

ATTORNEY AND MISCELLANEOUS FEES

1. Attorney fees. Where the City incurs costs for the services of corporation counsel in connection with any permit or application, the City shall charge to the applicant the costs of such services.

2. Miscellaneous fees. Where application or petition is made for relief, not otherwise provided for under this code, in connection with the use or development of land, the City shall charge to the applicant or petitioner its actual cost to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, court reporters, and/or traffic, drainage or other consultants, its costs related to any required notices or recordation's in connection with any petition or application filed by the applicant or petitioner.

The applicant will be responsible for:

- Preparing and publishing the announcement of the public hearing in a local newspaper.

- Paying the cost of the notice directly to the newspaper.

- Scheduling and paying for a court reporter for the public hearing.

City of Marengo:

By: _____
City Administrator

Petitioner: _____

Owner: _____

Date: _____

REQUEST FOR A VARIANCE AMENDMENT

Instructions to applicant: The purpose of a variance is to provide relief to a property owner when the strict enforcement of the zoning regulations pertaining to lot size, setback, parking requirements, etc., impose an undue hardship on the reasonable use of the land.

Hardship to the applicant is the crucial test. Variations will be granted only to provide relief in unusual situations, which were not intended or foreseen when the Zoning Ordinance was adopted. Economic loss is seldom a unique situation and is generally not considered a valid hardship.

All information requested below must be provided before a hearing will be scheduled.

1. Applicant information:

Name _____ Telephone # _____
Address _____
Street City Zip Code

2. Property interest of applicant:

Owner Contract purchaser
 Lessee Other _____

3. Name of owner (if other than applicant):
(attach additional sheets if necessary)

Name _____ Telephone # _____
Address _____
Street City Zip Code

4. Location of property:

Street address _____
Legal description (lot, block and subdivision): _____

PIN _____

5. Present zoning classification of the area: _____

6. Present use of property (if any uses or buildings on the property are non-conforming, so state):

Request for Special Use Continued

7. Variance request: State exactly what is intended to be done with the property which does not conform with existing zoning regulations:

8. I certify that all the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Signature of applicant _____ Date _____

Signature of owner (if different than applicant) _____ Date _____



DO NOT WRITE IN THIS SPACE- FOR OFFICE USE ONLY

Date of hearing _____ PIN _____

Notice published on _____ Zoning _____

Newspaper _____ Fee paid _____ Check # _____

Action by Planning and Zoning Commission: _____ Date _____

Denied _____ Approved _____ Approved with modification by Commission _____

Comments: (indicate other actions such as continuance) _____

SITE PLAN

A Site Plan must be attached or drawn below at a scale large enough for clarity showing the following information:

- A. Location and dimensions of: lot, buildings, driveways and off-street parking spaces.
- B. Distance between: buildings and front, side and rear lot lines; principle building and accessory buildings; and principal buildings on adjacent lots.
- C. Location of: signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the City Administrator.
- E. Clearly indicate that portion of the Site Plan that is affected by the requested variance.

Site plan review fee:

Final plan; \$400 + \$10 / acre
Amendment; \$400 + \$10 / acre

Deposit for reimbursement of fees:

Site plan review, up to 2 acres; \$2000
Site plan review, greater than 2 acres; \$7000

NOTICE OF PUBLIC HEARING TO SURROUNDING PROPERTY OWNERS

A request for a Zoning Variance in the _____ Zoning District has been filed with the City of Marengo Planning and Zoning Commission by:

(Name of applicant)

The property in question is located at:

(Address)

The request, if granted, will permit the applicant to use the property in the following manner:

This notice is sent to you as an owner of property adjacent to or in the immediate vicinity of the property affected by this application.

The planning and Zoning Commission will hold a Public Hearing on this application on _____,
(Date)

At _____, in the City of Marengo Council Chambers, 132 East Prairie Street, Marengo, Illinois, at
(Time)
which time you may express your views in person or by writing.

Written comments should be sent to the City Administrator, 132 East Prairie Street, Marengo Illinois 60152, prior to the Public Hearing.

This notice is sent to you, by the applicant, by order of the Chairman of the Planning and Zoning Commission.

Respectfully,

Applicant

