



Village of Franklin Park  
9500 W Belmont Avenue  
Department of Community Development and Zoning  
(847) 671-8276

## Variance Application Packet Requirements

### **Please Note**

An incomplete application packet submitted to the Village of Franklin Park **WILL NOT** be accepted and **WILL NOT** initiate the application process. Only a complete packet that fulfills **ALL** the requirements listed below **WILL** be accepted and **WILL** officially initiate the application process.

### **Application Packet**

A variance allows for an approved variation of the zoning code. The potential impact of the variation upon neighboring land and the unique conditions of the property must be taken into consideration through the Variance Application. Please ensure that your application provides enough clear information about the project as possible so that a decision can be made in regards to the variance request. A complete application will include the two (2) attached forms and additional supplementary material, which should be submitted to the Department of Community Development and Zoning. The application must include one (1) copy of each of the following documents:

**A. Application for Variance**

The required application form (form A) is attached.

**B. Petition for Zoning Relief**

The required petition form (form B) is attached. This is a standard application form to be notarized.

**C. Summary of Intended Variation**

The summary of variation should be typed and provides a detailed description of the desired variation.

**D. Addresses**

The addresses of all properties within 250 feet of the property in question must be provided. This is a service that Leyden Township provides for free. In order to properly complete this section, please contact the Leyden Township Assessor's office at 2501 N Mannheim Road Franklin Park, IL or (847) 455-8616 x5183.

**E. Current Plat of Survey**

The plat of survey should include appropriate legal description and be no less than one (1) year old from the date of the variance application.

**F. Site Plan**

The site plan should be scaled based upon the plat of survey and show:

- a. Subject property
- b. Present zoning-and zoning of adjacent properties
- c. Proposed variance
- d. Existing structures and their specific locations
- e. Proposed structures including the setbacks, heights, materials, and spacing between structures (if any)
- f. Existing and proposed signs and lighting
- g. Proposed utilities (water-sewers), public or private and their location (if any)

**G. Proposed Off-Street Parking Plan**

The proposed off street parking plan should be scaled based upon the plat of survey and show the number of onsite parking spots and their locations. This plan can be incorporated into the site plan, but **MUST** be included in the application.

**H. Proof of Ownership**

If the applicant is the owner please provide a copy of the deed. If the applicant is purchasing the parcel please provide a purchase agreement. If the applicant is a lessee please provide a copy of the lease and a letter of authorization from the owner.

**I. Standards of Variance**

Responses that address the following standards in regards to the proposed variation:

- (A) PROPERTY CHARACTER AND CONDITION: What types of physical surroundings or conditions of the specific property involved provide a hardship to require a variance request?
- (B) UNIQUENESS: What unique circumstances exist which mandate a variance?
- (C) FINANCIAL GAIN: Why is a variation desired? (Outside of increasing financial gain)
- (D) CAUSE OF HARDSHIP: How do the applicable zoning regulations prevent the property in question from yielding a reasonable return?
- (E) PUBLIC WELFARE/INJURY: What impact would the granting of this variance have upon the essential character of the general area? Please include both positive and negative impacts.
- (F) IMPAIRMENT OF OTHERS (LIGHT & AIR, TRAFFIC, FIRE, PUBLIC SAFETY AND PROPERTY VALUES): Will the variance impair light and air to adjacent property, or substantially increase congestion of public streets, or increase the danger of fire or public safety, or substantially diminish property values within the area?

**J. Letter of Notification**

This letter will act as notification to the adjoining property owners (whose addresses are included in the variance application) about the request for a variance. An example format for the letter is provided below, where everything underlined and italicized should be replaced with the proper information regarding the variance application.

Dear Property Owner,

In accordance with the Village of Franklin Park Zoning Code, *name of petitioner/business* is notifying you as a neighboring property owner that the Village of Franklin Park will be holding a Public Hearing. The meeting regards a petition for a variance to *variation being applied for (see zoning code for authorized variation options)*, and is scheduled as follows:

On: Wednesday *date at time, 20XX*

At: Village of Franklin Park  
9451 W. Belmont Avenue  
Franklin Park, IL 60131

*Name of Organization/individual* is requesting the variance to *describe purpose of requested variation.*

Sincerely,  
*Petitioner/business owner*

**K. Payment**

Payment of the appropriate fee is due when the application is filed and based on the approved variance fee schedule which is as follow as per Village Code Section 11-1-5.

