



Community Development Department

City Hall

222 E. 9th Street, 2nd Floor

Lockport, IL 60441

(815) 838-0549, Option 4

www.cityoflockport.net

Variance Application

Last revised 2/4/2026

Variance Application

Applicant: _____

Phone: _____ **Email:** _____

Check all that apply.

☐ **Rezoning**

☐ **Special Use Permit**

☐ Planned Unit Development

☐ Other: _____

Check one of the following:

☐ Applicant is owner of the subject property and is the signer of this application.

☐ Applicant is the contract purchaser of the subject property and has attached a copy of said contract.

☐ Applicant is acting on behalf of the beneficiary of a trust.*

☐ Applicant is acting on behalf of the owner (notarized letter of consent from owner required.)

** In the event that the subject property is held in a trust, a notarized letter from an authorized trust officer identifying the applicant as an authorized individual acting in behalf of the beneficiaries and providing the name, address and percentage of interest of each beneficiary is attached to this executed application.*

Subject Property Information

Location: _____

of Acres: _____ **PIN #:** _____

Current Zoning: _____ **Proposed Zoning:** _____

Current Use: _____

Proposed Use: _____

Fire District

☐ Lockport Township

☐ Homer Township

☐ Northwest Homer Township

☐ Other: _____

School District

☐ Lockport Township High School Dist. #205

☐ Fairmount Elementary Dist. #89

☐ Taft Elementary Dist. #90

☐ Milne-Kelvin Grove Dist. #91

☐ Homer Township Consolidated Dist. #33C

☐ Ludwig-Reed-Walsh Dist. #92

☐ Other: _____

Applicant Project Team

Fill out contact information for all applicable parties.

Contact Person:

Name: _____
Address: _____
Phone: _____ Email: _____

Land Owner:

Name: _____
Address: _____
Phone: _____ Email: _____

Land Planner:

Name: _____
Address: _____
Phone: _____ Email: _____

Surveyor:

Name: _____
Address: _____
Phone: _____ Email: _____

Engineer:

Name: _____
Address: _____
Phone: _____ Email: _____

Attorney:

Name: _____
Address: _____
Phone: _____ Email: _____

Other:

Name: _____
Address: _____
Phone: _____ Email: _____

Variance Request Submittal Checklist

The following are required for application submittal:

- ☐ One (1) original and completed Variance Application.
- ☐ A written summary of the request.
- ☐ Payment of all application and review fees in accordance with the City's approved Fee Schedule (*below*). All fees shall be submitted to the Community Development Department.
- ☐ One (1) original completed Homeowners Association Compliance Form (*If there is not a homeowners association, please indicate N/A on application page*).
- ☐ Completed petition for variance of zoning (*below*).
- ☐ One (1) copy of a scaled Plat of Survey or Site Plan showing the location and dimensions of proposed building, building addition and/or structure, include all setback dimensions to property lines and/or other buildings or structures.
- ☐ One (1) copy of an architectural elevation plan for all four (4) sides of proposed building or structure, including height and size dimensions, construction materials, etc. (*If applicable to request, consult City Planner if needed*).
- ☐ Any additional documentation requested by the City during the pre-application meeting, *if applicable*.
- ☐ One (1) USB drive, emailed submission, or shared link to file transfer service sent ajaje@lockport.org in PDF format of documents listed above.

I certify that all required documentation, fees and supporting information being submitted on behalf of this application request is complete and accurate. I further acknowledge that any missing documentation, fees and/or supporting information can result in a delay of the processing and review of this application request.

Signature of Applicant

Date

Homeowners Association Compliance Form, if applicable

Name of Owner: _____ Date: _____
Address: _____ Lot #: _____
Subdivision: _____ Phone #: _____

Describe the work to be done: (Attach sketches, plat of survey, and other plans to application)

Work to be done has been approved by the Homeowners Association:

☐ Yes ☐ No

Work to be done is in compliance with the Homeowners Association Covenants:

☐ Yes ☐ No

If no, please explain:

Signature of Applicant: _____ Date: _____

Signature of HOA Representative: _____ Date: _____

Print Name and Title: _____

Summary of Application Review Process

PRE-APPLICATION MEETING

Every applicant is encouraged to participate in a pre-application meeting to initiate the review process for each variance case. The pre-application meeting allows the applicant to familiarize themselves with the City's development objectives and procedures, and to learn about any special circumstances that may exist or be applicable to the subject property.

