



CITY OF ROLLING MEADOWS

PLANNING AND ZONING COMMISSION

ZONING VARIATION APPLICATION

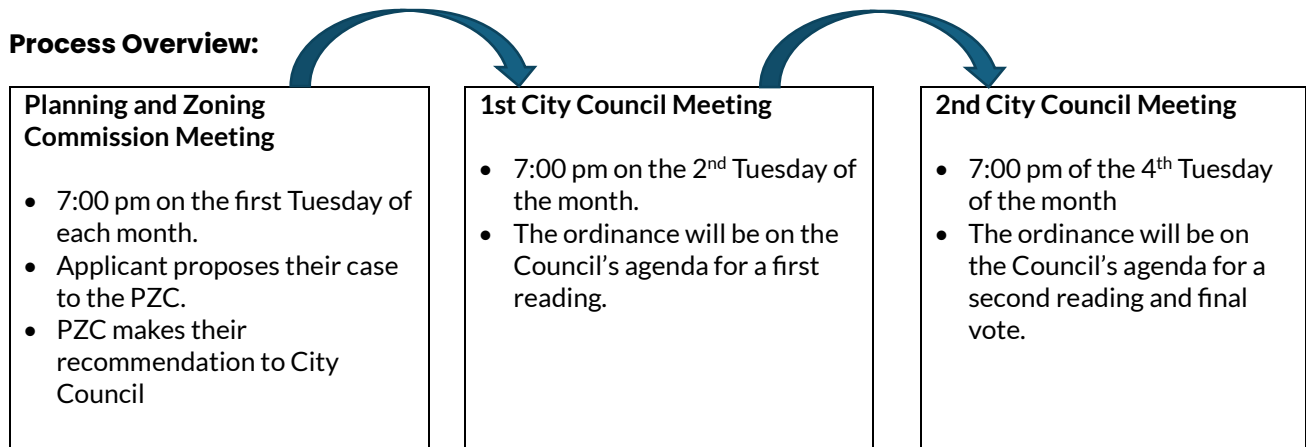
The City of Rolling Meadows Zoning Ordinance ([here is a link](#)) establishes standards for the improvement of property throughout the City. These regulations, often referred to as “bulk regulations”, are intended to ensure compatibility between properties, preserve property values, promote public safety, and avoid negative impacts on surrounding properties, streets, and infrastructure.

The Zoning Ordinance acknowledges that application of the standard bulk regulations to some properties may be difficult due to unique conditions occurring on a property. This is often referred to as a hardship. In those cases, a property owner may choose to request a variation from the bulk regulations. Variations require a public hearing before the Planning and Zoning Commission and approval by the City or Rolling Meadows City Council.

The Planning and Zoning Commission (PZC) is a body of seven volunteer residents appointed by the Mayor and City Council. The PZC holds public hearings and makes recommendations to the City Council for all variations from the Zoning Ordinance and other zoning applications. The PZC will evaluate your application based on the prescribed Standards for Variations (attached). The burden of proof is on the Applicant to demonstrate that the variation meets those standards. The PZC will make a recommendation to the City Council to approve, approve with conditions, or deny the relief requested. The PZC may also continue a hearing to a subsequent meeting date if additional information is needed or if other circumstances necessitate a continuance.

The following is a description of the variation process, a checklist of documents that must be provided with the application, and a list of required fees. Attached to this description is the Application Form and the Standards for Variations.

Process Overview:



Detailed Timeline:

• >30 days before PZC Public Hearing	○ Applicant submits application and all accompanying documents and fees. A public hearing will not be scheduled until all required documents and fees are provided.
• 30-15 days before Public Hearing	○ The City provides the following notifications: ○ A legal notice is published in a local newspaper. ○ Public notice letters are sent to property owners within 300 feet of subject lot. ○ A public hearing sign is posted on the property.
• Friday before Public Hearing	○ The agenda, staff report, and application materials are published on the City's web site on the Friday before the hearing.
• Day of Public Hearing	PZC meets at 7:00 p.m. at the City Hall. Staff will provide an overview of the request. The Applicant will give a brief presentation and members of the public will be invited to comment. All testimony is required to be under oath. The PZC will then discuss the application's merits. You must participate in this meeting. If you or your representative do not appear, your application may be continued or denied. The PZC may recommend that the City Council approve or deny the Text Amendment. The PZC may also continue the hearing to a subsequent meeting date if they require more information from the Applicant or a third party.
• 1 Week after PZC Hearing	○ City Council performs first reading; there is discussion, but no final action.
• 3 Weeks after PZC Hearing	○ City Council performs second reading and votes.

