

CITY OF ST. CHARLES

ZONING BOARD OF APPEALS
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984

APPLICATION FOR AN APPEAL – ZONING BOARD OF APPEALS

Do Not Write in this Space – For Office Use Only

Date Received: _____ File Number: _____
Fee Paid: _____ Receipt No. _____
Date of Hearing: _____
Action by the Zoning Board of Appeals: _____
(Granted, Denied, Other)
Comments: (include other actions such as continuances)

Fees:

Filing Fee:

- × The filing fee amount of \$150.00 must be rendered at the time the application is submitted. If payment is made by check, it should be payable to the City of St. Charles. No electronic payment is allowed. This fee is non-refundable.

Additional Fees:

- × The applicant is to reimburse the City for the court reporter and transcript fees, the invoice will be sent to the applicant.

PLEASE PRINT AND PROVIDE ALL INFORMATION AS REQUESTED:

Appeal is taken from the Building Official's and the Director of Community Development decision, a copy of which is attached, for a reversal or modification of said decision in conformity with the discretionary powers of the Board to permit _____

(insert use of construction proposed)

on the property described below, and in conformity with the plans submitted with the permit application dated _____.

Revisions or modifications of said decision should be granted because: _____

(if more room is required, attach separate sheet to application)

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Address, Use and Zoning of Property:

Address: _____
Use: _____
Zoning District: _____

Action by Applicant of Property:

Permit applied for and denied? _____
(Yes or No)
A previous appeal made with respect to these premises: _____
(Yes or No)

Data of Applicant and owner:

Name of Applicant (s): _____

Address of applicant (s): _____

Email Address for applicant: _____

Name of Owner (s): _____

Address of owner (s): _____

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.

Signature of Applicant or agent Print name of applicant/agent Date

Signature of owner Print name of owner Date

17.04.300 Appeals

A. Purpose

The Appeal process provides an opportunity for persons affected by administrative decisions by the Director of Community Development and the Building and Code Enforcement Division Manager to appeal those decisions.

B. Application

An Appeal may be taken to the appropriate review body by any person aggrieved by a written decision, order or determination under this Title by the Director of Community Development or the Building and Code Enforcement Division Manager, if initiated within forty-five (45) days of the action complained of. The applicant shall file a written application with the Director of Community Development or the Building and Code Enforcement Division Manager. The Director of Community Development and the Building and Code Enforcement Division Manager shall transmit to the review body copies of all documents in their possession relating to the administrative decision being appealed. The Appeal shall be referred to one of the following review bodies, based on the type of decision being appealed:

- Appeal of administrative Design Review Decisions (All Districts except CBD1 and CBD2): Plan Commission
- Appeal of Design Review Decisions (CBD1 and CBD2 Districts only): Historic Preservation Commission
- All other decisions under this Title: Board of Zoning Appeals

C. Procedure

1. The review body shall establish a time and place for hearing the Appeal and give written notice thereof to all necessary parties not less than 15 days prior to the hearing. The hearing shall be scheduled at a reasonable time, but not later than the review body's second regular meeting following receipt of the Appeal, unless otherwise agreed by the applicant. Any party may appear in person, or by agent or attorney, at the hearing. The review body shall thereafter reach its decision not later than its next regularly scheduled meeting, or within 45 days after the hearing, whichever is greater.
2. Filing of an Appeal shall stay all proceedings in furtherance of the decision appealed unless, in the reasonable opinion of the Director of Community Development or the Building and Code Enforcement Division Manager, a stay would significantly impair protection of the public health, safety and welfare. In such case the proceedings shall not be stayed other than by a court order.
3. The review body may affirm or reverse, in whole or in part, or may modify, the order, requirement, decision or determination and to that end, has all the powers of the officer from whom the Appeal is taken. Its decision shall be based on the documents pertaining to the administrative decision transmitted by the Director of Community Development and Building and Code Enforcement Division Manager, as well as any additional testimony presented at the hearing.