

Instructions for Completing Henry County Zoning Application

1. The application must be signed by the applicant or a duly authorized representative of the applicant with the signature acknowledged/ witnessed by a notary.
2. If the applicant is a corporation, the applicant shall attach the correct names and addresses of all officers and directors, and of all stockholders or shareholders owning any interest in excess of 20% of all outstanding stock of such corporation.
3. If the applicant is a business or entity doing business under the assumed name, the applicant shall attach the name and address of all true and actual owners of such business or entity.
4. If the applicant is a partnership, joint venture, syndicate or an unincorporated voluntary association, the applicant shall attach the names and addresses of all partners, joint ventures, syndicate members and members of the unincorporated voluntary association.
5. Each question must be answered, if a particular question is not applicable, the applicant shall answer “not applicable”.
6. A copy of the deed for the subject property for which the zoning application is being filed shall be attached. If the property for which the zoning application is being filed is a part of the whole property described on the deed, a proper legal description for that part of the whole property shall be attached in addition to the copy of the deed.
7. A site plan of the subject property for which the zoning application is being filed shall be attached. The drawing should accurately reflect the dimensions of the legal description (s) and illustrate how the property will be utilized.
8. The application shall be filed with the Zoning Office at the Courthouse in Cambridge, Illinois 61238 with a fee check made payable to the Henry County Treasurer in the specified amount as follows:

<input type="checkbox"/>	a. \$400.00	Variances	(Section 19.4)
<input type="checkbox"/>	b. \$450.00	Special Uses	(Section 19.7)
<input type="checkbox"/>	c. \$450.00	Map Amendments	(Article 22)
9. Applications are usually processed on a monthly basis with the deadline being the 15th of each month.
10. If you have additional questions, please call the Zoning Office at 937-3419 or email us at zoning@henrycty.com.

Zoning Application # _____
Henry County, Illinois
zoning@henrycty.com

*to be filled out by the Zoning & Building Office

Henry County Courthouse
%Zoning Office
307 West Center Street
Cambridge, IL 61238
309-937-3419

Map Amendment _____
Special Use _____
Variance _____
Fee _____

Meeting Schedule

Public Notice

Planning Committee _____

Published _____

Zoning Board of Appeals _____

Mailed _____

County Board _____

Posted _____

Within 1 ½ miles of _____

TO BE COMPLETED BY APPLICANT AND/OR REPRESENTATIVE

I certify that the information and attachments herewith submitted are true and correct to the best of my knowledge.

Applicant

Representative

Name _____

Address _____

Telephone _____

Signature _____

Date _____

1. Is the applicant and _____ individual(s),
_____ sole proprietor, _____ corporation, _____ partnership,
_____ joint venture, _____ syndicate, _____ association,
_____ other (specify) _____

2. If applicant is a:

- a. corporation, see instructions item 2.
- b. Business or entity doing business under an assumed name, see instructions item 3.
- c. Partnership, joint venture, syndicate or association, see instructions item 4.

3. Does the applicant own the property for which the zoning application is
being filed? _____ yes _____ no

If not, provide the property owner's name and address:

4. What is the legal description of the property for which the zoning application is being
filed? Please attach copy of deed. If the property for which the zoning application is
being filed as a part of the whole property described on the deed, also attach a proper
legal description for that part of the whole property.

5. What is the size of the property for which the zoning application is being
filed? _____ acres.

6. Attach a site plan of the subject property for which the zoning application is being filed.
The drawing should accurately reflect the dimensions of the legal description and show
the use, height and location of any buildings or structures located on or which the
applicant proposes to locate on the property.

7. Provide a brief explanation of the purpose and reasons for this zoning application.

ADDITIONAL QUESTIONS FOR SPECIAL USE PERMIT, AG-2 AGRIBUSINESS, B-1 BUSINESS AND M-1 MANUFACTURING APPLICATIONS.

1. If the applicant will not be the operator of the special use, the names and post office addresses of an individual or organization who or which will be the operator (if the operator will be a corporation, partnership or other association of individuals, the required information for any affiliate of the operator should also be set forth);

2. Whether any permit or license from any federal, county, municipal or state agency or any other governmental unit is required for the use for which special use permit is sought; if so, the applicant shall submit with the application a copy of such other permit or license;

3. Whether any special use permits have previously been granted or denied under the provisions of the Ordinance to the application or any affiliate of the applicant, and, if no, the date or dates on which such permits were granted or denied;

4. The source of the water supply for the proposed special use;

5. The type of sanitary facilities available or which will be provided;

6. The hours during which the applicant proposed to operate the special use;

7. The number of persons the applicant or the operator will employ;

8. The number and types of vehicles which will be used in connection with the special use;

9. The number of off-street parking spaces the applicant proposes;

10. Whether any flammable or explosive materials will be used or stored on the property;

11. Such other information as may be required.
