



City of Carbondale
Planning & Development Management
200 S. Illinois Avenue
Carbondale, Illinois 62901
Phone (618) 457-3248
Fax (618) 457-3289
Explorecarbndale.com

PROCEDURE FOR REZONING ZONING TEXT AMENDMENT, SPECIAL USE, VARIANCE OR APPEAL OF ON ADMINISTRATIVE DECISION

Rezoning (Zoning Map Change), zoning text amendment, and special use matters require a public hearing before the Planning Commission which makes findings of fact and a recommendation to the City Council. The City Council's decision is final unless an appeal is made through the courts. A notice must be placed in the local newspaper at least 15 days before the hearing, but not more than 30 days. In most cases, property owners within 250 feet of the subject property must be notified by certified mail at least 10 days but not more than 30 days prior to the hearing. For property located in the F and AG districts, property owners within 1,000 feet must be notified by certified mail, and for property in the LI, GI, and RR districts property owners within 500 feet must be notified. The Planning Commission meets on the first and third Wednesday of each month. The Planning Commission usually makes its findings and recommendation on the night of the hearing. The item will be placed on the next available City Council agenda. The City Council regularly schedules meetings on the first and third Tuesdays of each month.

Application costs which are paid by the applicant include the following:

- \$25 application fee
- Cost of the newspaper legal notice. The cost can vary from about \$20 to over \$100 depending on the length of the legal description.
- Cost of the certified mail.

Applicants will be taken on a first come, first serve basis.

Variances and appeals of administrative decisions also require a public hearing, but before the Zoning Board of Appeals which makes findings of fact and either grants or rejects the variance, or finds in favor of the applicant or the administrator. Neither the City Council nor the Planning Commission is involved in variances or appeals of administrative decisions. Any further appeal must be taken through the courts. The notification process is the same as listed above for a rezoning. The ZBA only meets whenever there is a case to hear. The designated times to meet are the first and third Wednesdays of each month. Application costs are the same as listed above.

If you have any further questions, please do not hesitate to contact Planning & Development Management (618) 457-3248. All completed applications should be returned to the Development Services Director



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 Management
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<i>For Office Use Only</i>	
Date App Received	
Case Number	
Fees Received	
Property Parcel Number	

ZONING APPLICATION

Check Appropriate Item(s):		
Zoning Text Amendment	Special Use	Variance
Amendment to Zoning Map		Appeal of Administrative Decision
IDENTIFICATION OF PROPERTY		
For zoning text amendments, this is the property in which the applicant has an interest which will be affected by the text change. For all other applications, it is all the land which is covered by the application.		
Street Address		
Present Zoning	Acres	
Attach Legal Description of Property (Omit for zoning text amendment)		
PROPERTY (Omit for zoning text amendments)		
Does the deed have restrictions, covenants, trust indentures, etc. on said property?	Yes (If so attach list)	No
Has this property or any part thereof ever been considered for Variance, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before?	Yes	No
Date	Former Case Number	What was the disposition of the case?
Former Applicant Name		Phone Number
Address (City, State, Zip)		
IDENTIFICATION OF APPLICANT		
All applicants must have standing interest in property that will be directly affected by requested action.		
Applicant's Name		Phone Number
Address		
Agent's Name (if any)		Phone Number
Address		

Owners of all property included in this application (omit for zoning text change)			
<i>Name</i>	<i>Phone</i>	<i>Address</i>	
If the applicant is a Land Trust or Partnership or if the subject property is owned or controlled by a Land Trust or Partnership list the name and interest of all Land Trust Beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.			
	<i>Name/Address</i>	<i>Phone</i>	<i>Interest</i>
Trustee/Partner			
Beneficiary/Partner			
Beneficiary/Partner			
Beneficiary/Partner			
Does the applicant have a proprietary interest in the land or land improvements? (In the case of a zoning text amendment, this means at least one parcel of land is subject to the next change)		Yes	No
If yes, state interest and attach documentation			
If no, state what interest otherwise qualifies the applicant to apply			
Names of the owners of the improvement(s) on the property in this application if different from above (omit for zone text amendment)			
<i>Name</i>	<i>Address</i>		
If the applicant is a corporation, attach evidence that the person submitting the application on behalf of the corporation is authorized to do so.			
Only complete portion(s) pertaining to your case as checked at the top of page one.			
REZONING (Amendment to the zoning district map)			
Applications for amendments to the Zoning District Map are heard by the Planning Commission which makes a recommendation to the City Council. Only the City Council has the authority to grant or deny amendments to the Zoning District Map.			
Existing Zoning		Existing Use	
Proposed Zoning		Proposed Use	

