



Complete all applicable sections. The property owner must sign the application. Incomplete applications may delay scheduling.

1. APPLICANT & PROPERTY INFORMATION

Property Owner		Phone	
Property Address		Email	
Mailing Address		City / State / ZIP	
Applicant / Agent (if different)		Business Name	
Parcel No.		Zoning District	
Application Date			

2. VARIANCE REQUESTED

Identify the exact zoning requirement from which relief is requested. Use additional rows or attach a separate sheet if more than three standards are involved.

Regulation / Standard	Ordinance Requirement	Existing Condition	Proposed Condition	Variance Requested

Project description — What are you proposing to build, change, use, or alter?

3. REQUIRED FINDINGS — APPLICANT JUSTIFICATION

Ordinance No. 1125.04(b) requires the Planning Commission to find that ALL of the following facts and conditions exist. Provide specific facts about this property and proposal; attach additional pages or supporting documents if needed.

1. Exceptional or extraordinary circumstances

Required finding: Exceptional or extraordinary circumstances or conditions apply to the subject property that do not apply generally to other properties in the same district or vicinity.

Applicant prompt: What is physically or legally unusual about this property? Explain how those conditions differ from nearby properties and why they make strict compliance difficult.

2. Circumstances not self-created

Required finding: The special circumstances or conditions do not result from actions of the property owner or any of their predecessors in title.

Applicant prompt: Explain when and how the condition arose. Identify any relevant lot configuration, existing structures, topography, easements, prior approvals, or other circumstances not created for the purpose of obtaining this variance.

3. Preservation of a substantial property right

Required finding: The variance is necessary for the preservation and enjoyment of a substantial property right possessed by owners of other properties in the same district or vicinity.

Applicant prompt: What property right or reasonable use would be substantially impaired without the variance? Give examples of comparable rights or uses enjoyed by other properties in the area.

4. No material detriment or injury

Required finding: Authorization of the variance will not be materially detrimental to the public welfare or injurious to property in the district or vicinity.

Applicant prompt: Describe likely effects on adjoining properties and the public, including setbacks, privacy, drainage, traffic/parking, visibility, access, safety, light, noise, landscaping, and neighborhood character, as applicable.

4. REQUIRED SITE PLAN & SUPPORTING MATERIALS

Submit a legible site plan or survey showing the information below. Mark N/A where an item does not apply. Staff may request additional information needed to evaluate the request.

- ☐ Property lines and lot dimensions

☐ Distance of structures from property lines

☐ Parking areas and access points

☐ Landscaping, walls or screening, if applicable

☐ Structure height and proposed use
- ☐ Existing and proposed structures

☐ Streets, alleys, driveways and pedestrian ways

☐ Easements or rights-of-way, if known

☐ North arrow and drawing scale / dimensions

☐ Other supporting photos, surveys or exhibits

Floodplain note: If the property or proposal is subject to floodplain regulations, additional elevation information, notices, permits, or conditions may be required.

5. ABUTTING PROPERTY INFORMATION

List owners of property adjoining the subject property and directly across the street, as applicable.

North

South

East

West

Other / Across Street

6. OWNER CERTIFICATION

I certify that the information submitted with this application is true and complete to the best of my knowledge. I understand that the applicant bears the burden of presenting evidence supporting each required finding and that submission of an application does not guarantee approval. I authorize Village staff and officials to review the property as reasonably necessary for consideration of this request.

Property Owner

Signature

Date

Building/Zoning Coordinator

Date

Applicants are strongly encouraged to attend the Planning Commission hearing so they can answer questions and present evidence supporting the request.

7. FOR OFFICE / PLANNING COMMISSION USE ONLY

Application Complete

☐ Yes ☐ No

Hearing Date

Fee

\$80

Date Paid

Payment: ☐ Cash ☐ Check ☐ Card

Received By

PLANNING COMMISSION FINDINGS

1. Exceptional / extraordinary circumstances

☐ Met ☐ Not Met
2. Circumstances not self-created

☐ Met ☐ Not Met
3. Substantial property right

☐ Met ☐ Not Met
4. No material detriment / injury

☐ Met ☐ Not Met

Decision: ☐ Approved ☐ Approved with Conditions ☐ Denied ☐ Continued

Findings of Fact / Conditions / Notes

Chair / Authorized

Signature

Date