

Petition for Variance

Office Use Only

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

Case Number: _____

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 _____

Email Address _____

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>

PETITIONER STATEMENT (please type on a separate sheet of paper)

In order to be granted a variance your request must be consistent with the following findings:

1. There is a limitation on use of the property due to physical, topographical, and geologic features.
2. Without a variance there can be no reasonable use of the property.
3. The request is not based solely on economic reasons.
4. The property owner did not create the necessity for the variance.
5. The request is the minimum variance necessary to allow reasonable use of the property.
6. The request will not be injurious to public health, safety or welfare.
7. The subject site possesses one or more unique characteristics generally not applicable to similarly situated properties.

Any required fees or monies owed by the applicant to the Village must be paid as a condition of approval.

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 Variance 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> | ____ Sign – \$400 | ____ Building Height ≥ 10% above district limit – \$400 |
| | ____ Off-Street parking - \$300 | |
| <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 | ____ All other requests – \$300 per each variance |

Non-Residential Districts: \$400 per variance

Case Continuation fee: 50% of original fee, if requested by or due to petitioner's lack of preparation

____ Zoning Information Worksheet (if variation involves building coverage, impermeable surfaces or FAR)

____ 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 & Floor plans drawn to scale showing buildings and improvements with all pertinent dimensions noted

3 full size plans and 3-11"x17"

____ Landscape plan showing location, types, and sizes of all existing and proposed landscape items (Required for all variations except variations at detached or 2-unit multifamily residences)

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 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. Skokie is not responsible for an incomplete or incorrect notice.