



VILLAGE OF
INDIAN HEAD PARK
ILLINOIS

VARIATION

Dear Petitioner:

This packet contains descriptions of the procedures and the required forms relative to a request for a variation. Village staff have prepared these documents to assist you in the Village's public hearing process with the least amount of procedural difficulties. These documents are intended for your review but do not replace the need to consult with the staff throughout the public hearing process. If you have any questions, please feel free to reach out to Village staff at the information below.

Thank you,

Planning and Zoning Staff
Village of Indian Head Park
201 Acacia Drive
Indian Head Park IL 60525
(708) 246-3080



VILLAGE OF INDIAN HEAD PARK ILLINOIS

VARIATION PETITION APPLICATION

Applicant Information

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Phone:

()

Email:

Property Information

Proprietary Interest:

ie: Contract Purchaser/Attorney/Owner

Address of Property:

Street Address

Suite /Unit #

INDIAN HEAD PARK, IL 60525

City

State

ZIP Code

Description of Request:

Petitioner's Certification: I hereby certify that all documents and information provided to the Village of Indian Head Park, is accurate and complete. I understand and agree that if the Village incurs legal, engineering, consult and/or public hearing costs exceeding the application fee, these costs will be paid in full by the petitioner.

Signature of Petitioner: _____ **Date:** ____/____/____

Printed Name of Petitioner: _____ **Date:** ____/____/____

THE VILLAGE OF INDIAN HEAD PARK
201 ACACIA DRIVE
INDIAN HEAD PARK, IL 60525
P: 708.246.3080 F: 708.246.7094



FINDINGS OF FACT

PROPERTY ADDRESS: _____

As per Section 42-107(e) of the Village of Indian Head Park's Municipal Code, for a variation to be approved, the petitioner must confirm all of the following findings by providing facts supporting such findings.

1. As to commercial properties, the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located. - **Sec. 42-107(e)(1)(a)**
2. The plight of the owner is due to unique circumstances. - **Sec. 42-107(e)(1)(b)**
3. The variation, if granted, will not alter the essential character of the locality. - **Sec. 42-107(e)(1)(c)**
4. The particular physical surroundings, shape or topographical conditions of the specific property involved would bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulation were to be carried out. - **Sec. 42-107(e)(2)(a)**
5. The conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning classifications. - **Sec. 42-107(e)(2)(b)**

6. The purpose of the variation is not based exclusively upon a desire to make money out of the property. - **Sec. 42-107(e)(2)(c)**
7. The alleged difficulty or hardship has not been created by any person presently having an interest in the property. - **Sec. 42-107(e)(2)(d)**
8. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located. - **Sec. 42-107(e)(2)(e)**
9. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood. - Sec. 42-107(e)(2)(e).

**VILLAGE OF INDIAN HEAD PARK
PLANNING AND ZONING COMMISSION**

Consent to Install Public Notice Sign

The owner of the property referenced below, or an authorized representative of the owner, which is the subject of a public hearing before the Village of Indian Head Park Planning and Zoning Commission hereby consents to allow the Village of Indian Head Park to install a public notice sign on the aforesaid property. The public notice sign will be erected 15 to 30 days prior to the public hearing and will remain on the property until it is removed by the Village of Indian Head Park subsequent to a final dispensation of petition request.

Street Address of Subject Property:

Property Owner or Petitioner:

(Print Name)

(Signature)

**VILLAGE OF INDIAN HEAD PARK
PLANNING AND ZONING COMMISSION**

Checklist for a Zoning Variation

All petitions must be accompanied by the documents listed below unless otherwise indicated by the Village Staff. Petitions that do not provide all of the required documents will be considered incomplete and will not be scheduled for a public hearing.

- ___ Completed Petition for Public Hearing; typewritten or printed
- ___ \$500 Variation Fee (non-commercial)
- ___ List of all adjacent property owners including addresses within two hundred feet (250') of the subject property
- ___ Proof of Ownership; and authorization to represent owner if the petitioner is not the property owner
- ___ 10 sets of plans not to exceed 11" x 17" and including:
 - ___ Plat of Survey; showing all existing buildings, structures, easements, etc. and with a legal description of the property
 - ___ Site Plan; drawn to scale and showing all existing and *proposed* site improvements
 - ___ Elevations; scale drawings, renderings, or similar elevation depiction of proposed buildings and structures as may be determined appropriate
 - ___ Landscape Plan; if landscape screening or other landscaping is a part of the requested variation
- ___ Findings of Fact; Petitioners written response to each of the findings
- ___ Public Notice Sign Consent Form; authorization from the property owner to install public notice sign on the property

ALL REQUIRED PLANS AND EXHIBITS MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE PUBLIC HEARING. SUBMITTAL OF REVISED PLANS OR DOCUMENTS AT THE PUBLIC HEARING MAY RESULT IN A CONTINUANCE TO A LATER DATE. PLEASE COORDINATE WITH VILLAGE STAFF RELATIVE TO ANY CHANGES TO THE PLANS.