

CHECK LIST FOR FILING VARIANCES
OR
DO I NEED A VARIANCE?

1. CHECK PAYABLE TO THE CITY OF TAYLORVILLE FOR \$150.00

2. WRITTEN REQUEST STATING:

- A. WHAT IS ON THE PROPERTY NOW, HOUSE, APARTMENT, BUSINESS BUILDING AND SO ON.
- B. WHAT YOU WANT TO DO (WHAT CHANGES DO YOU ANTICIPATE?)
- C. HOW IT MIGHT AFFECT THE ADJOINING NEIGHBOR'S PROPERTY.
- D. HOW IT WILL AFFECT THE NEIGHBORHOOD.
- E. THE NEED FOR THE PROPOSED USE. (WHY DO YOU WANT TO DO IT?)
- F. WHAT, IF ANY, HARDSHIPS MAY BE IMPOSED IF THE VARIANCE IS DISALLOWED?
- G. PRESENT ZONING IF KNOWN (EX. R-1)
- H. IS SIGHT LINE AT CORNERS VIOLATED? (THIRTY FIVE (35') FEET FROM CORNER)?

3. A FAIRLY WELL DRAWN SKETCH OF THE PROPOSED PROJECT AND AREA:

- A. LOCATE PROPERTY LINES. (THESE MAY DIFFER FROM EXISTING FENCES, CURBS OR SIDEWALKS.) INCLUDE LOT SIZE, WIDTH AND DEPTH.
- B. IDENTIFY ADJOINING STREET OR STREETS.
 - 1) IS THIS A CORNER LOT?
 - 2) IS THERE AN ALLEY ADJOINING THE BACK OF THIS LOT?
- C. DISTANCE FROM THE PROPERTY LINE (NOT CURBS, SIDEWALK OR STREET BOUNDARY) TO PROPOSED STRUCTURE OR CHANGE.
- D. OTHER FEATURES, YOUR HOUSE, TREES, NEIGHBORS HOUSES, OTHER GARAGES, ETC.
- E. ANY EASEMENTS FOR POWER, TELEPHONE, TV, WATER OR SEWER LINES THAT CROSS THE PROPERTY?
- F. WILL YOU BE CLOSER THAN:
 - 1) TWENTY FIVE (25') TO THE FRONT PROPERTY LINE?
 - 2) IF ON A CORNER, TWENTY FIVE (25') TO BOTH STREET SIDE PROPERTY LINES?
 - 3) FIVE FEET (5') MINIMUM ONE SIDE YARD; TWELVE FEET (12') MINIMUM, TWO SIDE YARDS RESIDENTIAL PROPERTY
 - 4) TWENTY FEET (20') OF THE REAR LOT LINE OR 20% OF LOT DEPTH, WHICHEVER IS GREATER.
- G. IS THERE ADEQUATE PARKING TO COMPLY WITH THE ORDINANCE?

4. LEGAL DESCRIPTION OF THE PROPERTY. A COPY OF DEED IS REQUIRED.

5. STREET ADDRESS OF THE PROPERTY

6. LIST OF CONTIGUOUS NEIGHBORS (PROPERTY OWNERS) AND THEIR ADDRESSES.

YOU OR A REPRESENTATIVE MUST BE PRESENT AT THE MEETING.