The following are submitted with this application (check all the apply)				
Preliminary Site Plan		Rendering or Perspective		Other
Are there any floor area ratio (FAR) requirements?			Yes	No
Attach brief justifying this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan.				
ZONING TEXT AMENDMENT				
What section(s) of the City Code is proposed to be amended?				
What is the nature of the proposed change?				
Attach the exact language suggested by the applicant to be added, deleted or changed in the City Code.				
Attach a written statement which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change on the applicant's property, nearby properties, and the entire community if the application is approved or if it is denied.				
SPECIAL USE REQUEST				
Special Use requests are heard by the Planning Commission which makes a positive or negative recommendation to the City Council. Only the City Council has the authority to grant or deny a Special Use.				
Are development plans submitted with this application?			Yes	No
Parking Requirements Attach tabulation of total land area and percentage there of designated for various uses.				
Proposed number of parking spaces to be provided		Number of parking spaces required of City Code, Section 15-4.8		
Are there any floor area ratio (FAR) requirements?			Yes	No
If yes, attach data and a staff member will assist you with calculations.				
Attach brief justifying this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan.				
VARIANCE REQUEST				
Variances are granted or denied by the Zoning Board of Appeals (ZBA). Reversal of ZNA decisions may be secured only through the judicial system.				
Which characteristic(s) of the property preventing it from being used in accordance with the terms of the City Code Zoning Ordinance? (Check all that apply)				
Too Narrow		Too Shallow		Too Small
Subsurface				
Slope	Soil	Elevation	Shape	Other (Attach)
Attach a description and/or drawings of the item(s) checked, giving dimensions where appropriate.				
Attach requirements for the appropriate zoning district from which relief is sought as described in the City Code.				
Attach a brief explanation how the above site zoning conditions prevent any reasonable use of the land under the terms of the City Code Zoning Ordinance.				

To the best of your knowledge, can you affirm that the hardship described above was not created by an action of anyone having proprietary interest in the land after the zoning article or applicable part thereof became law?		Yes	No
If no explain why the hardship should not be regarded as self-imposed (self-imposed hardships are not entitled to variance).			
Are the conditions on the property the result of other man-made changes?		Yes	No
If yes, explain and attach maps where appropriate.			
Do the above described conditions of hardship for which this request for variance is filed apply only to this property?		Yes	No
If yes, explain.			
Which of the following modifications will allow a reasonable use of the land?			
Change in setback requirements		Change in lot coverage requirements	
Change in height requirements	Change in area requirements	Other (Attach Description)	
Attach description of proposed use.			
Is the proposed use permitted in the zoning district?		Yes	No
Will the granting of a variance in the form requested be in harmony with the general purpose and intent of the zoning article and district statement of intent and not be injurious to the neighborhood or detrimental to the public welfare?		Yes	No
Attach a brief elaborating on this last point.			
APPEAL OF ADMINISTRATIVE DECISION			
Administrative decisions are reviewed by the Zoning Board of Appeals (ZBA). Such administrative decisions may be reversed or sustained by the ZBA. Reversal of ZBA decision may be secured only through the judicial system.			
Date of administrative decision leading to this appeal (If appropriate, attach written administrative decision)		Date	
Attach a brief which specifically states the decision the administrative official made, the reasons given for the decision and specifically what you are herewith appealing. Elaborate on the reasons for this request and why the Zoning Board of Appeals in your opinion should overrule the administrative official's decision.			
AFFIDAVIT			
This part of the application must be notarized. Do not sign until in the presence of a Notary Public.			
To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true.			
Signature of Applicant		Date	
Signature of Agent (if any)		Date	
Subscribed and sworn to before me this _____ Day _____ of 20 _____		Notary Public	