

**APPLICATION FOR VARIANCE/INTREPRETATION OF ZONING MAP/SPECIAL EXCEPTIONS**

TO: City Council of the City of Rock Falls, Illinois

IN RE: Application of \_\_\_\_\_ for special exception/interpretation of  
(Petitioner)  
zoning map/administrative review/variance (strike inapplicable language).

\_\_\_\_\_ and \_\_\_\_\_, respectfully petition the City Council  
(Petitioner) (Petitioner)  
of the City of Rock Falls as follows:

1. Petitioners are the owners of real estate located at \_\_\_\_\_  
\_\_\_\_\_  
(Address of Property)

which real estate is unimproved/improved with \_\_\_\_\_,  
and is legally described as: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: If Petitioners are not the owners of the real property, then the interest of Petitioners in the real property must be disclosed and all information pertaining to ownership and other interests in the property must be disclosed. Attach a separate sheet which details the right and interest of Petitioners in the real property.

2. Petitioners request a special exception/interpretation of zoning map/administrative review/  
variance (strike inapplicable language) for the purpose of (describe relief requested) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The special circumstances which Petitioners allege require the relief requested are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Petitioners request that the matter be referred to the Zoning Board of Appeals to conduct a hearing on the request in accordance with the provisions of Article XVI of the Zoning Ordinance of the City of Rock Falls.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Petitioner)

\_\_\_\_\_  
(Petitioner)

Planning & Zoning Commission  
Application for Variance and Special Use Petition  
Guide for Residents

1. Fill out Application for Variance/Interpretation of Zoning Map/Special Exception Petition and return to Business Office. A fee of \$150.00 is required.
2. Guidelines from Ordinance:
  - a. The applicant shall cause notice of time and place of Public Hearing by publication in Newspaper not less than 15 days nor more than 30 days before hearing (not counting date of hearing). sample attached
  - b. Notice must be given to adjacent property owners within 250' radius of the property by registered or certified mail with return receipt at least 5 days before the public hearing. A listing of adjacent property owners can be obtained from the Tax Assessor's office in Morrison Courthouse (200 E. Knox St, Morrison, IL -(815)772-5132) sample letter attached.
  - c. Public Examination – 15 days prior to hearing, a copy of the petition, together with the maps or plans or copies thereof shall be on file, for public examination in the building official's office.
  - d. A sign which reads "Notice: this property is the subject of a proposed zoning change. Information may be obtained from the building official." The sign shall be posted on the premises not more than 30 nor less than 15 days prior to the scheduled hearing time.
3. Submit proof of newspaper publication and mailing receipts to Building Department 5 days before the public hearing.
4. Be available to attend City Council meeting designating petition referral to Planning & Zoning Commission.
5. Be available to attend Planning & Zoning scheduled Public Hearing of your petition. All paperwork must be completed, turned in and in compliance BEFORE this meeting, otherwise your request could be declined.

\*\*These are guidelines only\*\*  
More specific information will be found in the ordinance  
which we have attached for your convenience

Any questions, please contact the Building Department at (815) 622-1108

## Notice of Public Hearing

Notice is hereby given, by the Plan Commission of the City of Rock Falls, that \_\_\_\_\_, has filed a petition for a **Special Use/Zoning** and/or **Variance** for the purpose of \_\_\_\_\_ .

The property is located at \_\_\_\_\_ and is owned by \_\_\_\_\_.

More specifically described, the real estate in the City of Rock Falls, Whiteside County, Illinois to wit:

Insert legal description – OR attach same.

Notice is further given that these petitions will be heard before the **City of Rock Falls Planning & Zoning Commission** at the City Council Chambers, 603 W. 10<sup>th</sup> Street, Rock Falls, Illinois (INSERT DATE) at 5:30p.m.

Plan and Zoning Commission of the City of Rock Falls, Illinois, by Don Koehler, Chairman.

Date: \_\_\_\_\_

**Fill in with appropriate information.**

Date

Name  
Address

Re: Your Name/Address  
Petition for Variance/Special Use/Rezoning

Dear \_\_\_\_\_,

This letter is written to inform you that I am applying for the \_\_\_\_\_ petition for property located at \_\_\_\_\_.

According to City of Rock Falls Ordinances, property owners within a 250' radius have to be notified of my intentions. I am planning to request a \_\_\_\_\_

This Public Hearing will be held Thursday, \_\_\_\_\_ at 5:30p.m. before the Planning and Zoning Commission at the Rock Falls Council Chambers at 603 W. 10<sup>th</sup> Street, Rock Falls, IL.

Your input regarding my petition would be appreciated. Thank you.

Sincerely,

\_\_\_\_\_  
Signature  
Address