
 The Legal Description of the Property _____

The named property contains _____ acres or _____ square feet.
 Our purpose for requesting this special use is _____

I/We hereby certify that all of the statements made and information submitted and all of the statements contained in any attachments, paper, or plans submitted herewith are true, correct, and complete to the best of our knowledge and belief. I/We hereby consent to the entry in or upon the premises described in this Application by the Administrator or any authorized official of the County of DeWitt, IL, for purposes related to that applied for herein.

Applicants:

 Signature Date

 Signature Date

Owners:

 Signature Date

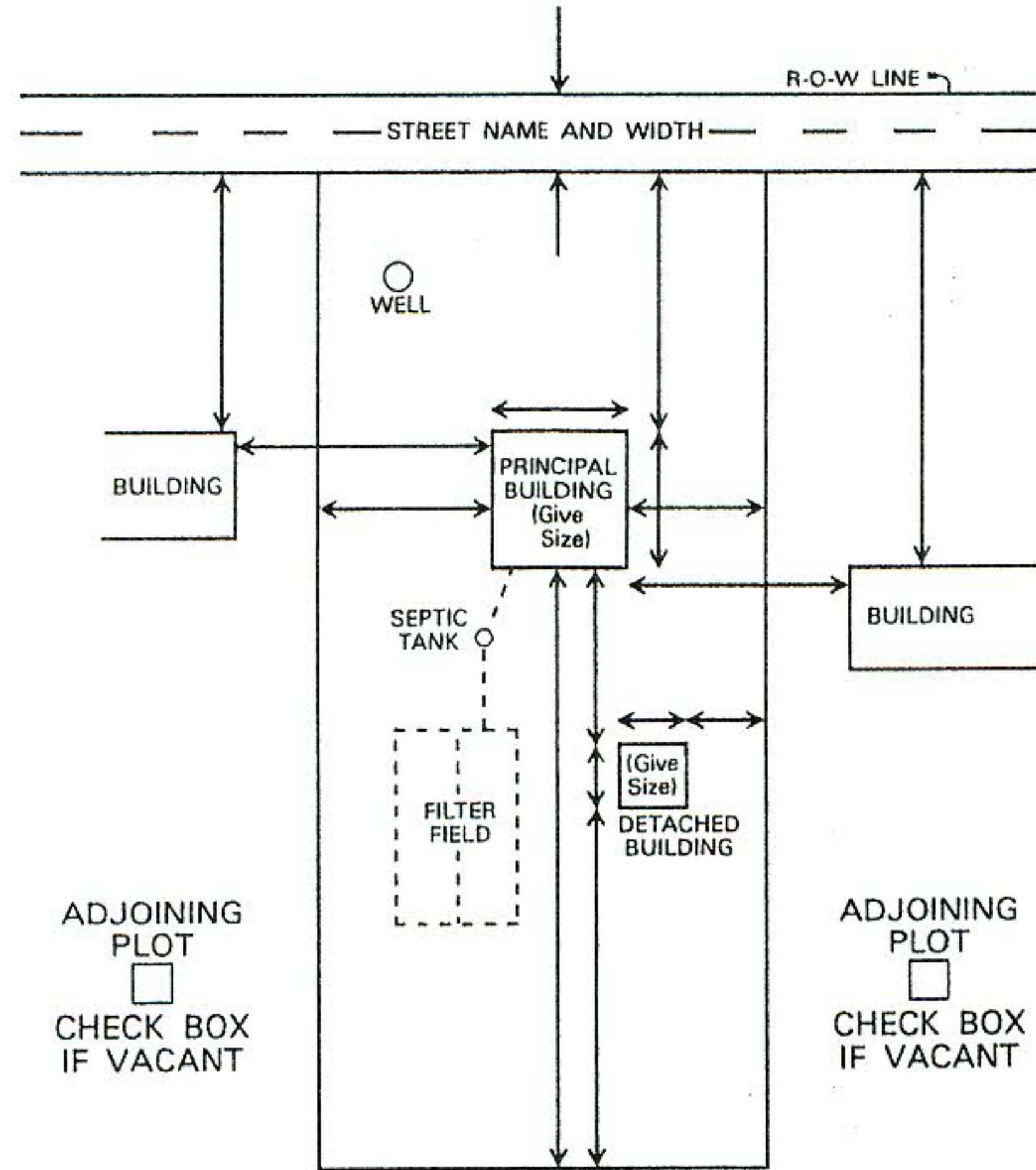
 Signature Date

PLOT PLAN

IMPORTANT DATA REQUIRED

1. Show all lot dimensions, lot size, and lot shape.
2. Show all utilities, easements, buildings, and water-courses.
3. Locate all buildings/structures on lot with dimensions of each to the property lines and road right-of-ways.
4. Show all buildings within 100 feet of your lot line on either side.
5. Show proposed structures, accessways, parking areas, loading and unloading areas, sign location, location of well and sewage disposal system, utility plan, and surfacedrainage.
6. State if your facility is existing or proposed.
7. Show profile of ground surface, whether flat, or direction of slope(s).
8. Arrow indicating NORTH direction.

NOTE: Approval for sewage disposal system must be obtained from the DeWitt County Health Department before a permit will be issued by the Zoning Department for construction or for occupancy.



EXAMPLE

SKETCH YOUR PLOT PLAN BELOW BY SUPPLYING COMPLETE INFORMATION

(Note Example Above)

PERMIT NO. _____

No deviation from Plot Plan below unless approved by the Department.

FOR SIGNS: In addition to items 1-8, applicable above, record hereon, exactly, the wording as it will appear on the sign face. Supply dimensions of sign, and whether it will be single or double faced. NO FLASHING LIGHTS ARE PERMITTED.

