

PROCEDURES FOR BOARD OF ZONING APPEALS

Dear Applicant:

The Board of Zoning Appeals meets on the third Wednesday of each month at 7:00 p.m. In order to comply with the notice requirements set forth by the Rockford Zoning Code and State Law, all materials and fees must be received fourteen (14) days in advance of the BZA hearing. Applications which are not complete, or are not filed in a timely manner, will be delayed until proper notice can be served.

The application process not only involves completing the attached application, but also staff review and notification of all property owners within 300 feet of the property where a variance is being requested. If you have any questions regarding this procedure, please contact Michael Young, City Manager at 866-1537.

In addition to the attached application, a site plan that is drawn to scale is required, which notes the property, existing and proposed building, etc. (a property survey is acceptable).

The BZA fees are established as follows:

Residential Application:	\$100.00
Commercial Application:	\$250.00

We hope that the above information will assist you in filing your variance request.



APPLICATION – BOARD OF ZONING APPEALS

PLEASE PROVIDE ALL INFORMATION BY TYPING OR PRINTING IN INK. ANSWERS SHOULD BE CLEAR AND CONCISE. IF MORE SPACE IS NECESSARY, ATTACH ADDITIONAL PAGES. AN APPLICATION WILL NOT BE ACCEPTED UNLESS COMPLETED IN FULL AND ACCOMPANIED BY THE PROPER FEE. IN ADDITION, THE APPLICANT MUST PAY ALL LEGAL, ENGINEERING, AND OTHER PROFESSIONAL COSTS. ALL INFORMATION PROVIDED BECOMES PUBLIC RECORD UPON SUBMITTAL.

I. APPLICANT INFORMATION	OWNER INFORMATION (If Different)
Name	Name
Address	Address
Telephone	Telephone

II. PROPERTY INFORMATION

A. Address of Property _____

B. Permanent Parcel Number 41 _____

C. Current Use of Property (Circle One):
 RESIDENTIAL COMMERCIAL INDUSTRIAL VACANT

D. Present Zoning (Circle One):
 Residential R-1 R-2 R-3 R-4
 Commercial C-1 C-2 C-3 C-4
 Industrial I-1 I-2

III. NATURE OF REQUEST FOR VARIANCE

- _____ side yard setback _____ rear yard setback
- _____ front yard setback _____ setback (other)
- _____ obscuring wall/fence _____ parking
- _____ lot coverage/area requirements
- _____ signs _____ height
- _____ use (specify): _____
- _____ other (specify): _____

STATE EXACTLY WHAT WILL BE DONE THAT REQUIRES A VARIANCE: _____

NO VARIANCE IN THE PROVISION OF REQUIREMENTS OF THIS CHAPTER SHALL BE AUTHORIZED BY THE BOARD OF ZONING APPEALS UNLESS THE BOARD FINDS, FROM REASONABLE EVIDENCE, THAT ALL THE FOLLOWING CONDITIONS EXIST:

1. That there are exceptional or extraordinary circumstances or conditions applying to the property in question as to the intended use of the property that do not apply generally to other properties in the same zoning district.
2. That the condition or situation of the specific piece of property or the intended use of said property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practicable the formulation of a general regulation for such conditions or situation.
3. That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.
4. That the authorizing of such variance will not be of substantial detriment to adjacent property, and will not materially impair the intent and purposes of this Chapter or the public interest.
5. The variance will not impair the intent and purpose of this Ordinance.
6. That the immediate practical difficulty causing the need for the variance request was not created by any action of the applicant.

IN THE SPACE BELOW, OR ON A SEPARATE SHEET OF PAPER, PLEASE ADDRESS THE REASON FOR YOUR REQUEST, INCLUDING INFORMATION RELATED TO EACH OF THE SIX CRITERIA LISTED ABOVE.

IV. AFFIDAVIT

THE UNDERSIGNED ACKNOWLEDGES THAT IF A VARIANCE IS GRANTED OR OTHER DECISIONS FAVORABLE TO THE UNDERSIGNED ARE RENDERED UPON THIS APPEAL, SAID DECISION DOES NOT RELIEVE THE APPLICANT FROM COMPLYING WITH ALL OTHER PROVISIONS OF THE CITY CODE. THE UNDERSIGNED FURTHER AFFIRMS THAT HE/SHE IS THE (CIRCLE ONE) **OWNER** **LESSEE** **AUTHORIZED AGENT** INVOLVED IN THE APPEAL AND THAT THE ANSWERS AND STATEMENTS CONTAINED ABOVE ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF.

Applicant Signature _____ Date _____

(FOR OFFICE USE ONLY)

Date Application Received _____ Date Notices Sent _____

Meeting Date _____ Action Taken _____