

VILLAGE OF HARWOOD HEIGHTS



APPLICATION FOR DEVELOPMENT APPROVAL: VARIANCE REVIEW AND APPROVAL

For one and two family dwelling units and accessory structures

This form is to be used for all variance applications for one and two family dwelling units and accessory structures to be heard by the Village of Harwood Heights. To complete the form properly, please review the accompanying *Village of Harwood Heights Instruction Manual for Application for Development Review*. **Failure to complete this form properly will delay its consideration.**

PART I. GENERAL INFORMATION

A. Project Information

1. Project/Owner Name: _____
2. Project Location: _____
3. Brief Project Description: _____

4. Project Legal Description: _____

5. Project Property Size in Acres and Square Feet: _____

B. Owner Information

1. Signature: _____
2. Name: _____
3. Address: _____
4. Phone Number: _____ 5. Fax: _____ 6. Email: _____

C. Agent Information (Designation of an agent to act on behalf of the owner is optional)

1. Signature: _____
2. Name: _____
3. Address: _____
4. Phone Number: _____ 5. Fax: _____ 6. Email: _____

Official Use Only

App Date: _____	ZBA Date(s): _____	Zoning District: _____
Com Date: _____	CA Date: _____	Comp Plan: _____
ZBA Approved: ☐	Approved with conditions: ☐	Denied: ☐
CA Approved: ☐	Approved with conditions: ☐	Denied: ☐

PART II. APPLICATION REQUIREMENTS

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The following table provides the type and quantity of materials required to be submitted with a variance application. The number associated with each material corresponds with the number used in Part II of the *Village of Harwood Heights Instruction Manual for Application for Development Approval* where each material is described in greater detail.

Please note that when two quantities of drawings are required (such as: 1/12), the first number indicates the number of full-size drawings to be submitted (at a scale of at least 1" = 20' and no larger than 30" x 42") and the second number indicates the number of reduced (11"x17") copies to be submitted. At least one of the original full-size drawings should be signed and sealed by the preparer. For ease of distribution, please collate into packets all of the materials where multiple copies are required. Packet contents should be assembled in order, except for drawings which should all be collated together at the back of the packet.

The required materials and number of copies shown below are the minimum necessary to submit a complete application. Village staff, consultants, review agencies, commissions, and boards may require additional materials and/or copies as necessary to fully evaluate the proposed project.

Official Use Only

Item # ^(a)	Application Material	Initial Application		Revisions		Second Set of Revisions	
		# Copies Required	# Copies Received	# Copies Required	# Copies Received	# Copies Required	# Copies Received
1.	Completed Development Application	1					
2.	Project Narrative	13					
3.	Basic Application Fee	X					
5.	Proof of Ownership	X					
6.	Agent Affidavit	X					
7.	Property Owners within 250 feet	X					
9.	Survey / Legal Description	1/12					
10.	Site Plan	1/12					
11.	Building Elevations (partial) ^(b)	1/12					
12.	Floor Plans (partial) ^(b)	1/12					
13.	Roof Plan (partial) ^(b)	1/12					
15.	Photographs of Existing Property and Area	13					
16.	Landscape Plan (partial) ^(b)	1/12					
17.	Simple Drainage Plan	1/12					
22.	IDOT Permit for Work ^(c)	13					

^(a) Please see *Village of Harwood Heights Instruction Manual* for complete description of item.

^(b) The applicant need only provide a drawing(s) of the portion of the building/site where there is a proposed change(s) from the existing building/site.

^(c) Applies only to projects proposing to modify access points, landscaping, or other improvements on state right-of-way (Gunnison, Harlem, and Lawrence Avenues).

PART III. SITE DATA TABLE

Please fill in the following table with information about the site.

	Square Feet				Percentage	
	Existing	Demolished	New	Net	% of Building	% of Site
Site Area						
Building Area						
Below grade						
Basement 1						
Basement 2						
Subtotal below grade						
Above Grade						
Ground floor						
2 nd floor						
3 rd floor						
4 th floor						
5 th floor						
6 th floor						
Subtotal above grade						
Total above & below grade					100%	
Habitable						
Parking Garage						
Impervious Area						
Landscaped Area						
Lot coverage (sq. ft.)						
FAR	With garage:			Habitable only:		
# of Dwelling units	Studio	1 bdrm	2 bdrm	3 bdrm	4 bdrm	Total
Ground floor						
2 nd floor						
3 rd floor						
4 th floor						
5 th floor						
6 th floor						
Density (units/acre)						

