

Sangamon County Building & Zoning



Room 213-County Building
200 South Ninth Street
Springfield, IL 62701
(217) 753-6760 - (FAX) 535-3194
zoning@co.sangamon.il.us

PETITIONER AND/OR REPRESENTATIVE

- File by NOON on specified deadline
- Pay fee: \$250 for the first 5 acres and \$5 for each additional acre or portion thereof (cash or check)
- Required documents are the following:
 - Petition
 - Legal Description (may be obtained at the Sangamon County Recorder's Office)
 - Letter of property owner(s) consent and notarized (stating all owners listed on property are in agreement of the petition being filed)
 - If not the property owner; a form of consent is required (i.e. contract or lease agreement)
 - Corporation Members (if applicable)
 - Site Plan
 - Business Plan (if applicable)
 - Parking Plan (if applicable)
- Pay SJR invoice and bring receipt to scheduled Zoning Board of Appeals (ZBA) meeting and give to a member of staff**
- ZBA Hearing **7:00 PM- Room 201** Sangamon County Complex (recommending body)
The following month is
- County Board Meeting **6:00 PM- Room 201** Sangamon County Complex (final action)
- Additional actions may be required after County Board Meeting:
 - If construction takes place- Sangamon County Building & Zoning Department (217) 753-6760
 - If configuration change of a lot- Sangamon County Regional Planning Commission (217) 535-3110

****Zoning Department prepares and sends legal description to SJR****

ZONING DEPARTMENT

- Prepares petition/legal description of the property
- Sends legal description of property to SJR for public notification 15 days prior to ZBA hearing
- Posts sign with ZBA hearing date posted on petitioner's property 15-30 days prior to ZBA hearing
- Sends adjacent property owners notification 10 days prior to ZBA hearing
- Sends staff recommendation (which recommends either approved/denied) to petitioner and/or representative and County Board Member prior to ZBA hearing
- Sends a copy of resolution which has had County Board's vote along with a letter stating that additional actions may be required

The Sangamon County Building & Zoning Department is not responsible, for any incomplete petition. It is the petitioners' sole responsibility to file all necessary documents listed above prior to or on the deadline date.