Variances C and I districts	\$500
Variances R districts	\$250
Yard variances R districts	\$125
The above fees are on a per application basis and all fees are non-refundable upon submission of an application	
Applicant is responsible for payment of all postage charges*	
Applicant is responsible for payment of all publication of notice charges*	

Checks to be payable to: Village of Franklin Park

\*Village staff will invoice applicant

## **Approval Process**

Once the fully completed application is submitted to the Community Development and Zoning Department the approval process can begin. The process is as follows:

### **1. Notice of Hearing**

In order to provide proper public notice information regarding the hearing a sign must be posted on the site regarding the case. This notice must be posted by the applicant for AT LEAST fifteen (15) days before the public hearing. (The information on the sign is the same as the letter of notification.) The posted notice must be facing the main road that the property is located on and must be legible from the roadway. Posted notices will be removed by the applicant within fifteen (15) days after the public hearing has been held.

### **2. Public Meeting and Presentation**

The Zoning Board of Appeals meetings are held on the 1<sup>st</sup> Wednesday of the month (subject to change) at 9451 W Belmont in the Community Room at 7:00 pm. The applicant and property owner must attend the public hearing and present their request for a Variance as well as answer any and all questions pertaining to the request. The property owner and applicant must be at **ALL** hearings. If the owner cannot be present, a power of attorney must be appointed and present at the hearing. This agent will have the ability to make finalized legal and financial decisions on behalf of the grantor (property owner).

### **3. Recommendations**

After the presentation, a vote to recommend the subject case will be made by the Zoning Board of Appeals. All findings will be moved to the Village Board of Trustees within 30-60 days for the final decision.

### **4. Final Decision**

Assuming no problems with the variation request, all recommendations are referred to the Village Board who determines the final decision and action.

**NOTE: Please allow approximately ninety (90) days from date of filing the complete application and payment for a finalized signed ordinance.**

## Form A

### Village of Franklin Park Application for Variation

<b>Contact Information</b>		
<i>Primary Contact Name</i>	<i>Primary Contact Phone</i>	<i>Primary Contact Email</i>
<b>Included:</b>		
<input type="checkbox"/> A. Application for Variation (Form A) <input type="checkbox"/> B. Petition for Zoning Relief, Notarized (Form B) <input type="checkbox"/> C. Summary of Intended Variation <input type="checkbox"/> D. Addresses <input type="checkbox"/> E. Current Plat <input type="checkbox"/> F. Site Plan <input type="checkbox"/> G. On-Site Parking Plan <input type="checkbox"/> H. Proof of Ownership <input type="checkbox"/> I. Standards of Variance <input type="checkbox"/> J. Letter of Notification <input type="checkbox"/> K. Payment		
<b>Property Information</b>		
<i>Petitioner's Name</i>		
<i>Property Address</i>		
<i>Property Interest of Petitioner</i>		
<i>Owner of Property</i>	<i>Owner of Property Phone</i>	
<i>Permanent Index Number (Tax Number or P.I.N)</i>	<i>Current Zoning</i>	
<b>Authorized Variance Requested (per section 9-10A-4)</b>		
<input type="checkbox"/> Setback <input type="checkbox"/> Use <input type="checkbox"/> Share required off street parking <input type="checkbox"/> Reduce amount of off street parking <input type="checkbox"/> Location of required off street parking <input type="checkbox"/> Reconstruction of nonconforming structure <input type="checkbox"/> Expansion of nonconforming uses <input type="checkbox"/> Expansion of nonconforming structures		

**Form B**  
**Village of Franklin Park Petition for Zoning Relief**

Date of Hearing \_\_\_\_\_

Hearing Number \_\_\_\_\_

To the Franklin Park Zoning Board of Appeals  
9451 West Belmont Avenue  
Franklin Park, Illinois 60131

**APPLICATION IS HEAREBY MADE FOR: (Please cite specific sections of the Zoning Ordinance. Attach Additional sheets if necessary.)**

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**ON PROPERTY HEREINAFTER LEGALLY DESCRIBED:**

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**(PLEASE ATTACH LEGAL DESCRIPTION)**

**P.I.N.** 12- - - -0000

**Commonly known by the street address of:** \_\_\_\_\_

**By:**

\_\_\_\_\_  
*Owner/Agent*

\_\_\_\_\_  
*Applicant*

\_\_\_\_\_  
*Property Owner or Person Having Possessory Interest*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State Zip*

\_\_\_\_\_  
*City, State Zip*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Email*

I, \_\_\_\_\_, do hereby certify or affirm that the owner/person(s) holds possessory interest in the above described property make application as such

\_\_\_\_\_  
*Signature*

**SUBSCRIBED AND SWORN TO ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.**

\_\_\_\_\_  
*Notary Public*