



CITY OF QUINCY

DEPARTMENT OF PLANNING & DEVELOPMENT

706 Maine Street | Third Floor | Quincy, IL 62301

Office: 217-228-4515 | Fax: 217-221-2288

PETITION FOR VARIANCE: MINOR CHANGE

Procedures & Process

The Quincy Zoning Board of Appeals (ZBA) is an eight-member board appointed by the Mayor with the advice and consent of the Quincy City Council. It shall be the duty of the ZBA to hear and decide appeals of any decision, order, or interpretation of the Director of Planning & Development (P&D), or their designee, arising under the provisions of Chapter 162, zoning regulations, of the municipal code of the city.

Per City Code 40.125(C)(4), the Director of Planning & Development may administratively grant minor variations, including yard requirements under City Code 162.062(A)-(D) and City Code 162.062(G)-(L), fence, and accessory structures of less than 20% of the required standards upon application by a property owner, so long as the application is accompanied by the written consent of all surrounding property owners to the proposed variation.

For fences in side and rear yards, the Director of Planning & Development may administratively grant variations of fence height up to a maximum of eight feet so long as the application is accompanied by the written consent of all surrounding property owners to the proposed variation.

Any decision made pursuant to this division may be appealed to the Zoning Board of Appeals in the same manner as any other decision of the Director of Planning & Development.

The Quincy Zoning Board of Appeals meets the 3rd Tuesday of each month at 5:00 p.m. in Quincy City Hall (730 Maine Street).



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Petition

On (date): _____, the undersigned applied to the Building Inspector of the City of Quincy for a permit to _____ on real estate commonly known as (address): _____

This permit was refused by the Building Inspector of the City of Quincy due to: _____

I do hereby request administrative relief from the Director of the Department of Planning & Development through the granting of a Minor Variation. A Minor Variation is allowed due to the following:

I do hereby acknowledge that if administrative relief is not granted through a Minor Variation, I have the right to apply that decision to the Zoning Board of Appeals.

_____ (printed name) _____ (date)

_____ (signature)

Reasons for Requesting Variance

Explain why the strict application of the city’s Zoning Ordinance is not possible on the lot(s) listed in the petition, citing special circumstances or practical difficulties.

Explain why the lot(s) listed in the petition has/have an exceptional or unusual physical characteristic, requiring the need for a variance, compared to lots with the same zoning district.

Explain how the variance is NOT the result of a situation or condition that was knowingly or deliberately created by the Petitioner

Explain why the variance will NOT alter the essential character of the neighborhood

Explain why the variance will NOT cause a nuisance to adjacent lots

Explain how the variance requested represents the minimum deviation necessary from the requirements of the Zoning Code? ie: (if you are seeking a 10’ setback encroachment, could you get by with an 8’ encroachment?)



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Sample: Consent of Surrounding Property Owners

I do hereby acknowledge the following:

- 1) That (petitioner): _____ of (address): _____ seeks administrative relief from the Director of the Dept. of Planning & Development through the granting of a Minor Variation for (address/location): _____;
- 2) That the granting of this Minor Variation would allow the petitioner to: _____;
- 3) That the petitioner has explained the need for the minor variation;
- 4) That I am under no obligation or requirement to support the petitioner's request for a minor variation;
- 5) That if I have any questions regarding this request, I can contact the Department of Planning & Development (706 Maine Street, 3rd Floor) at 217-228-4515; and
- 6) That if I choose not to support the petitioner's request for a minor variation, the petitioner will have to seek a major variation from the Quincy Zoning Board of Appeals.

Having acknowledged the statements listed above, I, _____, the owner of property located at _____ do hereby offer my support for the request for administrative relief from the Director of the Dept. of Planning & Development through the granting of a Minor Variation to (petitioner): _____ for property located at (address): _____ for the following reason: _____

Name: (print) _____

Date: _____

Name: (signature) _____

Address: _____



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Sketch

The petitioner has the option to submit a detailed site plan or a detailed sketch to provide the Director of the Department of Planning & Development for consideration for consideration.

Below is a sample of a detailed sketch, which can be provided on a separate sheet.

SAMPLE



