



MATTOON, ILLINOIS: *Working Together to Build the Future*

Steps for Filing a Petition for Zoning Change, Variance, or Special Use Permit in Mattoon, IL

If you're looking to file a petition for a zoning change, variance, or special use permit in Mattoon, IL, here's a straightforward guide to help you navigate the process:

1. Prepare Your Petition and Submit It with the Fee:

- Draft a petition detailing your request and submit it along with the appropriate fee:
 - \$200 for a Variance
 - \$300 for a Special Use Permit or Zoning Change
- Your petition must include:
 - Your name and contact details.
 - The property's address (including both street address and legal description).
 - A detailed explanation of your request (e.g., zoning change or variance).
 - A map or diagram of the property.
- Send an electronic copy of the complete petition, including maps, to clerkrecords@mattoonillinois.org.

2. Schedule Your Hearing:

- Contact the Zoning Official at (217) 234-7367 to arrange for your petition to be placed on the agenda for an upcoming Planning Commission meeting.

3. Publish a Public Hearing Notice:

- You must publish a notice of the public hearing in a local newspaper no more than 30 days and no less than 15 days before the Planning Commission meeting. Include:
 - The purpose of the hearing.
 - Your name as the petitioner.
 - The property's address (both legal description and street address).
 - Date, time, and place of the meeting.
 - Where interested parties can review the proposed changes.
- **Important:** The newspaper does not publish public notices on Mondays. You can submit your notice online [here](#).



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Example Public Hearing Notice:

Notice of Public Hearing

The Planning Commission of the City of Mattoon will hold a public hearing on [date], at [time] at Mattoon City Hall, 208 N 19th Street, Mattoon, IL 61938.

The purpose of this hearing is to consider a petition by [Petitioner's Name] to [describe the purpose, such as "request a zoning change from Residential to Commercial"] for the property located at [Street address], legally described as [legal description].

All interested parties are invited to attend and will be given an opportunity to be heard. The proposed amendment can be reviewed at [location where documents can be examined, e.g., City Clerk's Office].

4. Place a Public Notice Sign on the Property:

- Erect a public notice sign on your property within five (5) days after the hearing notice is published. The sign can be obtained from the Code Enforcement Office at City Hall.

5. Attend the Planning Commission Meeting:

- You or your representative must attend the meeting to present your petition and address any questions. Meetings are held on the second and fourth Tuesday of each month at 5:30 p.m. at Mattoon City Hall, 208 N 19th Street, Mattoon, IL 61938. The Planning Commission will review and make a recommendation to the City Council.

6. Submit an Ordinance Document:

- After the hearing, prepare and submit an ordinance document outlining the zoning change, special use, or variance. Submit this the Wednesday before the City Council meeting for review by the City Attorney.
- [Here is a link](#) to an example of an ordinance document. You may need to reference different sections of Mattoon City Code in your request. Our Code of Ordinances for zoning [can be found at this link](#).

7. Attend the City Council Meeting:

- Be present at the City Council meeting (held on the first or third Tuesday of each month at 6:30 p.m. at City Hall) to answer questions and await the Council's final decision.

Important Reminders:

- Failure to comply with these steps may result in the petition being nullified, requiring you to restart the process and repay the fees.
- Ensure all information is complete and accurate to prevent delays.