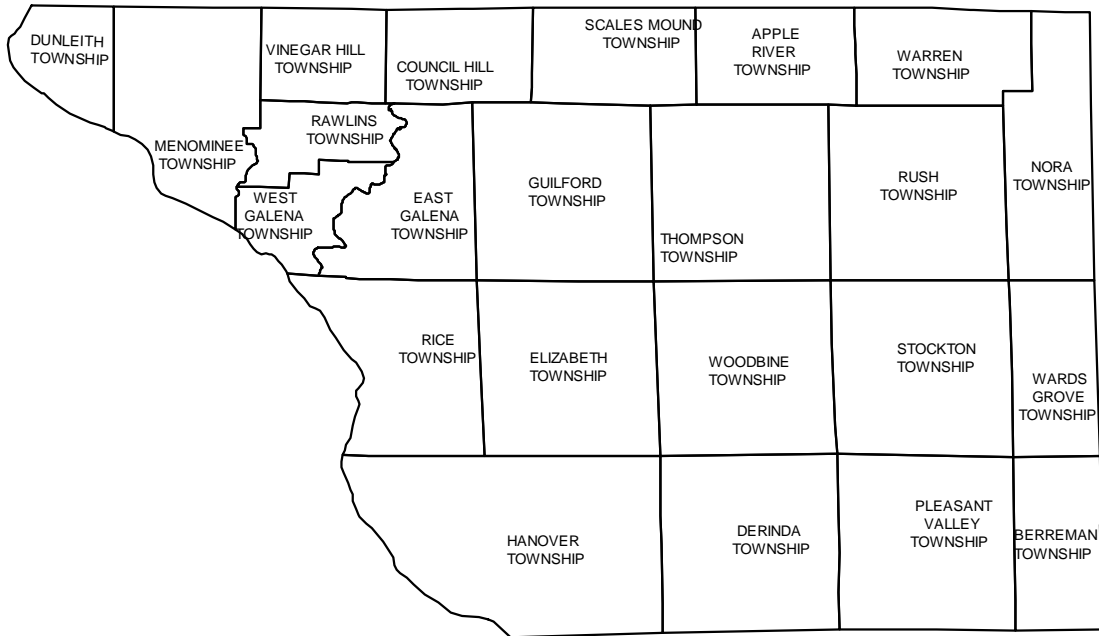


Appeal Of Time Extension



Revised 06/08/2022

***Jo Daviess County Planning & Development Department
1 Commercial Drive, Suite 1
Hanover, IL 61041
Telephone (815) 591-3810 -- Fax (815) 591-2728
Kristina Tranel, Planning & Development Administrator***

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8-2d-7 Duration of the Special Use Permit

No ordinance granting a special use permit shall be valid for a period longer than one (1) year from the date of such ordinance unless the erection of a building or structure is started or the use is commenced within such a period, unless such time period is extended through appeal to and approval by the Zoning Board of Appeals. If no appeal is made, or no extension on time is received or granted, the permit shall immediately terminate upon expiration of the one (1) year period. Upon granting of a special use permit, the County Board may stipulate a period longer than one (1) year to commence the authorized use considering the nature of said use.

Before Filing the Application

You are strongly urged to meet with the Planning & Development Administrator before preparing an application. The Planning & Development Administrator will advise you on the correct form to use, how to complete the application, explain the procedures involved and attempt to identify potential problems which might be encountered. A Time Extension Appeal may be requested by anyone holding a Special Use Permit or Variation. An original application shall be filed with the Planning & Development Department.

Filing the Application

The following documents, information, and the correct filing fee must be submitted in proper form before any application will be accepted for processing.

- **The Application:** Contact the Planning & Development Department with any questions you may have about filling out the application.
- **Application Fee:** The application fee schedule is attached.
- **Disclosure:** Whenever applicable, the following disclosures must be made:

When the applicant is a land trust or trustee of a land trust, the application shall identify each beneficiary of such land trust by name and address and define each beneficiary's interest therein. All applicants shall be verified by the applicant in his or her capacity as trustee.

When the applicant is a corporation, the applicant shall include the correct names, addresses and percent interest of all stockholders or shareholders owning any interest in excess of 20 percent of all outstanding stock of such corporation. If the corporation has no shareholders, a statement to that effect shall be submitted.

