

# INSTRUCTIONS FOR APPLICATION FOR ZONING ACTION

## **When is a Variance Needed?**

Each zoning district established in the Homewood Zoning Ordinance has specific standards regulating the use of land in that district based on physical surroundings and issues, such as drainage, supply of light and air, and public safety. A variance may be an option when your proposal does not comply with the established standards of the zoning district in which your property is located.

## **What is a Variance?**

A variance is a limited means by which a property owner may seek relief from the standards set by the Homewood Zoning Ordinance.

## **Conditions for Variances**

Variances are considered based upon the following conditions:

- physical features of a property that cause a hardship
- site conditions that are generally not applicable to other properties in the same zoning district
- hardships not caused by the petitioner
- zoning relief would not be detrimental to the public welfare, impair adequate light and air, endanger the public safety, or weaken property values in the area.

## **Instructions for Applying for a Variance**

When applying for a variance, the following items are required to be submitted:

- 1) application for zoning action must be filled out completely and accurately
- 2) site plan drawn to scale indicating the proposed improvement to the subject property
- 3) written statement from the applicant which addresses the conditions for a variance (see above *Conditions for Variances*)
- 4) proof of ownership or interest in ownership, such as a deed, current tax bill, title insurance policy, real estate contract, etc.
- 5) plat of survey with legal description
- 6) application filing fee

*A plat of survey is required to accurately evaluate your request. The measurements shown on the plat will be used during the hearing. If you intend to present evidence other than what is shown on your existing plat, you will need to provide a current plat of survey.*

In addition to the required submittals, the applicant may submit supplemental evidence to support their request, such as:

- photographs of the property seeking a variation
- petition of neighboring property owners stating that they do not object to the proposed variation

## **Conditions of Approval**

No variation shall be granted unless findings based upon the evidence meet the following conditions of approval:

- Can the property in question yield a reasonable return with the relief requested?
- Is the plight of the owner due to unique circumstances?
- Will the requested relief alter the essential character of the locality?



**VILLAGE OF  
HOMEWOOD**  
2020 Chestnut Road,  
Homewood, IL 60430  
(708) 206-3385

# APPLICATION FOR ZONING ACTION

**SUBJECT PROPERTY ADDRESS:**

**APPLICANT INFORMATION:**

Name:

Email:

Phone (daytime):

Address:

Fax:

**PROPERTY OWNER INFORMATION (if different than applicant):**

Name:

Email:

Phone (daytime):

Address:

Fax:

**Requested zoning action; please be specific:**

**Has the present owner applied for zoning action for this property within the last 12 months:**     Yes     No

**REQUIRED SUBMISSIONS:**

- Completed application
- Site plan drawn to scale indicating the proposed improvement to the subject property
- Statement which addresses Conditions for Variances (see attached instruction sheet)
- Proof of ownership or interest of ownership
- Plat of survey with legal description

**\* IMPORTANT \***

*A plat of survey is required to accurately evaluate your request. The measurements shown on the plat will be used during the hearing. If you intend to present evidence other than what is shown on your plat, you will need to provide a current plat of survey.*

**SUPPLEMENTAL EVIDENCE (OPTIONAL):**

- Photographs of the property seeking a variation
- Petition of neighboring property owners stating that they do not object to the proposed variation

**Office Use Only**

**Zoning of Property:**     R1     R2     R3     R4     B1     B2     B3     B4     DO     M     PL

**Requested Action:**     Zoning Variance     Administrative Variance     Minor Variance

**Current Use:**     Conforming     Nonconforming     PUD

**Variance Request - HZO Section No.:**

**Date Application Received:**

**Case No.:**

Application Fee Paid:	Zoning Variance	Administrative Variance	Minor Variance
Residential	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$100.00
Commercial	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$100.00

I hereby certify that the statements and facts given on this application are true and complete to the best of my knowledge. I agree that if granted the variation requested, the resultant land use will at all times comply with applicable resolutions, ordinances and standards of the Village of Homewood.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date