Fees and Escrow:

	Application Fee	Publication Fee	Cash Advance*
Variation	\$175	\$75	\$1,000

The total of the Application Fee, Publication Fee, and Cash Advance, paid as a single payment to the “City of Rolling Meadows” must be provided with the initial application. The Application and Publication fees are non-refundable, whether the variation is approved or denied. Any remaining balance of the Cash Advance will be refunded, typically within 60 to 90 days after conclusion of the special use review process.

* The cash advance covers any unanticipated costs related to your application, such as fees for legal review or civil or engineering consultants. *The cash advance may be waived by the Community Development Director for applications that will not require outside review.*

Checklist for Attachments to Application

Prior to scheduling the special use for a public hearing, the applicant **must** submit ***one hard copy and one digital (pdf) copy*** of the following documents:

- ☐ **Variation Application;** The application must be signed by both the applicant and the property owner (see attached).
- ☐ **Response to Variation Standards;** Detailed responses must be provided to each standard (see attached). Yes or no answers are not sufficient.
- ☐ **Plans/Drawings;** Please consult with staff for direction regarding a specific application. Required plans may include:

- ☐ Site Plan
- ☐ Building Elevation
- ☐ Sign Elevation
- ☐ Landscaping Plan

Plans should be drawn to scale and be prepared by a design professional (engineer, architect or landscape architect).

- ☐ **Authorization to File and Proof of Ownership;** Applicant must provide a legal document (for example, copy of title or deed) indicating current property owner and if the applicant is not the owner, a letter from the owner authorizing the applicant to proceed with the application. Letters of intent or tax bills are not sufficient.

- ☐ **Plat of Survey;** An up-to-date Plat of Survey with legal description.

You **may** also consider including photographs and maps of the subject property and surrounding area, written testimony from neighboring property owners, and other exhibits that support your application. Questions regarding this process should be directed to City Staff.



**THE CITY OF ROLLING MEADOWS
PLANNING AND ZONING COMMISSION
VARIATION APPLICATION**

Property Address:		
Real Estate Tax (PIN) Number:		
Applicant Information (applicant will be the City's primary contact):		
Name:		
Address:	State:	Zip:
Phone:	Email:	
Property Owner Information:		
Name:		
Address:	State:	Zip:
Phone:	Email:	
Interest of Applicant (check one): ☐ Property Owner ☐ Contract Purchaser ☐ Prospective Tenant		
Description of Variation:		
By signing below, the applicant and owner confirm all information provided with this application and additionally, acknowledge that they have read and that they fully understand the provisions contained within Section 78-67 of the City Code and that they each hereby agree to comply with the provisions of said Section 78-67 concerning reimbursement of fees. Further, by signing below, each warrant that they possess full authority to so sign. The owner and applicant agree that owner and applicant shall be jointly and severally liable for payment of fees referred to in Section 78-67 of the Municipal Code.		
Applicant's Signature:		
Owner's Signature:		



**THE CITY OF ROLLING MEADOWS
PLANNING AND ZONING COMMISSION
VARIATION STANDARDS**

Chapter 122, Article VI, Section 122-393(5) of The City of Rolling Meadows Zoning Ordinance specifies the standards for approval for all variations. The Planning and Zoning Commission will base its recommendation on whether the Applicant has shown that the variation meets each standard. Please provide a statement as to how your application satisfies each standard. You may respond to the questions below on this sheet or attach a separate typed sheet.

Standard 1. Unique physical condition: The presence of unique physical conditions related to the property that create a hardship or practical difficulty for the applicant to meet the established requirements of this chapter. The applicant must evidence how such unique hardship or practical difficulty is more impactful to meeting the requirements of this chapter than a mere inconvenience.

Standard 2. Impact: Granting a variance will not substantially impact use and enjoyment of adjacent or nearby properties by impairing an adequate supply of light and air, increasing the risk from fire or other public safety hazard, or diminishing property values. To mitigate impacts, the variance should be the least amount of relief required to accomplish the proposed development.

Standard 3. *Not self-imposed: The conditions creating the hardship or practical difficulty are a result of application of this chapter, and not self-imposed, having been created by the applicant or by another on behalf of the applicant, or in furtherance of an opportunity for additional profit.*

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Standard 4. *Use of property: Use of the property possible under the standards of this chapter, without receiving the requested variance, would deprive the property owner of substantial rights commonly enjoyed by owners of other lots subject to the same provisions. This standard acknowledges that application of zoning standards may create somewhat increased development costs; which do not constitute, in and of themselves, a hardship.*

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Standard 5. *Community character: Granting a variance will not impair the public health, safety, morals, comfort, or welfare of the community. Further, said variance shall not significantly alter or impact the essential character or trend of development in the general area, including characteristics such as building height and setback, traffic management, landscaping, building orientation, and established aesthetic standards.*

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