

## **CHECK LIST FOR FILING A SPECIAL USE VARIANCE**

- ☐1. Check payable to the City of Taylorville for \$275.00.
- ☐2. Written request stating:
  - A. What is on the property now, house, apartment, business 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 will it affect the neighborhood?
  - E. The need of the proposed use. Why do you want to do it?
  - F. What, if any, hardships may be imposed if the special use is disallowed?
  - G. Present zoning, if known.
  - H. Is sight line at corners violated? (Thirty- five (35') feet from corner).
- ☐3. 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 curb, sidewalk or street or boundary) to proposed structure or change.
  - D. Other features, your house, trees, neighbor's houses, other garages, etc.
  - E. Any easements for power, telephone, TV, water, or sewer lines that cross the property?
  - F. Is their adequate parking to comply with the ordinance?
- ☐4. Legal description of the property. A photocopy of the legal description from the deed is best.  
The tax statement description is not as complete.
- ☐5. Street address of the property.
- ☐6. List of contiguous neighbors (property owners) and their addresses.

## PLAN COMMISSION FOR CITY OF TAYLORVILLE

The undersigned hereby applies for a Special Use under the Zoning Ordinance of the City of Taylorville to permit \_\_\_\_\_

\_\_\_\_\_ on the property hereinafter described and in conformity with the plans, specifications and plat for the proposed use which are submitted herewith to the Taylorville Zoning Enforcing Officer and Plan Commission.

The owner (s) of the following described property is (are) \_\_\_\_\_

\_\_\_\_\_ by virtue of \_\_\_\_\_, a copy of which is attached.

Address of Property: \_\_\_\_\_

Legal description of property involved: \_\_\_\_\_

Present Use: \_\_\_\_\_

Zoning classification: \_\_\_\_\_

Applicant is entitled to a Special Use by reason of Section \_\_\_\_\_, of the Zoning Ordinance for the City of Taylorville and it should be granted because \_\_\_\_\_

I /We certify that all the above statements contained in supporting documents submitted herewith are true to the best of my/our knowledge and belief.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Address: \_\_\_\_\_

**Please submit the completed form via email to Trevor Wagahoft at [hbo@taylorville.net](mailto:hbo@taylorville.net) or deliver it in person to the City Clerk's Office.**