

ST. CLAIR COUNTY BUILDING & ZONING DEPARTMENT
#10 PUBLIC SQUARE, BELLEVILLE, ILLINOIS 62220
Anna Matkezych, Director
(618) 277-6600, Extension 2528

STEPS FOR FILING FOR A ZONING HEARING

*ZONING HEARINGS ARE TYPICALLY HELD ON THE FIRST MONDAY OF EVERY MONTH.
SCHEDULING IS STARTED AT 7:00 P.M.*

- 1) Complete the necessary application and return it to the Zoning Office along with:
 - a) **A check made payable to the St. Clair County Treasurer*;**

Area/Bulk Variance	-\$300.00
Special Use Permit	-\$500.00
Special Use Permit Planned	
Building Development	-\$1,000.00
Zoning Amendment	-\$500.00
Text Amendment	-\$500.00
EcoCAT Information Report (Customer Pays)	-IDNR Rate
EcoCAT Consultants Report (Customer Pays)	-IDNR Rate
 - b) **A legal description of the property;**
 - c) **A detailed site plan;**
 - d) **A detailed summary of your request.**

APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE ITEMS.

- 2) Your request along with the legal description is published in the newspaper and you are then notified of the time, date and place of your hearing. The letter also requests payment for the legal publication which must be paid directly to the newspaper prior to your hearing date. A paid receipt must be presented to the Zoning office before the scheduled hearing date. (This amount has recently run up to \$150.00).
- 3) The Zoning Office also notifies surrounding property owners of your hearing.
- 4) If your property is located in **O'Fallon Township**, you will be required to meet with their board prior to meeting with the St. Clair County Zoning Board. You will be contacted by their office, after you submit your completed application to our office.
- 5) A sign will be placed on the property with a description of your Zoning request and date and time of the hearing. *(This sign will be removed by our office the day after your hearing.)*
- 6) An EcoCat consult is required under the law to consider the potential adverse effects of proposed actions on Illinois Endangered and threatened species and sites listed on the Illinois Natural Areas Inventory, if the EcoCat Consultation is required this will be an additional fee.
- 7) At the time of your hearing, you (or someone representing you) must appear before the Zoning Board to explain your request. The Zoning Board makes a decision on your case and then passes their recommendation to the County Board.
- 7) After the County Board's final decision you will receive a letter notifying you of the results.
- 8) After approval of all Zoning cases, if a building is to be erected, the necessary building permits must be purchased from this office. This is a separate permit and NOT included in the cost of the Zoning Hearing.