



15440 South Central Avenue Oak Forest, Illinois 60452-2195
 708.687.4050 x1041 • Fax 708.687.1179 • www.oak-forest.org

APPLICATION FOR ZONING VARIATION

<i>All information requested on this application if applicable must be provided, including payment. A public hearing will not be scheduled until the petition is complete. A petition will be considered incomplete if any information is missing.</i>			
PROJECT NAME			
PETITIONERS CONTACT INFORMATION			
NAME			
ADDRESS	CITY	STATE	ZIP
PHONE	FAX		
EMAIL			
PROJECT INFORMATION			
PROPERTY ADDRESS			
P.I.N. NUMBER		EXISTING ZONING	
REQUESTED VARIATION			
PROJECT TEAM	NAME	PHONE	FAX
DEVELOPER/CONTRACTOR			
OTHER			

I, the undersigned, do hereby certify that I am the owner, or contract purchaser and do hereby certify that the above statements in this application are true and correct to the best of my knowledge. I acknowledge that City staff will prepare a report with a recommendation to the Planning and Zoning Commission prior to my hearing. I understand that this report will be available for my viewing the Friday prior to my hearing and it is my responsibility to contact the City to view this report or obtain a copy.

Signature *Date*

Notary *Seal*

REQUIRED FEES			
(THE REQUIRED FEES MUST BE PAID IN FULL AT THE TIME OF THE SUBMITTAL)			
NON-REFUNDABLE FEE	\$200.00	PAYMENT TYPE: C/K C/S	
RETAINER**	\$300.00		
TOTAL	\$500.00		
PAYMENT RECEIVED DATE:		PAYMENT RECEIVED BY:	

***If the retainer falls below \$100.00, the petitioner will be asked to replenish the retainer. No items will be scheduled for a meeting date prior to the payment of all required fees.*

REQUIRED SUBMITTAL MATERIALS

A. OWNERSHIP. Proof of ownership, including, if applicable, beneficial interest, or proof of contract purchaser status. In the event that application is being made by a contract purchaser, this application shall be accompanied with an original letter signed by the current legal title owner of the property consenting to the filing and processing of this application.

B. PLAT OF SURVEY. A plat of survey that shows any existing buildings on the petitioned property as well as any existing buildings on property immediately adjacent. It should also show any proposed new construction in connection with the variation, including landscaping, fencing, etc.

C. COMPLIANCE. A statement of the characteristics of the property that prevent compliance with the said provisions of this Code.

D. SITE PICTURES. Please provide pictures of the site in paper or in electronic form to mmunizzo@oak-forest.org. The City can assist with this submittal requirement if needed.

E. ILLUSTRATIONS. If the petitioner is requesting a variation for a specific structure, please provide a picture or illustration of the proposed structure.

F. STANDARDS. A statement of how the variation sought would satisfy the standards set forth in Subsection 17.54.040 of the Zoning Ordinance. The staff, Planning and Zoning Commission and City Council will use these standards in making a determination whether or not the proposed variation is appropriate. Please submit your responses via email to Marisa Munizzo at mmunizzo@oak-forest.org in addition to a hard copy at the time of application submittal. The standards for review of variation applications are listed below:

General Standard. The findings of fact upon which final approval of a petition for variance may be granted shall be determined solely and exclusively upon the degree to which the petitioner clearly and convincingly demonstrates the following:

1) **Denied Substantial Rights.** That the subject property cannot yield a reasonable return, if permitted to be used only under the conditions specified and allowed by the regulations governing the zoning district in which the property is located;

2) **Not Self-Created.** That the plight of the owner is due to unique circumstance, not directly caused or substantially inflicted by any actions or representations of the owner;

3) **Substantial Change.** That the variance, if granted, will not alter the essential character of the locality;

4) **Minimum Variance.** That the variance to be granted is the minimum adjustment necessary for the reasonable use of the subject property;

5) **Unique Physical Condition.** That because of the particular physical surroundings, shape or topographical conditions of the subject property, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the provisions of this title were strictly interpreted and/or applied;

6) **Special Features.** That the conditions upon which the petition for a variance is based are unique to the subject property and are not applicable, generally, to other properties;

7) **Not Merely Special Privilege.** That the alleged difficulty or hardship represented by this petition is being caused by these regulations and has not resulted from any act of the applicant or any other person and/or institution having an ownership interest in the property, subsequent to the effective date hereof, whether or not in violation of any portion thereof;

8) **Essential Character of Area.** That the proposed variance would not substantially impair an adequate supply of light and air to adjacent properties, increase the congestion in the public streets, or increase the danger of fire or otherwise endanger the public safety, or substantially diminish or impair property values within the locality and/or neighborhood;

9) **Code and Plan Purposes.** That the granting of the variance will not be detrimental to the public welfare or injurious to other property and/or improvements in the locality and/or neighborhood where the subject property is located, or otherwise be inconsistent with the purpose and intent, goals and objectives of the city's official comprehensive plan, any sub-area plans, overlay plans and/or the other provisions of this title; and

10) **No Other Remedy.** That the aforesaid circumstances and/or conditions are such that the strict application of the provisions of this title would deprive the petitioner of any reasonable use of his or her land. Mere loss in value shall not justify the granting of a variance; there must be deprivation of all beneficial use of land.

G. ADDITIONAL SUBMITTAL MATERIALS. Other materials may be required at the time of submittal.

(FOR CITY USE ONLY)

PZC Case Number: _____

Filed with the Community Development Department: _____ / _____ / _____

Transmitted to Planning and Zoning Commission: _____ / _____ / _____

Continuance if any: _____ / _____ / _____

Notice of hearing published in: _____ on _____ / _____ / _____

Findings and Recommendations of Planning and Zoning Commission referred to City Council.

Final Action of City council for adoption of amending ordinances or denial of applicant's request at meeting held:

_____ / _____ / _____

DENIED _____ **APPROVED** _____

CONDITIONS IMPOSED: