



Zoning Variance Application

City of Park Ridge

Community Preservation and Development Department . 505 Butler Place . Park Ridge, IL . 60068
Phone: (847) 318-5291 . Fax: (847) 318-6411 . www.parkridge.us

Case Number: _____

Type of Variance: (Check one)

- Administrative
- Minor
- Major

Subject Property Information:

Address: _____

Zoning District: _____

Legal Description (can attach separate sheet): _____

Applicant Information:

Name: _____

Phone: _____

Address: _____

E-mail: _____

Owner Information:

Name: _____

Phone: _____

Address: _____

Summary of Proposed Zoning Variance (refer to Section 4.4 of the Zoning Ordinance): _____

I hereby certify, as the undersigned applicant, that the above statements and attached documentation are true and correct to the best of my knowledge.

Signature of Applicant

Date

Minimum Filing Requirements

The application must be completed in accordance with the provisions in Section 3.2 of the Zoning Ordinance and Section 4.4 for Variances. The application must be accompanied by the following, unless specifically waived by the Zoning Administrator.

1. **Application.** Provide all required information and the appropriate signature(s).
2. **Statement.** Provide a statement, in accordance with Section 4.6 of the Zoning Ordinance, that contains the following:
 - a. Description of the specific variance request, including the specific section of the Zoning Ordinance and the specific modification of minimum requirements of the Zoning Ordinance which would be necessary to permit the proposed use or construction;
 - b. The particular requirements of the Zoning Ordinance which prevent the proposed use or construction;
 - c. The characteristics of the subject property which prevent compliance with the requirements of the Zoning Ordinance;
 - d. A response to Section 4.4.E.1 stating that no variance from the provisions of this Ordinance shall be granted unless the Zoning Administrator, Zoning Board of Appeals and/or the City Council make specific written findings of fact based directly on the standards and conditions imposed by this section, which are as follows:
 - a) The strict application of the terms of this Zoning Ordinance will result in undue hardship;
 - b) The plight of the owner is due to unique circumstances; and
 - c) The variance, if granted, will not alter the essential character of the locality.
3. **Proof of ownership.** Applies to the subject property or properties, consisting of a warranty deed, title certificate or title insurance verification (photocopy). If the applicant is not the owner, a signed statement by the owner must be submitted certifying acknowledgement of the application.
4. **Applicant Disclosure Statement.** Complete this statement regarding ownership interest located in the Zoning Ordinance Appendices (based on Municipal Code Article 2, Chapter 24, Section 1).
5. **Site Location Map.** Drawn to scale and show the land use and zoning designation of all properties within 250 feet of the subject property.
6. **Plat of Survey.** The Plat must be to scale, show all parcels or lots (whether in whole or in part) comprising the subject property), the actual dimensions of the parcel(s) and all existing structures.
7. **Plans and documents.** Submit the following plans and documents, where applicable:
 - a. **Site plan.** The plan must be drawn to scale, show the entire subject property and graphically illustrate the proposed variance request.
 - b. **Building Elevations and Floor Plans.** Show the general architectural character and interior layout of all proposed buildings, structures or additions;
 - c. **Off-street Parking and Loading Facilities Plan.** Show the location, quantity and dimensions of all parking and loading facilities, in accordance with Section 12; and
 - d. **Traffic Circulation and Generation Study.** When changes are proposed in the intensity of use of a subject property, provide a study prepared by a qualified professional indicating the impact of the proposed variance on existing traffic patterns, vehicular circulation patterns, and pedestrian access and safety; and
 - e. **Sign Plans.** Submit plans for all signs used for identification, and include the location, design and dimensions of each sign, in accordance with Section 14.
8. **Notice Requirements (Section 3.3).** For administrative variances, the applicant shall comply with the notification requirements in Section 3.3.3 to send notices between 15 and 30 days prior to the Zoning Administrator's decision on the case. For minor and major variances requiring a public hearing, the applicant will prepare a legal notice to be published in the local newspaper between 15 and 30 days prior to the hearing, in accordance with Section 3.3.A, and submit notice to the City. The applicant shall comply with Section 3.3.B.1 and 2 and prepare a mailed notice to send to all properties within 250 feet of the subject property between 15 and 30 days prior to the hearing, return address to Community Preservation and Development, 505 Butler Place, Park Ridge, Illinois 60068. In all cases, the applicant shall provide a list of property owners to receive the notice to the Zoning Administrator at least five days prior to the Zoning Administrator decision in administrative variances or the public hearing, in the case of a minor or major variance.
9. **Posted Sign Notice (Section 3.3.C).** For all variances, the applicant shall post a sign (provided by the City) on the subject property for between 15 and 30 days prior to the Zoning Administrator's decision, in the case of an administrative variance, and between 15 and 30 days prior to a public hearing, in the case of a minor or major variance.
10. **Fee.** A check payable to the City of Park Ridge shall accompany each application.
 - \$150 to \$300 (depending upon the application).
11. **Copies.** Submit the original application (with the original signature) and all supporting documents, along with 1 copy of each item submitted with the application. All documents must be on 8.5" x 11" or 11" x 17" paper, except where specified by the Zoning Administrator.
12. Any other information or documentation required by the Zoning Administrator.

FLOWCHART 2: VARIANCE PROCESS
(Section 4.4)

