



City of Highland

DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT
BUILDING AND ZONING DIVISION

APPEAL OF ADMINISTRATIVE DECISION

Where it is alleged that there is error in any order, requirement, decision or determination made by an Administrative Official in the enforcement of the Zoning Regulations, or of any ordinance adopted pursuant thereto, that interpretation may be appealed to the Combined Planning and Zoning Board in accordance with Illinois State Statute (65 ILCS 5/11-13-12) pursuant to the following procedures.

1. Pre-Application Conference: The applicant shall first meet with the Administrative Official to receive a full explanation of the appeal.
2. Submittal Requirements: If an appeal is to be made, an application shall be obtained from the City and filed within 15 days after a ruling has been made by the Administrative Official. The application shall include a clear and accurate written description of the proposed use, work, or action in which the appeal or interpretation is involved and a statement justifying the appellant's position. Where necessary a plot plan, drawn to scale, in duplicate showing existing and proposed plans for the area in question shall also be submitted. Every appeal shall also be filed with the soil and water conservation district as per Illinois State Statute (70 ILCS 405/22.02a). Not more than five (5) working days after the notice of appeal has been filed, the Administrative Official shall transmit to the Combined Planning and Zoning Board all records pertinent to the case. When an application has been fully completed, the fee paid and all required information submitted, the Administrative Official shall then schedule a regular meeting of the Combined Planning and Zoning Board and send copies of the application to members of the Combined Planning and Zoning Board.
3. Public Hearing: The Combined Planning and Zoning Board shall hold a public hearing on every zoning appeal within a reasonable time after the filing of the appeal notice. At the hearing, any interested party may appear and testify, either in person or by duly authorized agent or attorney. Notice indicating the time, date and place of the hearing and briefly describing the issue to be decided shall be given not more than 30 nor less than 15 days before the hearing by:
 - a. First class mail to all parties directly affected by the appeal; and
 - b. Publication in a newspaper of general circulation within this City.
4. Decision by Combined Planning and Zoning Board: The Combined Planning and Zoning Board may affirm, reverse or modify the order, requirement or interpretation at issue. In so doing, the Combined Planning and Zoning Board has all the powers of the Administrative Official. A recorder shall keep minutes of the public meeting including evidence presented during the proceedings and the findings of the Board.
5. Appeals to the District Court: Any person, official, or governmental agency dissatisfied with any order or determination of the Board may bring an action in the District Court to determine the reasonableness of any such order or determination. Such appeals must be filed in the District Court within thirty (30) days after the date that the decision of the Board has been filed in the Office of the City Clerk.

CITY OF HIGHLAND, ILLINOIS
Appeal of Administrative Decision Application

Return Form To:
Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-7115
(618) 654-1901 (fax)

For Office Use Only:
Date Submitted: _____
Filing Fee: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____

APPLICANT INFORMATION:

Applicant: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____

PROPERTY INFORMATION:

Location of Property to which Appeal Applies: _____
Legal Description of Property to which Appeal Applies: _____

Section of Zoning Regulation Being Appealed: _____

Explanation of Decision Being Appealed:

Present Use of Property: _____
Proposed Use of Property: _____

Applicant's Signature Date