Square Footage	Parking	Residential	Retail/ Commercial	Office	Industrial	Other	Total
Basement 1							
Basement 2							
Ground floor							
1 st floor							
2 nd floor							
3 rd floor							
4 th floor							
5 th floor							
6 th floor							
Total							

Parking				
Garage	Standard	Handicapped	Total	
1 st level				
2 nd level				
3 rd level				
Typical space dimension				
Typical aisle width				
Outdoor	Standard	Handicapped	Total	
Number of spaces				
Typical space dimension				
Typical aisle width				
Loading				
Number of spaces				
Space dimensions				
Parking allocation	Indoor	Outdoor	Total	Spaces per unit or per area*
Residents				
Guests				
Commercial				
Retail				
Office				
Service				
Other				
Other				
Total				

* Residential buildings should be measured in spaces per unit; all other buildings should be measured in spaces per 1000 square feet.

PART IV. JUSTIFICATION OF THE PROPOSED VARIANCE

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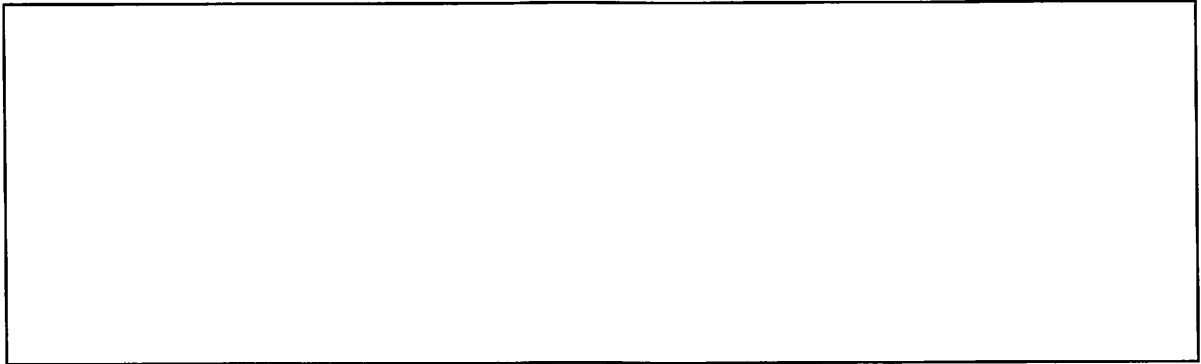
Please answer all questions but be concise and brief in your answers. If additional pages are needed to complete your answers, please be sure to include the appropriate and complete question number for each response. **Applicants are encouraged to refer to drawings or other application materials as necessary to add clarity to their answers.**

1. From which specific standard of the Village Code is a Variance requested (include Code section number)?

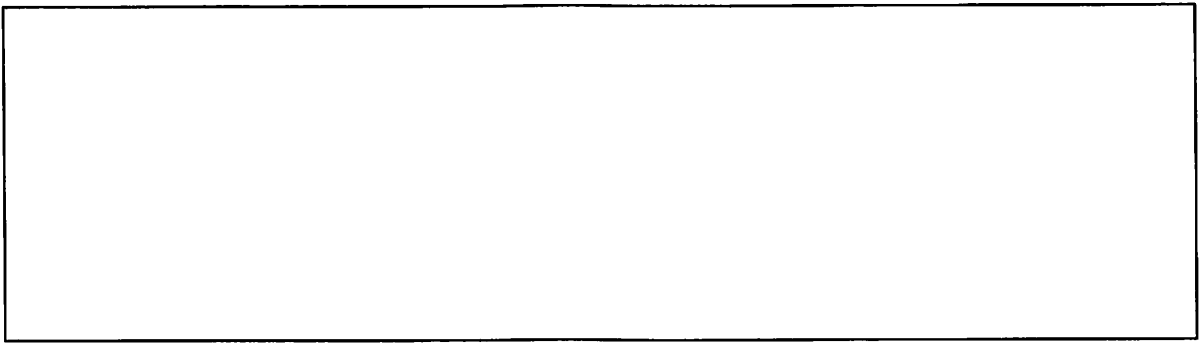
2. For this site, what does the Code require?

