

Village of Ladd
121 N Main Ave
PO Box 305
Ladd Illinois 61329
815.894.2440

Instructions to Applicant:

- A 'Request for Zoning Variance' application must be completed and a public hearing held.
- Application: Please submit a completed Request for Zoning Variance Application to the Village Clerk.
- Site Plan: A site plan must accompany your application. Submit a sketch with dimensions of your proposed plan and indicate distance from lot lines. If you are unable to locate your property pins, you are required to have a survey done.
- Fee: A fee of \$500.00 for the zoning variance request must be paid by the applicant upon submitting the application to the Village Clerk. This fee will cover the publication and legal fees associated with your request.
- Public Hearing: A public hearing will be scheduled within a reasonable time with the Plan Commission. A notice of this hearing will be published in a newspaper of general circulation in the local area at least fifteen (15) days and not more than thirty (30) days before the hearing. The applicant will be notified of the date, time and location prior to the hearing. The applicant should appear at the hearing and present his case to the Plan Commission.
- Approval Process: The Plan Commission will present its recommendation to the Village Board for final action.