The City of Pekin has created this step-by-step process to help ensure that all reviews are performed fairly and consistently. All applications for Non-Residential Variance shall be submitted to the City, on forms provided by the Building Inspections/Development Department.

1. Contact the Building Inspections/Development Department to discuss the nature of your request and obtain an application form.

2. Applicant completes and submits the application, along with 15 copies of the Site Plan and $85.00 non-refundable filing fee.

3. The Director of Building Inspections and Development shall compile the documents and schedule a meeting of the Development Review Committee (DRC).

4. The DRC is made up of City staff charged with reviewing applications for completeness and compliance with City codes and regulations.

5. A Public Hearing date will be determined for the Non-Residential Variance and a notice of public hearing shall be published in the local newspaper not less than 15 days prior to date of hearing.

6. The applicant must serve written notice by registered mail, return receipt requested, at least 10 days prior to the hearing to all owners within 150 feet of the tract for which the Non-Residential Variance is requested. The mailing should include a copy of the Public Notice prepared by the City and should also include a copy of the Site Plan to fully explain the nature of the request. The applicant shall provide to the City the return receipts before the hearing.

7. A Public Hearing will be held before the Zoning Board of Appeals at the time and date indicated on the Public Notice. The Zoning Board of Appeals considers all evidence and makes findings and votes to approve or deny the application. Conditions may be attached to the approval to ensure adequate compliance with standards. Four affirmative votes are required to decide in favor of granting a variance.

8. All final decisions of the Zoning Board of Appeals are considered final. Final administrative decision of the Zoning Board of appeals rendered under the terms of this Title shall be subject to judicial review pursuant to the provisions of the “Administrative Review Act” approved May 8, 1945 and all amendments thereof and the rules adopted pursuant thereto (735 ILCS 5/13-101 et seq.).