

VILLAGE OF COAL VALLEY

APPLICATION FOR: Re-Zoning Amendment Special Use Variance

Subdivision _____ Other _____

Applicant: _____

Address: _____

Phone: _____

Owner: _____

Address: _____

Phone: _____

Property Description:

Street Address: _____

Legal: _____

Physical Description:

Dimension: _____

Area: _____

Present Zoning & Use: _____

Proposed Zoning & Use: _____

Proposed Special Use: _____

Proposed Variance: (Cite specific Ordinance section)

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Attached available plats, maps drawings or other materials that will help illustrate the proposed application.

Process for a Variance or Special Use Application

You will need to fill out the attached application with as much information as possible and return the application to the Village Hall. Please make sure at this time that you also bring any documentation, pictures, diagrams etc. that you would like to present to the Board. You will then be given the date and time that you will need to appear at the meeting. All Variance and Special Use applications require that we have a public hearing. We will need to publish the notice in the local newspaper with a minimum of fifteen (15) days before the next scheduled meeting.

Planning and Zoning will then send a courtesy letter to all neighbors that are impacted by your request informing them of the application and the meeting times and if they have any objections how they can proceed.

The night of the meeting the Chairman will state your request and open the public hearing. At this time, he will ask for any comments from the public, this is your chance to present your request to the Board. This is also the time that anyone in the audience will have the opportunity to voice their opinion or concerns about the request. Upon hearing no further comments, the Chairman will then close the public hearing. After the public hearing has been closed the Chairman will ask for any staff recommendations and they will discuss your request and ask any questions that they may have. The Board will then either approve or deny your request. The recommendation then will be sent to the Village Board for their approval/denial at their next regular scheduled meeting.