



ZONING APPEAL APPLICATION

Village of North Utica • P.O. Box 188 • Utica, IL 61373
 Phone: (815) 667-4111 • Fax: (815) 667-4679

Permit No. _____

Applicant Name _____ Applicant Phone Number _____

Full Mailing Address _____

Property Owner Name _____ Phone Number _____

Full Mailing Address _____

Subdivision _____ Lot Size _____ Parcel # (Tax I.D. #) _____

Present use of the property _____ Current Zoning Classification _____

Specifically state the grounds for which you feel the Village staff made an erroneous administrative decision.
 Use additional sheets of paper if necessary:

PERMIT FEES:

- \$350.00 plus Village incurred costs
- Make checks payable to “Village of North Utica”

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General Requirements:

1. An appeal to the Zoning Board of Appeals may be taken by any person aggrieved by any order, requirements, decision, or determination by the Zoning Enforcement Officer based in whole or in part upon the provisions of the Zoning Ordinance. An appeal to the Village Board may be taken by any person aggrieved by any order, requirements, decision, or determination by the Planning Commission.
2. Such appeal shall be filed with the Village Clerk and the Board of Appeals or Village Board within twenty (20) days of the action appealed. Upon appeal, the Zoning Enforcement Officer shall immediately transmit to the Board of Appeals or Village Board all papers constituting the record upon which the action appealed was taken.
3. An appeal stays all proceedings in furtherance of the action appealed from unless the Village Clerk certifies to the Board of Appeals or Village Board that a stay would, in his opinion, cause imminent peril to life or property. In which case the proceedings shall not be stayed otherwise than by a restraining order which may be granted by a court of record on application, with notice to the officer from whom the appeal is taken and all due causes shown.
4. The Board of Appeals or Village Board shall fix a reasonable time for hearing of the appeal, a notice of which shall be published at least once, not more than thirty (30) days, nor less than three (3) days before the hearing in a newspaper of general circulation within the community.
5. The concurring vote of two-thirds (2/3) of the members of the Board of Appeals or Village Board is necessary to reverse any order, requirement, decision of an administrative official, or to decide in favor of the applicant.
6. Each decision of the Board of Appeals or Village Board shall be in writing and include the conclusions regarding each standard applicable to the proposed development.
7. An appeal of a decision of the Village Board shall be made to a court of competent jurisdiction pursuant to the provisions of the Administrative Review Act, 735 ILCS 5/3-101et seq. The appealing party shall bear the cost of preparing the record on appeal. Copies of any orders or proceedings ordered by the appellant shall be furnished to the appellant at his or her own cost.

I hereby declare that the information contained with this application is correct and true to the best of my knowledge. I further declare that the buildings and use of the land complies with all provisions of the Zoning Ordinance of the Village of North Utica, Illinois, and that I will comply with any other provisions in applicable ordinances of the Village of North Utica, Illinois.

Applicant Signature _____

Date _____