

VILLAGE OF ROUND LAKE



VARIANCE PETITION PACKET

**Village of Round Lake
Variance Application**

PROCEDURE FOR OBTAINING A VARIANCE

1. Complete all sections of the attached application.
2. Attach all required exhibits designated in the application.
3. Submit application and exhibits as follows:
 Village Administrator
 Village of Round Lake
 442 North Cedar Lake Road
 Round Lake, IL 60073
4. Upon receipt of the application and exhibits, staff will review the submitted information for completeness and accuracy. This process normally takes 7 days; however, it may take up to three weeks depending on the complexity of the request.
5. A pre-hearing conference with staff will be scheduled if needed.
6. Public Hearing meetings before the Plan Commission/Zoning Board of Appeals (PCZBA) are conducted on the last Tuesday of the month at 7 p.m.
7. Notification of the public hearing must be published at least 15 days and no more than 30 days prior to the hearing date. The Village will post this legal notice in the newspaper.
8. The PCZBA will hold a Public Hearing to consider requests for a variance. The applicant must be in attendance to discuss their proposal and answer any questions that the PCZBA may have regarding the petition.
9. Following the public hearing, the PCZBA may continue the hearing should they determine that additional information is necessary to render a decision, or shall provide a Findings and Recommendation Report (F&R) to the Village Board to approve, approve with conditions, or reject the request.
10. The Mayor and Board of Trustees will discuss the F&R from the PCZBA and make a decision to accept or reject the variance petition at the next Village Board meeting (First and Third Monday of the month at 7 p.m.). If the variance is recommended for approval, the Village Attorney will draft the appropriate ordinance.
11. If work on the proposed variance has not begun within six months, and completed within eighteen months of the issuance of such permit, the variance permit shall become null and void.

PLEASE NOTE: Village staff will assist you with expediting your request. Due to the local and state laws regarding hearing publication requirements, meeting schedules and the complexity of your request, the entire processing time for a variance could take as long twelve (12) weeks.

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Plan Commission/Zoning Board of Appeals:

The Plan Commission/Zoning Board of Appeals is the Village of Round Lake's appointed advisory body responsible for reviewing zoning petitions, conducting public hearings, and rendering recommendations to the Village Board on zoning matters. The Board is comprised of 7 members appointed by the Mayor with approval of the Village Board. The Plan Commission/Zoning Board of Appeals meets on the last Tuesday of the month at 7 p.m. in the Council Chambers at Village Hall located at 442 North Cedar Lake Road, 2nd Floor, Round Lake, IL 60073

Village Board:

The Village Board of Round Lake is the elected body responsible for the authorization of zoning petitions within the Village. The Village Board is comprised of 6 Trustees and the Mayor. Village Board meetings are held on the first and third Monday of the month at 7 p.m. in the Council Chambers at Village Hall located at 442 North Cedar Lake Road, 2nd Floor, Round Lake, Illinois 60073.

Variance Defined:

A zoning variance is an adjustment to the specified standards and regulations within an established zoning district as set forth in the Zoning Ordinance. Variances can only be granted for adjustments to the bulk regulations of the district (i.e., yard setbacks, height, floor area ratio, and size.) and cannot be granted for changes to the permitted uses identified under the zoning classification.

For a variance to be granted by the Plan Commission/Zoning Board of Appeals, the applicant must prove a particular difficulty or hardship as defined under the Illinois Municipal Code. The Plan Commission/Zoning Board of Appeals adheres to the following standards to determine variance eligibility:

- The particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out;
- The conditions upon which an application for a variation is based are unique to the property for which the variation is sought, and are not applicable, generally, to other property within the same zoning classification;
- The purpose of the variation is not based exclusively upon a desire to increase financial gain;
- The alleged difficulty or hardship is caused by this title and has not been created by any persons presently having interest in the property;
- The granting of the variations will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;
- The proposed variation will not impair an adequate supply of light and air adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

The zoning board of appeals may impose such conditions and restrictions upon the premises benefited by a variation as may be necessary to comply with the standards established in this chapter and the objectives of this title.