When the applicant is a business entity doing business under an assumed name, the application shall include the names and addresses of all true and actual owners of such business or entity.

When the applicant is a partnership, joint venture, syndicate, or an unincorporated voluntary association, the application shall include the names and addresses of all partners, joint ventures, syndicate members, or members of the unincorporated voluntary association.

- **Maps:** Supply a copy of the site plan for which the original Special Use Permit was granted. The following information may be shown on the site plan:
 - The parcel subject to the appeal (a plat of survey is preferred, if available).

- The dimensions and acreage (or square footage) of the subject parcel.
- The location of all improvements, if any, on the subject property and the distances of these improvements from all property lines.
- All existing **uses** (e.g. “house”, “pastureland”, “gas station”, etc.; not to be confused with zoning district) on all adjacent properties within 500 feet of the boundaries of the subject property (maps which show individual parcels at a scale of 1”= 100’ or 1”=400’, are useful base maps for this item and are available from the Jo Daviess County GIS Office).
- The map shall also show the current names of all roads within 500 feet of the property.
- Approximate locations of natural resources such as steep slopes, woodlands, floodplain, wetlands, etc. present on the property.

The Public Hearing

The public hearing is generally held approximately five weeks after an application is accepted and filed. The hearing is held in the Jo Daviess County Courthouse, Galena, IL.

After the Public Hearing

Once the public hearing is concluded, the ZBA may make its determination on the day of the hearing after the testimony has concluded or it may take the application under advisement and make its determination at a continued meeting date. The decision of the ZBA is final.

Again, the entire process generally takes from 30 to 45 days to complete from the date the application is filed.

Note: It is solely the responsibility of the applicants to make sure that all information submitted, including the legal and general description of the property, is accurate as the information will be used for publication of the legal notice required by the Statutes. The County disclaims all responsibility if any of the information submitted by applicants is inaccurate. The required filing fee must accompany the Appeal.

Regardless of the final action on your appeal, all fees are non-refundable.

Note: It is the sole responsibility of the applicant to provide a complete submittal package at time of submission. (If petitioner submits additional information either by their own accord or by the direction of the Planning & Development Administrator or Zoning Board of Appeals, then the additional information must be submitted no later than five (5) business days prior to the Zoning Board meeting to which they will be appearing.)

**REQUEST FOR TIME EXTENSION OF
PREVIOUSLY APPROVED SPECIAL USE PERMIT**

Date: _____

Existing Special Use Number _____ Expiration Month _____

Applicant Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Email: _____

Special Use Address: _____

Type of Existing Special Use _____

Length of time extension requested: _____

State the reason time extension is being requested: _____

(Attach additional sheets as needed.)

I hereby swear that the information given herein is true and complete.

Petitioner/Applicant

Signed and sworn to before me this _____ day of _____.

Notary Public

CONSENT TO ON-SITE INSPECTION

Your petitioner(s), _____, respectfully represent to the Zoning Board of Appeals of Jo Daviess County, as follows:

Name(s)

That _____, are the owners of record of the real estate which is the subject of this petition and more commonly known as

Owners Name(s)

Address City Township

That the Petitioners are requesting a Public Hearing for the subject property.

That the petitioners of the described real estate do hereby freely and voluntarily consent to inspection of the site of the parcel in question for purposes of determining the appropriateness of the pending proposed zoning petition by the Jo Daviess County Planning Commission and hereby release such persons from any liability based in whole or in part on the inspection of the parcel in question.

That in exchange for the above actions by the Petitioner(s), Jo Daviess County agrees that at least one (1) member of the Planning Commission will inspect the parcel in question prior to considering the evidence presented upon the above petition.

(Owner) Signature

(Owner) Signature

SUBSCRIBED and SWORN to before me

this _____ day of _____, 20____.

NOTARY PUBLIC

Jo Daviess County Planning & Development

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Fee Schedule

ZONING

Zoning Appeals:

\$250.00 per Zoning Ordinance Appeal.

The Jo Daviess County Planning & Development Fee schedule can be viewed in its entirety by visiting our website www.jodaviesscountyil.gov or a copy may be requested.