

**DOUGLAS COUNTY PLAT AND PLANNING  
VARIANCE REQUEST**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SITE ADDRESS (If different from above): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_ PARCEL NUMBER: \_\_\_\_\_

I (owner) \_\_\_\_\_ hereby  
request a variance from the Douglas County Plat and Planning Sub-committee. The variance requested is as  
follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the above named owner, understand the requirements of the building permit ordinance and agree to fully comply with those requirements. I also agree to assume all risk and liability for any construction and to absolve Douglas County of any future damage claims that may occur. If the variance is **approved or denied**, I agree to comply with the decisions and or requirements set forth by the Douglas County Plat and Planning Sub-committee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN TO: DOUGLAS COUNTY SUPERVISOR OF ASSESSMENTS  
401 S. CENTER, ROOM 103  
TUSCOLA, IL 61953  
217-253-3031**

**GUIDELINES FOR COMPLETING THIS FORM**

Please be as precise as possible when completing this form. Include all pertinent information that will assist the committee in their decision making. If any further information is requested, this will delay the variance request and permit process. **Please note, the back of this page is for office use only.**

You will be notified of the Plat and Planning meeting date in advance. If you choose to attend this meeting, please bring all information you have compiled, if you have not yet provided it for the committee. If you cannot attend the meeting, please notify the Supervisor of Assessments office at 217-253-3031. The board will consider your request with the information that you provide. It is important to include as much information as possible if you are unable to attend. You will then be notified by mail of approval or denial, or if additional information is needed.

If a variance is approved, with conditions set forth by the plat and planning board, you **must** comply with those conditions. A building permit will then be issued, provided the variance is approved and all fees are collected.

**DOUGLAS COUNTY  
OFFICE USE ONLY  
VARIANCE DECISION**

The Douglas County Plat and Planning Sub-Committee has **approved/denied** your request for a variance based on the following factors:

---

---

---

---

---

**Signed:**

Plat and Planning Sub-Committee Members:

\_\_\_\_\_ **Chairman, Tom Hettinger**  
\_\_\_\_\_ **Richard Hein**  
\_\_\_\_\_ **Jim Mikeworth**

Date: \_\_\_\_\_