

Petition for Variation

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 _____ Proposed Request _____

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 Code.

<u>Code Section</u>	<u>Code Requirement</u>	<u>Requested Variation</u>
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PETITIONER STATEMENT (please provide on a separate sheet of paper)

In order to be granted a variation, you must prove the following:

1. The property cannot yield a reasonable economic return if the Zoning District regulations are followed.
2. The owner, petitioner, or occupant has not created the alleged difficulty or hardship themselves, AND the difficulty or hardship is due to unique circumstances such as the particular physical surroundings, shape, or topographical conditions of the specific property involved, NOT a mere inconvenience if the regulations were strictly enforced. Also, the conditions upon which the variation is based can not be generally applicable to other property in the same zoning district.
3. The requested variation will not alter the essential character of the locality by being substantially detrimental, harmful, or impair public welfare, other property or improvements, an adequate supply of light and air to adjacent property, public safety, or property values within the neighborhood.

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 a Variation is granted to this application, the building permit, where applicable, must be issued in the name of the Owner(s) listed below, the Variation and any conditions contained therein, will be recorded at the petitioner's expense in the Office of the Recorder of Deeds for Cook County, and failure to comply with any and all terms and conditions of the Variation will cause to initiate hearings to consider revocation of the Variation, 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
- _____ Photographs of the general area or parcel
- _____ Check made payable to "Village of Skokie" for \$60 **plus all** applicable applications fees checked below.

<i>All Districts:</i>	_____ Off-street parking – \$300	_____ Building Height ≥ 10% above district limit – \$400
<i>Residential Districts:</i>	_____ Front or Rear Yard – \$300	_____ Substandard Lot Size – \$500 + title search fee
	_____ Each Side Yard – \$300	_____ Front Yard or Corner Side Yard Parking – \$300
	_____ Impermeable Surfaces – \$300	_____ Building Height < 10% above district limit – \$300
	_____ Floor to Area Ratio – \$300	_____ Other Residential Variation – \$300 each
- _____ *Non-Residential Districts:* \$400 each variation
- _____ Zoning Information Worksheet (if variation involves building coverage, impermeable surfaces or FAR)
- _____ Traffic Impact Analysis (if required by Traffic Engineering Division)
- _____ Parking evaluation from the Engineering Division (parking variations only)
- _____ 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, no reduced copies/must be to scale)
 - _____ Site plan, drawn to scale showing buildings and improvements with all pertinent dimensions fully noted
 - _____ Floor plans of the proposed structure or use

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. 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.