Staff conducts pre-application meetings on Tuesday mornings. The request for a pre-application meeting should be made to the City Planner not less than one (1) week prior to the desired date of the meeting. If the applicant has any site plans, maps, data, or other information that may be necessary to illustrate or describe the characteristics of the proposed development, the developer shall deliver such information to the City Planner via email to ajaje@lockport.org no later than Wednesday afternoon before the scheduled meeting date. If this information is not received, the meeting may be cancelled.

STAFF REVIEW

The City Planner shall review each variance application and any accompanying drawings, supporting documentation and statements in order to determine whether such application is consistent with all City requirements. If the application is completed, the City Planner will then determine what Plan & Zoning meeting the applicant will be scheduled for.

If determined necessary by the City Planner, a review by the City's development engineering consultant may be completed to ensure compliance with approved grading for the lot and/or to verify that there are no conflicts with existing public utilities and/or drainage easements. Depending on the magnitude of any review, the applicant may be subject to additional review fees.

PLAN & ZONING COMMISSION REVIEW

Upon completion of the review of the application, the City Planner shall prepare a staff report and recommendation based upon his/her evaluation of the variance request. The City Planner shall make the report, copies of the application and any drawings, statements, and a report of compliance or non-compliance available to the public and/or Plan and Zoning Commission. The Plan & Zoning Commission is responsible for interpreting the City's Zoning Code. The Commission can make recommendations to vary the requirements of the Zoning Ordinance. All decisions of the Plan & Zoning Commission are to be final administrative determinations, and shall be subject to review by a court of law in the manner by the applicable state statute.

Meeting Location: City Hall, 222 E. 9th Street, Lockport, Illinois 60441

An applicant or their representative must be present at the scheduled meeting or their case will be postponed.

Application Fees

The following non-refundable fees shall be charged with the submission of this application.

Application Fee for 1 Variance	Additional Variance Request
\$600	\$50 each additional request

In addition to the above fees for variance applications, the applicant shall be obligated to reimburse the City for any fees incurred by the City for mailing and copying, legal advertising costs, or hiring professional consultants (legal, engineering, land planning, financial, and/or other professional consultants) that may be required in the review of the application. If the fees stated above exceed the amount charged by the application fee, the applicant shall be obligated to reimburse the City for the following:

1. A 15% fee of the total charges shall be added as an administrative fee.
2. All proceedings in connection with the rezoning, Special Use permit, Planned Development, or Variation shall be stayed until such sum so designated is submitted to the city as required.
3. All proceedings with regard to the rezoning, Special Use permit, Planned Development, or Variation shall be stayed until subsequent requests for payment of fees shall be submitted.
4. Any request or subsequent demand of the city not paid by the applicant within ten days of the date of the demand shall, at the discretion of the City Council and upon written notice to the applicant, terminate and render null and void the proposed rezoning, Special Use permit, Planned Development, or Variation application.

*** ALL FEES ARE SUBJECT TO CHANGE ***

County of Will)
City of Lockport)

SS.

State of Illinois)
No. _____

**PETITION FOR VARIATION OF ZONING
TO THE CITY OF LOCKPORT PLAN & ZONING COMMISSION**

I hereby petition the City of Lockport Plan & Zoning Commission for a hearing to modify the application of the Zoning Ordinance for the following described property; common address and legal description:

Zoning Code Section seeking relief from: _____

Variance Proposal:

Review Standards for a Variance
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1. The property in question cannot yield a reasonable return, if permitted to be used only under the conditions allowed by the regulations of the district in which it is located:

2. The proposed variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship that will result if the strict letter of the regulations were carried out, which are not generally applicable to property within the same district:

3. The alleged hardship has not been directly created by any person presently having a proprietary interest in the premises:

4. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood:

5. The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, or endanger the public safety:

6. The proposed variation will not alter the essential character of the locality:

7. The proposed variation is in harmony with the spirit and intent of this chapter.

Signature of Petitioner: _____ Date: _____
(Must be notarized)

I, _____, being on oath first duly sworn, depose and say that I have read the above and foregoing petition by me subscribed, known the contents thereof and that the same is true and correct to the best of my knowledge and belief.

SUBSCRIBED and Sworn to _____
Before me; a Notary Public;
This _____ day of _____
A.D. 20____

Notary Public