3. What is proposed?

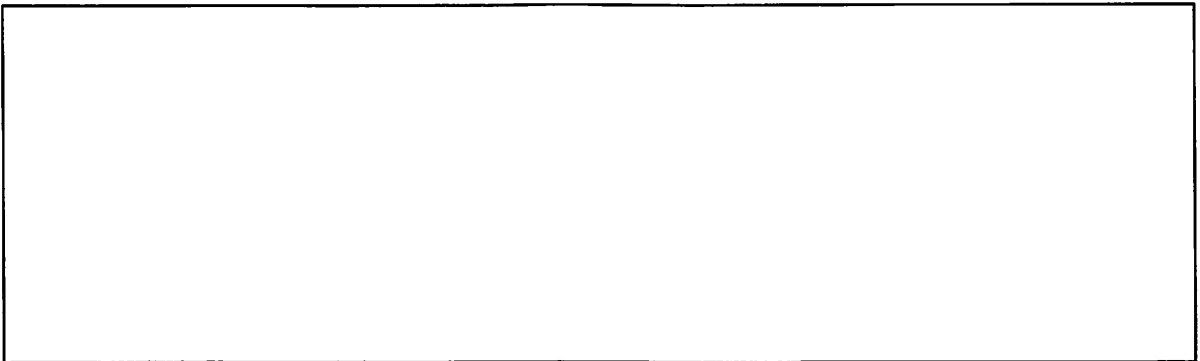
4. What unique circumstances have caused the need for a variance?



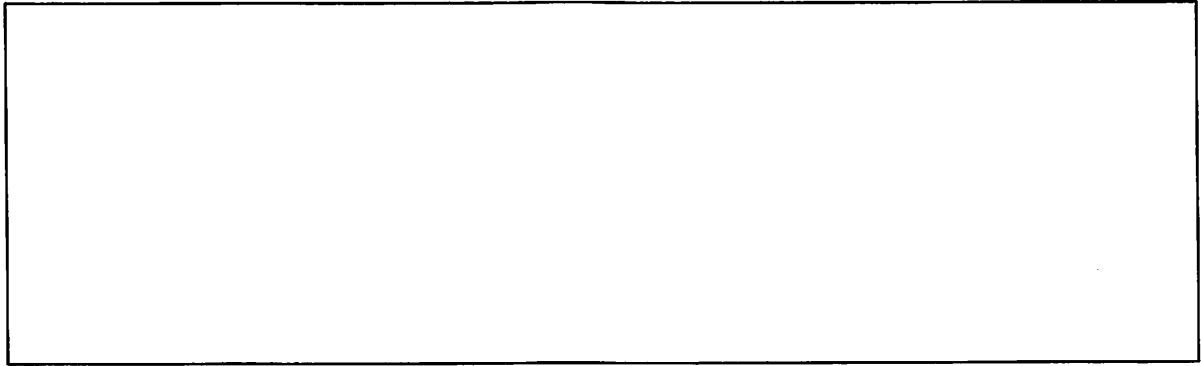
5. What specific mitigation measures will be used to ensure that the essential character of the area will not be altered?



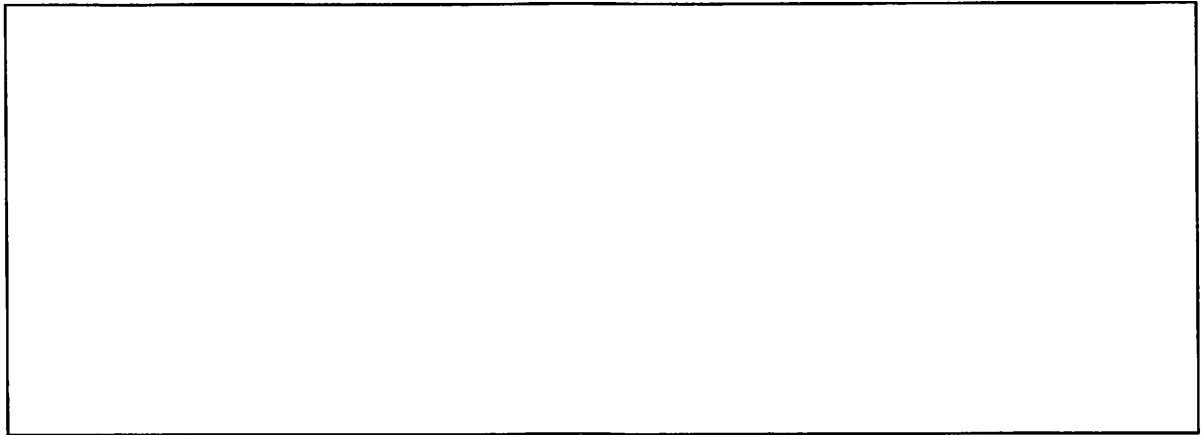
6. Specifically, how do the particular physical surroundings, shape, or topographical condition of the property result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations are carried out?



7. Specifically, what conditions are present on the property that would not be applicable generally to other property within the same zoning classification?

A large, empty rectangular box with a black border, intended for the user to provide a written answer to question 7.

8. Other than financial return, what other purposes is the variance request based on?

A large, empty rectangular box with a black border, intended for the user to provide a written answer to question 8.