

VILLAGE OF ANTIOCH, LAKE COUNTY

Department of Planning, Zoning & Building

Mailing Address: 874 Main Street

Office Location: 882 - B Main Street

Antioch, Illinois 60002

Weekday Hours: 7:30 AM To 4:00 PM

Phone: (847) 395-9462

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NOTICE TO APPLICANTS REQUESTING ZONING VARIATIONS

1. **Bases for a Zoning Variation are Economic Hardship or Practical Difficulty.** Variations to the strict terms of the zoning ordinance may be requested pursuant to Title 10, Chapter 14 of the Antioch Zoning Ordinance and Chapter 65 of the Illinois Compiled Statutes, (65ILCS 5/11-13-5). Requests for uses that would not be permitted within the zoning district in which the property is located must be part of a request for zoning AMENDMENT, not part of a variation request. The basis for variations are economic hardship imposed by the ordinance, (not the applicant), and/or practical design difficulty. **APPLICANTS WILL BE ASKED TO EXPLAIN THE SPECIFIC HARDSHIP OR DESIGN DIFFICULTY INVOLVED.**
2. **Design Alternatives.** Applicants are encouraged, (not required), to retain the services of an architect or other design professional to investigate design alternatives that may be in conformance to the zoning regulations. **APPLICANTS MAY BE ASKED WHAT DESIGN ALTERNATIVES WERE CONSIDERED.**
3. **Legal Representation.** Applicants are encouraged, (not required), to retain the services of an attorney to assist them in the preparation of the petition and the presentation of the variation request at the required public hearing. **EVEN IF APPLICANTS ARE REPRESENTED BY LEGAL COUNSEL, APPLICANTS THEMSELVES ARE REQUIRED TO ATTEND THE PUBLIC HEARING.**
4. **Petition Filing.** The petition and related background documentation must be filed with the Village Clerk or the Department of Planning, Zoning & Building. The original(s) and twenty four copies of the entire submittal are to be filed. The deadline for filing is a minimum of 28 days prior to a regular hearing date, in order to assure adequate time for notification as required by Village Ordinance and State Law. Application materials cannot be returned.
5. **Fees.** The petition must be accompanied by the filing fee established by the Zoning Ordinance, **\$600**. *In addition* to this fee, you must deposit with the Village Treasurer **\$2,000 plus \$50 per Acre** or fraction thereof into an escrow account. Professional staff time and consultant time reviewing the proposal will be charged against this account. Whatever amount is remaining at the end of the process will be returned to the applicant. If additional review time is required that was not anticipated, you will be asked to deposit additional funds into the escrow account.
6. **Filing Deadlines.** Upcoming hearing dates and corresponding filing deadlines are typically posted at the Village Hall. If you have not received a current copy, please ask for one.
7. **Notice to Owners of Nearby Property.** Applicants will obtain written confirmation from the Village relative to hearing date, time and place. Following such confirmation, the applicant must notify, by CERTIFIED MAIL -RETURN RECEIPT, those owners of record at the Antioch Township Assessor's Office of property situated within 200 feet, (radially in all directions), of the property-in-question. Applicants are encouraged to contact the adjacent and contiguous property owners who would be most impacted by the requested variation.

Positive testimony and/or letters of support from these individuals would be most helpful to your case.

8. **Public Hearing.** The Combined Planning Commission and Zoning Board, (P. & Z. Board), will conduct a public hearing.

APPLICANTS ARE REQUIRED TO ATTEND THE PUBLIC HEARING.

The P. & Z. Board Chairman, just prior to the applicant's presentation, will request the affidavit of notification and the certified mail receipts at the hearing. The P. & Z. Board is only an advisory body; they will deliberate and ask questions of you and the audience. A recommendation is usually formulated during the same evening session, and forwarded to the Village Board of Trustees. The Board of Trustees makes a final decision in the matter.

9. **Village Board Action.** When the Village Board of Trustees acts positively, in principle, regarding the variation request, it also directs the Village Attorney to draft an ordinance approving said variation. A draft ordinance is read at the next Village Board meeting; and the ordinance is typically approved at a third Village Board meeting.
10. **Permits Required.** APPROVAL OF A VARIATION DOES NOT NEGATE THE NEED TO OBTAIN ANY REQUIRED ADMINISTRATIVE PERMITS FOR CONSTRUCTION from the Village or any other governmental agency. The Building Department will consider a permit for construction immediately following the Village Board's approval in principle, and before ordinance approval, **at the applicant's risk.**
11. **Questions** should be directed to the Dustin Nilsen Director of Planning, Zoning & Building; phone: (847) 395-9462. Thank you.