Case. No. _____

VARIANCE APPLICATION - SIGN

City of Morrison, Illinois

TO THE ENFORCING OFFICER OF THE CITY OF MORRISON ZONING ORDINANCE
200 W Main Street, Morrison, Illinois 61270-2400 (815) 772-7657 Fax: (815) 772-4291

Whenever the standards of the Morrison Zoning Ordinance place **undue hardship** on a specific development proposal, the applicant may apply to the Planning and Zoning Commission for a Variance. The Planning and Zoning Commission shall review the applicant's request for a Variance and shall submit its recommendation to the City Council. The City Council may attach such conditions to granting of a Variance, as it deems necessary to further the intent of this ordinance.

Address or location of property: _____

Name of Applicant: _____

Address of Applicant: _____

Phone Number of Applicant: _____ Fax Number of Applicant: _____

Owner of Property: _____

Address of Owner: _____ Phone Number of Owner: _____

Name of Sign Contractor: _____

Address of Contractor: _____ Phone Number of Contractor: _____

Specifically state the nature of the Variance requested and why it should be granted. The hardship should be clearly identified. Use additional sheets of paper, if necessary.

_____

_____

_____

_____

- Photos of the property and the specific area of the property seeking the Variance shall be submitted with application.
- Your Variance plat or site plan must show:
  - Show adjacent property owners, including across rights-of-way

PUBLIC HEARING: After your application has been submitted and reviewed by the Zoning Administrator, it will be referred to the next regularly scheduled Planning and Zoning Commission meeting for a public hearing. The Planning and Zoning Commission meets the last Wednesday of every month at 5:30 p.m. at the City Hall at 200 W. Main. At the Planning and Zoning Commission meeting, you will present your request. Notice of the public hearing shall be mailed to all property owners within a 250-foot radius of the property. A Variance cannot be recommended by the Commission unless it finds, based upon the application and evidence presented at the public hearing, that all of the following conditions have been met:

a. The development activity cannot be located inside the SFHA; (circle one) Yes / No
(**S**pecial **F**lood **H**azard **A**rea)

b. An exceptional hardship would result if the Variance were not granted; (circle one) Yes / No

c. The relief requested is the minimum necessary; (circle one) Yes / No

d. There will be no additional threat to public health, safety, or welfare or the creation of a nuisance; (circle one) Yes / No

e. The essential character of the locality of the property in question will not be altered; (circle one) Yes / No

Certification: *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Variance.*

_____ _____
Signature of Applicant *Date*

_____ _____
Signature of Owner *Date*

After receiving a completed application, the City Clerk will file notice of your request with the local newspaper and with the adjoining property owners. If you have any questions, please contact the Zoning Administrator at (815) 772-7657.

FOR OFFICE USE ONLY Case No. _____ Fee Paid? Y / N Date: _____

Drawing submitted? Y / N Date: _____ Documentation of Authority Submitted: _____

Date to go before the Planning Commission: _____ Commission Action: _____

CITY OF MORRISON, ILLINOIS
Procedure for Requesting a Variance - Sign

1. The Petitioner must submit a **completed** application to the City along with the $175 fee for providing Legal Notice and conducting the Public Hearing. From this deposit a filing fee of $35 and any costs incurred by the city for required publication and mailing related to the processing of the depositor's application shall be retained. You will be billed for any charges exceeding the deposit amount.

2. The completed application must include a site plan . The cost of all plans shall be borne by the developer.

3. Application must be made prior to the publication date of the legal notice. The legal notice must be published in a local newspaper at least fifteen (15), but not more than thirty (30), days prior to the Planning and Zoning Commission meeting, which is typically held on the last Wednesday of each month. The Commission shall be given twenty (20) days to review the preliminary plans and shall hold a hearing on the preliminary plans and make their recommendation to the City Council.

4. Attendance is required at the public hearing. Once your case is opened for discussion, the chairperson will ask you to briefly state the nature of your request. You may have a representative make this statement on your behalf if you wish.

5. Following the public hearing, the Planning and Zoning Commission will make a recommendation to the City Council to consider the Variance based on the findings of facts during the public participation portion of the public hearing and recommendations from City staff. You must be present at the City Council meeting.

6. The City Council will consider the Variance following the Planning and Zoning Commission meeting in which a recommendation was made. The Council will vote to either approve or deny the Variance.

Please contact the Zoning Administrator at 772-7657 with questions.