



**ZONING BOARD OF APPEALS  
APPEAL APPLICATION**

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Project Number: \_\_\_\_\_ Case Number: \_\_\_\_\_

**1. APPEAL REQUEST**

I, \_\_\_\_\_, do hereby appeal the decision made for the property located at

*Name*

by \_\_\_\_\_

*Address*

*Name & Title*

for the City of Peoria, on behalf of the Zoning Administrator of the City of Peoria, on \_\_\_\_\_ regarding the following (Summary of Decision):

*Date*

to the Zoning Board of Appeals (ZBA) pursuant to Article 2.7 of the Unified Development Code of the City of Peoria.

**2. OWNER INFORMATION – REQUIRED**

*Name*

*Company*

*Address, City, State, ZIP+4*

*Phone*

*Fax*

*Email*

*Signature of Owner(s) & Date*

**3. APPLICANT INFORMATION – engineer, architect, attorney or other, if applicable**

*Name*

*Company*

*Address, City, State, ZIP+4*

*Phone*

*Fax*

*Email*

*Signature of Applicant & Date*

**Applicant's Interest in Property:**

- Contractor
- Contract Purchaser
- Other \_\_\_\_\_

**Send Correspondence To:** Select one entity to receive all correspondence. E-mail will be used for all correspondence unless otherwise requested.

- Owner
- Applicant
- Representative of Applicant

**4. FILING FEE (MUST ACCOMPANY APPLICATION)**

Appeal Application Fees for any property in the City shall be as set forth below:

\$750.00 per Unified Development Code Article 2.14 - Fees Table:

**5. APPLICATION/MEETING PROCEDURES**

- A) The Zoning Board of Appeals has regularly scheduled meetings the second Thursday of each month at the City Hall Building, Room 400, 419 Fulton Street, Peoria, Illinois.
- B) The deadline for submitting applications for regularly scheduled Zoning Board of Appeals meetings is twenty-eight (28) days prior to the meeting.
- C) The Zoning Administrator must certify that an application for a public hearing is complete (completely filled out, received by the filing deadline, and accompanied by a compact disc or appropriate digital media of the site plan, including digital versions of the application and other attachments as required, including the filing fee) to be processed and scheduled for the next regularly scheduled meeting. **Incomplete applications will be returned.**
- D) The applicant or applicant's representative will receive notice of the date and time of the public hearing. At least fifteen days prior to the hearing, the Community Development Department will mail notices of the hearing to the owners of all property within 250 feet of the subject property.
- E) The format for each public hearing is:
- Chairperson proceeds with swearing-in procedures.
  - Chairperson announces the case.
  - Staff enters case into the record.
    - Staff presents the case.
    - Staff answers questions from the Commission.
  - Petitioner presents case and answers questions from the Commission.
  - Chairperson opens the meeting to the public.
  - Public comments – Chairperson may ask for response/input from Staff and Petitioner.
  - Petitioner presents closing statements.
  - Public testimony is closed. (No further public comment)
  - Commission deliberates and may consult Staff.
  - Commission prepares findings, if applicable.
  - Commission votes.
- F) Application and inquiries should be submitted to:

Zoning Administrator  
City of Peoria Development Center  
419 Fulton Street, Room 300  
Peoria, Illinois 61602-1217

Phone: (309) 494-8600  
Fax: (309) 494-8680