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Please Type or Print



<p>OFFICE USE ONLY</p> <p>Date Received: _____</p> <p>Hearing Date: _____</p> <p>Case Number: _____</p>

VILLAGE OF ROUND LAKE
442 N. Cedar Lake Road
Round Lake, IL 60073
(847) 546-5400 – PHONE
(847) 546-5405 – FAX
www.eroundlake.com

PETITION FOR A VARIANCE

Applicant: _____ Date: _____
Address: _____ Phone: _____
_____ Email: _____

Property Owner: _____
Address: _____ Phone: _____

PIN: _____

Detailed zoning relief being requested (please specify applicable Section of the Zoning Ordinance):

Current Zoning Classification of Property: _____

Current Use of Property: _____

Requested Use of the Property: _____

Related Section of the Ordinance _____ Lot Sq. Ft. _____ Bldg. Sq. Ft. _____

Address of Property: _____

Area of Subject Site: _____

(Stated in square feet if the area is less than one acre, and in acres and fractions thereof if one acre or more.)

Legal Description of Property: Please attach to this application.

**Filing Fee: Residential Districts: \$350.00 per variance request and \$50.00 for each additional request
All other districts – \$500.00 per variance request and \$50.00 each additional request. Filing fee must
be submitted with the application. Please make checks payable to the Village of Round Lake.**

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PLEASE ANSWER ALL QUESTIONS THOROUGHLY, FAILURE TO PROVIDE DETAILED INFORMATION WILL RESULT IN A DELAY IN PROCESSING YOUR APPLICATION

A. Background information

1. Statement of the circumstances, factors and arguments that the petitioner offers in support of the proposed variance. (Please be specific, state the ordinance in which you are requesting a variance, the reasons why the variance should be granted, and if the variance is granted state the changes that will be made in the property.):

2. Explain the reasons why the granting of this Variance will not be contrary to the public interest; character of the existing zoning of the area; and the proposed use will not detract from the desirability of using adjoining properties for their present uses due to the following conditions (Please be specific by explaining how the variance will effect the existing structure and will conform to the adjoining properties):

3. Will additional utilities or roadway improvements, right of way acquisitions, enlarged floodplains, need to be provided to service the variance? Please explain Why or why not.

4. Will special design features be included in the plans to prevent any detrimental effect on abutting properties or the general vicinity of the site in question? If so, please explain:

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5. Will the variance generate any odor, noise, vibration, light or particulate that will negatively impact surrounding land-uses?

6. Can you state that the characteristics impeding the property are not the result of actions by anyone with a property interest in land after the Zoning Ordinance or applicable section thereof were adopted. If cannot state this, please indicate why you feel those characteristics should not be regarded as self imposed?

B. Additional Information

1. Attach a Site Plan of the property drawn to scale and pictures showing the dimensions and square footage of the proposed use. The accuracy of the Site Plan is vital to the effectiveness of the plan review and will not be accepted if it cannot be easily read and evaluated.

2. **Exhibits Required:** Provide ten (10) copies entire package including but not limited to the Site Plan, drawn to scale, referenced in paragraph 1, as well as ten (10) copies of any other data or materials submitted as exhibits. The aforementioned information is requested to assist Village staff, Plan Commission/Zoning Board of Appeals, and the Village Board in determining the impact appropriateness of the requested variance. Please type or neatly write as much detailed information to ensure an effective evaluation of the petition. If additional space is necessary, please write on the back of the appropriate sheet.

3. The application fee must be submitted with the aforementioned to cover administrative costs associated with the petition review. All checks must be made payable to the Village of Round Lake.

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I (We) hereby affirm that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.

I (We) hereby acknowledge my (our) obligation to reimburse the Village of Round Lake for all necessary and reasonable expenses incurred by the Village in the review and certification of any documents submitted in conjunction with this application.

Applicant

Applicant

Property Owner (mandatory)

Signed and subscribed before me on
this _____ day of _____, 20_____

Notary Public

Office Use Only

Staff Checklist:

- _____ Completed application (all fields have entries)
- _____ Required Fee has been paid
- _____ Site Plans are attached

Date of Public Hearing: _____