



Petition Form for
Business/Industrial Zoned District Variation

For Office Use Only

Address of Subject Property: _____

Docket Number: _____

Signed Affidavit Dated: _____

To the Petitioner:

Anyone who requests relief from the Zoning Code must first complete this petition in all its entirety. The contents of this petition are as follows:

Petition
Procedures and fees required
Review considerations

Please read the entire form and complete every section as thoroughly as possible. If you have any questions, please call the Community Development Department at (847)-357-4220.



PETITION FOR BUSINESS/INDUSTRIAL ZONED DISTRICT VARIATION VILLAGE OF ELK GROVE VILLAGE

We, the undersigned, being owners of record of the following described real estate, do hereby request that the following legally described real estate be granted a variation from the provisions of the Elk Grove Village Zoning Ordinance, as it applies to:

Permanent Real Estate Tax Index No. _____

Assessed Valuation 20____

(last 3 years) 20____

20____

Said real estate is legally described as follows:

- Attach Legal Description of Property

Owners of Record:

_____	_____
(Print/Type Name)	(Signature)

_____	_____
(Print/Type Name)	(Signature)

_____	_____
(Print/Type Name)	(Signature)

Petitioner's Name:

_____	_____
(Print/Type Name)	(Signature)

_____	_____
(Address)	(City)

(Phone)



If a property owner in the Village feels that, because of exceptional conditions to their property, strict application of the regulations of the Zoning Ordinance results in particular hardship to them, they may petition for a zoning variation. Examples of these exceptional conditions include the surroundings, condition, narrowness, shallow, shape, topographical conditions, or other reasons or conditions that the property owner desires the Zoning Board of Appeals to consider as a demonstrable hardship.

I - INITIATION:

If a property owner wishes to have a variation on their property, a petition (application attached) must be made to the Mayor and Board of Trustees:

A. The following documents are required:

- ☐ **Petition** (attached) completed in full.
- ☐ Letter of transmittal stating the rationale for the variation request.
- ☐ Current evidence of **Title to property**.
- ☐ **Fifteen (15) copies of a Plat of Survey of the property showing:**
 - a. The location, size, and use of all existing buildings and structures.
 - b. The proposed use of the property.
 - c. Which portion, if any, of the subject property is in the flood plain.
- ☐ **Legal description of the property.**
- ☐ **Fifteen (15) copies of photographs and supporting documents** of the area for which the variance is requested.

B. Submit a check made payable to the Village of Elk Grove Village to meet the following:

1. \$150.00: Filing Fee.
2. \$250.00: Deposit to cover the cost of a court reporter's transcribing the public hearing procedures before the Zoning Board of Appeals. The petitioner is responsible for payments in excess of the \$250.00 fee, should the deposit be insufficient to cover actual costs.

C. Documents and fees are to be submitted to the Community Development Department, 901 Wellington Avenue, Elk Grove Village, Illinois 60007



II - REVIEW AND PROCESSING:

Upon receipt of the application for variation and fees, the Director of Community Development will:

- A. Examine the request for compliance with the above requirements for information, documents, and fees. Incomplete inquiries will be returned to the petitioner for their action. Step “B” will be taken when all application requirements have been fulfilled.
- B. Forward the application to the Zoning Board of Appeals. The Zoning Board of Appeals will hold a public hearing on the application as required by State Statute. The Zoning Board of Appeals will submit its recommendation and finding of fact to the Mayor and Board of Trustees.

III - PUBLIC HEARINGS:

- A. The Petitioner must be present at the public hearing unless represented by counsel and/or authorized agent. (See enclosed Resolution No. 29-90)
- B. Advertisement Procedures:

The Village has established procedures and outlined the responsibilities for the processing of applications and notifications of interested individuals prior to the conducting of a public hearing. We solicit your cooperation in discharging your responsibility as the petitioner.

After your application is determined by the Village to be complete, the VILLAGE will:

1. Review your application and, in consultation with the hearing body, schedule a date when the public hearing may be held. The Village will notify you when the hearing date is established.
2. Prepare and place the legal notice for publication in a newspaper of general circulation within the Village of Elk Grove Village not more than thirty (30) days nor less than fifteen (15) days in advance of such hearing.
3. Prepare and distribute notices of the public hearing to all property owners and/or residents, and if deemed necessary, other interested parties within three hundred (300') feet of the subject property under inspection.

Written notice shall be served in person or by mail not more than thirty (30) days nor less than ten (10) days prior to the scheduled public hearing date.



C. As the PETITIONER, it is your responsibility:

1. To post at each street frontage of the subject property, a wooden or metal sign(s) four (4) feet by eight (8) feet in size with letters of sufficient size as to be clearly legible to public view on the nearest public way, for at least ten (10) consecutive days prior to the public hearing. The sign(s) shall list, briefly:
 - a. The nature and purpose of the hearing.
 - b. The common address or location of the property in question.
 - c. The approximate area size of the subject property.
 - d. The time and place of the hearing.
2. To remove the sign(s) within five (5) days after the public hearing is held.

Based on the above procedures the minimum time required between receipt of your complete application and a public hearing on your petition will be at least forty-five (45) days. Due to meeting schedules, newspaper publication schedules, and other petitions under consideration more than forty- five (45) days may be necessary before your hearing can be held.

Please be assured, however, that the Village of Elk Grove will schedule the public hearing at the earliest possible date.

IV - FINAL ACTION:

Upon receipt of the recommendations and findings of fact from the Zoning Board of Appeals, the Mayor and Board of Trustees will:

- A. Deny the request.
- B. Approve the request with or without modification.
- C. Adopt appropriate ordinance.



Site Visit Authorization

I hereby grant employees of the Village of Elk Grove Village, their agents, and members of the Elk Grove Village Zoning Board of Appeals permission to enter on the property located at the following:

Address:

Visual inspection of the site must be accomplished during reasonable hours. This permission is granted in regards to Elk Grove Village Zoning Variation Petition for the above-cited property.

If Owner

Signature of Owner

Date

If property is Leased

Signature of Lessee

Date

Signature of Owner

Date



RESOLUTION 29-90

A RESOLUTION ESTABLISHING PROCEDURES FOR PUBLIC
HEARINGS BEFORE BOARDS AND COMMISSIONS IN THE
VILLAGE OF ELK GROVE VILLAGE

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees
of the Village of Elk Grove Village, Counties of Cook and DuPage, Illinois,
as follows:

Section 1: That the petitioner must complete the application for a
public hearing before the appropriate board or commission as is currently
available from the office of the Village Clerk.

Section 2: That the petitioner must be present at the public
hearing unless represented by counsel and/or an authorized agent.

Section 3: That the petitioner must submit written authorization to
the Village Clerk prior to the public hearing date, in order to be
represented by counsel and/or agent.

Section 4: That this Resolution shall be in full force and effect
from and after its passage and approval according to law.

VOTE: AYE: 5 NAY: 0 ABSENT: 1

PASSED this 8th day of May, 1990.

APPROVED this 8th day of May, 1990.

Charles J. Zettek
Village President

ATTEST:

Patricia S. Smith
Village Clerk