
PETITION FOR VARIANCE (EXAMPLE)

**STATE OF ILLINOIS)
COUNTY OF COLES)
CITY OF MATTOON)**

1. The undersigned Petitioners, being the property owners of the area for which amendment to the Zoning Ordinance is sought, hereby petition for a **Variance** to the Zoning Ordinance of the City of Mattoon, Coles County, Illinois, in compliance with Section 5 and Section 18 of said Ordinance No. 96-4835.
2. The undersigned Petitioners respectfully request a variance for the property described as: **[PASTE LEGAL DESCRIPTION HERE]**. Commonly Known As: **[Street address] and [PIN Number]**.
3. The requested variance is for **[describe specific variance relief needed, such as “reduced setback requirements from 20 feet to 10 feet”]**.
4. The property is uniquely affected by **[describe unique circumstances, such as lot shape or topography]** which justify this variance without harming the public interest.
5. Granting this variance will not adversely affect the character of the surrounding area or impair property values.

WHEREFORE, the Petitioners request that this petition be placed on file in the Office of the City Clerk of Mattoon, Coles County, Illinois; that it be set for public hearing in accordance with the city ordinance, and that prescribed notices be given. Upon hearing, Petitioners request the variance be granted as described above.

Dated this _____ day of **[Month, Year]**.

Petitioner(s)

Example Petition for Rezoning

**STATE OF ILLINOIS)
COUNTY OF COLES)
CITY OF MATTOON)**

PETITION FOR REZONING

1. The undersigned Petitioners, being the property owners of the area for which a **Zoning Change** is sought, hereby petition to **rezone** the property described below from **[current zoning classification]** to **[desired zoning classification]** in compliance with Section 5 and Section 18 of said Ordinance No. 96-4835.
2. The property to be rezoned is described as: **[PASTE LEGAL DESCRIPTION HERE]**, commonly known as **[PASTE STREET ADDRESS HERE] & [PASTE PIN # HERE]**
3. The purpose of the rezoning is to **[describe purpose, such as “develop the property for commercial use changing from R3 to C2”]**.
4. Rezoning this property will **[describe benefit, such as “provide needed commercial space”]** and is consistent with the Comprehensive Plan and surrounding land uses.
5. The proposed rezoning is compatible with the character of the area and will not have an adverse effect on adjacent properties.

WHEREFORE, the Petitioners request that this petition be placed on file in the Office of the City Clerk of Mattoon, Coles County, Illinois; that it be set for public hearing in accordance with city ordinance, and that prescribed notices be given. Upon hearing, Petitioners request the rezoning be approved as described above.

Dated this _____ day of **[Month, Year]**.

Petitioner(s)

PETITION FOR SPECIAL USE (EXAMPLE)

**STATE OF ILLINOIS)
COUNTY OF COLES)
CITY OF MATTOON)**

1. The undersigned Petitioners, being the property owners of the area for which amendment to the Zoning Ordinance is sought, hereby petition for a **Special Use** within the City of Mattoon, Coles County, Illinois, in compliance with Section 5 and Section 18 of said Ordinance No. 96-4835.
2. The undersigned Petitioners respectfully request a Special Use for the property described as: **[PASTE LEGAL DESCRIPTION HERE]**. Commonly Known As: **[Street address] and [PIN Number]**.
3. The requested Special Use is for **[describe exact Special Use requested as listed in the city ordinance at this link, such as “Utility” , “Lodging/Boarding House”, “Gymnasium”, and so on]**.
4. Granting this Special Use will **[describe unique circumstances and the general benefit to the community if the Special Use is granted]**.
5. Granting this variance will not adversely affect the character of the surrounding area or impair property values.

WHEREFORE, the Petitioners request that this petition be placed on file in the Office of the City Clerk of Mattoon, Coles County, Illinois; that it be set for public hearing in accordance with the city ordinance, and that prescribed notices be given. Upon hearing, Petitioners request the variance be granted as described above.

Dated this _____ day of **[Month, Year]**.

Petitioner(s)
