



**VARIATION
APPLICATION**

Please return completed application to:

Community Development Department
Village of Beach Park
11270 W Wadsworth Rd
Beach Park, IL 60099
(847) 746-1770



PROCEDURES FOR VARIATION

The regular meetings of the Plan Commission / Zoning Board of Appeals (PC/ZBA) are held on the first Thursday of the month, except for public holidays. Public hearings are scheduled for the same date or as needed.

A completed application must be submitted a minimum of 30 calendar days prior to public hearing, to provide enough time for review and analysis.

Notice of public hearing will be processed by Village Staff not more than thirty (30) and not less than fifteen (15) days before the hearing date.

Applicant is required to:

1. Complete the appropriate application. Submit to the Village with the following: authorization of the property owner, introductory Project Narrative letter describing the request, a site plan, the application fee per the Village fee schedule, and a plat of survey (must show current extent of subject property, a legal description, dimensions). Depending on the nature of the application, Village Staff may require additional documentation to support the petition.
2. Applicants are required to appear before the PC/ZBA to present their application or petition on the day of the public hearing. Applicants are also advised to appear at the Village Board meeting when the PC/ZBA recommendation on the petition is to be considered.

Village Staff will do the following:

1. Compile a list of all property owners within 250 feet of the subject property for purposes of distribution of notification of public hearing by certified mail. Village Staff will then prepare and distribute the certified notices.
2. Provide notice of public hearing to the newspaper for publishing.
3. Post a public hearing information sign on the subject property.
4. Prepare the official record of the public hearing (called the Findings of Fact) and the recommendation of the PC/ZBA as approved at the time of the public hearing. The Findings of Fact and Recommendation will be submitted to the Village Board of Trustees for consideration at a regularly scheduled Board meeting.



**PETITION FOR
VARIATION**

I. APPLICANT INFORMATION

NAME(S): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

II. APPLICANT TYPE (Owner authorization required if applicant is not the property owner.)

- ☐ OWNER
- ☐ CONTRACT PURCHASER
- ☐ OPTION HOLDER
- ☐ LESSEE
- ☐ OTHER (SPECIFY): _____

III. LOCATION OF SUBJECT PROPERTY (Please attach additional sheets if necessary.)

A. COMMON DESCRIPTION:

B. PIN(S):

C. LEGAL DESCRIPTION:



IV. PROPOSED USE (Please attach additional sheets if necessary.)

A. DESCRIPTION OF PROPOSED OR REQUESTED ACTION:

B. JUSTIFICATION FOR PROPOSED VARIATION:

Please include responses to the following items.

The Zoning Board shall recommend and the Village Board of Trustees shall grant a variation only when it shall have been determined, and recorded in writing, that all of the following standards are complied with:

1. That the particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.

2. The condition upon which the petition for a variation is based are unique in that the property owner for which the variation is sought and are not applicable, generally, to the other property within the same zoning classification.



3. That the alleged difficulty or hardship is caused by the Zoning Ordinance and has not been created by any person presently having an interest in the property.

4. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.

5. That the variation does not permit a use otherwise excluded from the particular zone except for uses authorized by the Plan Commission, subject to the approval of the Village Board, as "Similar and Compatible Uses."

6. That the variation granted is the minimum adjustment necessary for the reasonable use of the land.



7. That the granting of any variation is in harmony with the general purposes and intent of the zoning ordinance, and will not be injurious to the neighborhood, be detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the Comprehensive Plan for development of the Village.

8. That for reasons fully set forth in the recommendations of the Zoning Board and the report of the Village Board, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Zoning Ordinance would deprive the applicant of any reasonable use of his land. Mere loss in value shall not justify a variation; there must be a deprivation of beneficial use of land.

V. APPLICANT ACKNOWLEDGEMENT

By my signature below, I hereby attest that the information provided in this application is true, accurate and complete to the best of my knowledge.

Signature

Date

Title



AFFIDAVIT AUTHORIZING PETITION

I/We, _____,
am/are the owner(s) or authorized representative of the owner(s) of certain real property known as
_____, in Beach Park, IL,
with the PIN(s) of _____.

By my signature below, I hereby authorize a petition for the purpose of:

Print Name

Print Name

Owner / Representative Signature

Owner / Representative Signature

Date

Date