

ADDITIONAL STEPS UPON APPROVAL OF ZONING BOARD OF APPEALS REQUESTS



Department of
Community Development

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Hours: 8:00 a.m. to 4:30 p.m. Mon-Fri

THIS GUIDELINE IS BEING PROVIDED TO HELP APPLICANT'S BE AWARE OF THE NECESSARY PROCEDURES THAT ARE REQUIRED UPON APPROVAL OF A ZONING REQUEST

The Community Development Dept. will notify you by mail following the Public Hearing regarding the Zoning Board of Appeals decision on your request. However, you may also contact our office the next day following the Public Hearing for the Zoning Board's decision.

Approval by the ZBA is just 1 of many steps to be taken for an individual wishing to construct a building or operate a business activity on property. It is important that all applicants ask the Office Staff for assistance for additional and required steps to complete the process.

VARIANCE REQUESTS:

In most situations, upon the approval of the ZBA, you will be required to obtain a building permit for the structure needing the Variance prior to construction. Furthermore, some structures will require a septic permit and/or an entrance permit prior to issuance of a building permit. Check with the Office Staff to see if your structure meets this requirement.

SPECIAL USE REQUESTS:

APPROVED DWELLING SITES:

- a. For sites that are 5 acres or less the parcel must be surveyed by a licensed Surveyor/ Engineer to prepare a Subdivision Plat to be signed by various Agencies and must be recorded with the Tazewell County Recorder of Deeds within 1 year from the date of approval by the ZBA. If the plat is not recorded within 1 year the Special Use will be revoked and a new Public Hearing and approval by the ZBA will be required.
- b. If the site contains more than five acres you may not have to go through the Subdivision Plat process. Instead a tract survey may be in order along with a recorded Deed.
- c. Where applicable a subdivision plat or tract survey along with a deed must be recorded prior to issuance of a building permit by the Community Development Department.

- d. Please ask the Office Staff to explain this process in more detail to gain complete understanding of what is required to complete this process.

APPROVED SPECIAL USE REQUESTS TO CONDUCT A BUSINESS:

- a. In situations where there is no construction involved an applicant will be required to obtain a "change-in-use" permit prior to operation of a business as approved by the ZBA. Further in some cases a septic permit and/or entrance may be required prior to issuance of the change-in-use permit. Check with the Office Staff to see if your activity requires this.
- b. The change in use permit shall be issued within 1 year from the date of approval by the ZBA. If a change-in-use permit is not issued within the 1 year time frame the Special Use will be revoked and a new Public Hearing and approval by the ZBA will be required prior to operation of any activity related to the Special Use request.
- c. In cases where new construction is involved a building permit shall be issued by this office. However, prior to issuance of the building permit you may be required to obtain other required permits from required agencies. Please check with the Office Staff for more information regarding these types of situations.

In addition to the filing fee and publication fee for your zoning case, upon approval other fees and permits required may be:

1. Building Permit fee
2. Change-in-Use Permit fee
3. 911 Addressing Fee
4. Erosion Permit Fee
5. Stormwater Water Application Fee
6. Tract Survey Review Fee