

# Petition for Exception Permit

## VILLAGE OF SKOKIE ZONING BOARD OF APPEALS

Community Development Department  
Building and Zoning Division  
5127 Oakton Street • Skokie, IL 60077  
Phone (847) 933-8223 • Fax (847) 933-8230

*Office Use Only*

Case Number: \_\_\_\_\_ Planner: \_\_\_\_\_

Filing fee: \_\_\_\_\_ Recording fee: \_\_\_\_\_

### ALL ITEMS MUST BE COMPLETE TO PROCESS APPLICATION

Address of Property \_\_\_\_\_ Zoning \_\_\_\_\_  
Owners of Property \_\_\_\_\_  
(Titleholders, Trust Number and Beneficiaries, Corporation, etc.)  
Petitioners (if other than owners) \_\_\_\_\_  
Petitioners' Address \_\_\_\_\_ Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Fax \_\_\_\_\_  
Existing Use of Lot \_\_\_\_\_ Request:  Fence  Air Conditioning Condenser  
 Barbecue  Swimming Pool  
All P.I.N. # \_\_\_\_\_

\_\_\_\_ Attach Legal Description of Property (from Title Policy or Plat of Survey)

List all aspects of the proposed development that do not conform to the requirements of the Village of Skokie Zoning Ordinance.

<u>Code Section</u>	<u>Code Requirement</u>	<u>Requested Relief</u>
---------------------	-------------------------	-------------------------

### PETITIONER STATEMENT (please provide on a separate sheet of paper)

In order to be granted an exception permit, you must prove that your request:

1. Will not cause an adverse effect on the people entitled to notice of the hearing.
2. Will not be detrimental to or endanger the health, safety, morals, comfort, or welfare of those people entitled to notice of the hearing.
3. Will not reduce the use and enjoyment of property for the purposes already permitted nor substantially diminish property values of those people entitled to notice of the hearing.
4. Will be compatible with adjoining property.
5. Is necessary based upon safety of residents and/or particular physical surrounding, shape, or topographical conditions of the property and that denial of the exception permit would bring an undue hardship upon the property for which an exception permit is sought, as distinguished from a mere inconvenience for the property owner.

**THE LEGAL TITLEHOLDER MUST SIGN THIS PETITION.** Where the property is held in trust, the trust officer must sign the petition and include a letter naming all beneficiaries of the trust and authorizing the beneficiaries to act on the matters related to this petition. The undersigned acknowledges and agrees that all documentation submitted with this application become public records and may be viewed by the public. The undersigned understands and agrees that if an Exception Permit is granted to this application, the building permit, where applicable, must be issued in the name of the Owner(s) listed below and failure to comply with any and all terms and conditions of the Exception Permit will be cause to initiate hearings to consider revocation of the Exception Permit, as well as any related occupancy permit and/or business license, as provided for in the Village of Skokie Code.

Owner's Name(s) \_\_\_\_\_ Dated Signature(s) \_\_\_\_\_

Address(es) \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

Agent or Attorney Information

Name \_\_\_\_\_ Firm \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

\_\_\_\_ Current proof of ownership – current title policy or tract search AND last paid property tax bill

- If legal title is in trust, the names of the beneficiaries
- If legal title is in a corporation, the names of the principal officers and directors
- Length of time title has been held as represented

\_\_\_\_ Letter of authorization from the titleholder – when someone other than the owner (or beneficiaries) or the owner's attorney presents the principle testimony at the public hearing

\_\_\_\_ Petitioner Statement

\_\_\_\_ Check made payable to "Village of Skokie" for \$100.

\* A hearing transcript fee may be required after the public hearing for transcripts over 50 pages.

\*\* A \$60 recording fee may be required after the public hearing if a covenant or recording is required.

\_\_\_\_ Photographs of the general area of parcel involved

\_\_\_\_ Proof that all principal and accessory buildings are on one lot with one single tax property identification number (PIN) or that tax consolidation has been applied for

3-11"x17" (or smaller) copies:

\_\_\_\_ A plat of survey by an Illinois Licensed Surveyor accurately reflecting all site improvements and easements (dated less than 2 years from application)

\_\_\_\_ Site plan, drawn to scale showing buildings and improvements with all pertinent dimensions fully noted

**NOTE: Evidence of notice to surrounding taxpayers of record within 250 feet of the subject site and other occupants of the subject site will be required by Zoning Board of Appeals hearing, unless the exception permit is sought for rear and side yard locations not abutting a street or alley: Notice shall be given only to the residents and persons to whom the real estate tax bills are sent of properties abutting those side and rear yard locations. The notice shall be delivered by certified mail with return receipt properly addressed not more than 45 days nor less than 15 days prior to the hearing. It is recommended that the notice list be reviewed by Staff at least 17 days prior to the public hearing. The Village of Skokie is not responsible for an incomplete or incorrect notice.**