

**CHECK LIST FOR FILING VARIANCES
OR
DO I NEED A VARIANCE?**

- 1. CHECK PAYABLE TO THE CITY OF TAYLORVILLE FOR \$150.00.
- 2. WRITTEN REQUEST STATING:
 - A. WHAT IS ON THE PROPERTY NOW, HOUSE, APARTMENT, BUSINESS BUILDING 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 IT WILL AFFECT THE NEIGHBORHOOD.
 - E. THE NEED FOR THE PROPOSED USE. (WHY DO YOU WANT TO DO IT?).
 - F. WHAT, IF ANY, HARDSHIPS MAY BE IMPOSED IF THE VARIANCE IS DISALLOWED?
 - G. PRESENT ZONING IF KNOWN (EX. R-1)
 - H. IS SIGHT LINE AT CORNERS VIOLATED? (THRITY-FIVE (35') FEET FROM CORNER)?
- 3. A 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 CURBS, SIDEWALK OR STREET BOUNDARY) TO PROPOSED STRUCTURE OR CHANGE.
 - D. OTHER FEATURES, YOUR HOUSE, TREES, NEIGHBORS HOUSES, OTHER GARAGES, ETC.
 - E. ANY EASEMENTS FOR POWER, TELEPHONE, TV, WATER OR SEWER LINES THAT CROSS THE PROPERTY?
 - F. WILL YOU BE CLOSER THAN:
 - 1. TWENTY-FIVE (25') TO THE FRONT PROPERTY LINE?
 - 2. IF ON A CORNER, TWENTY-FIVE (25') TO BOTH STREET SIDE PROPERTY LINES?
 - 3. FIVE FEET (5') MINIMUM ONE SIDE YARD; TWELVE FEET (12') MINIMUM, TWO SIDE YARDS RESIDENTIAL PROPERTY
 - 4. TWENTY FEET (20') OF THE REAR LOT LINE OR 20 PERCENT (20%) OF LOT DEPTH, WHICHEVER IS GREATER.
 - G. IS THERE ADEQUATE PARKING TO COMPLY WITH THE ORDINANCE?
- 4. LEGAL DESCRIPTION OF THE PROPERTY. A COPY OF THE DEED IS REQUIRED.
- 5. STREET ADDRESS OF THE PROPERTY
- LIST OF CONTIGUOUS NEIGHBORS (PROPERTY OWNERS) AND THEIR ADDRESSES.

YOU OR A REPRESENTATIVE MUST BE PRESENT AT THE MEETING.

Please submit the required information via email to Andy Goodall at hbo@taylorville.net or deliver it in person to the City Clerk's Office.