



VARIANCE APPLICATION

APPLICATION IS HEREBY MADE BY:

Full Name of Applicant:

Full Name of Property Owner:

Street Address:

Street Address:

City, State and Zip:

City, State and Zip:

Phone Number:

Phone Number:

E-mail Address:

E-mail Address:

Contact Person for Application (if different from above):

Name:

Phone Number:

Email Address:

PROPERTY INFORMATION

Street Address:

Lot Width:

Lot Depth:

Lot Area:

Lot Acreage:

FULL legal description of property (**MUST BE TYPED HERE – CANNOT BE ATTACHED**):
(this can be found on your survey or deed – it is not the brief legal description from the tax bill)

Lake County Parcel Identification Number(s) (PIN)(List all):

ZONING AND USE INFORMATION

Current zoning of the property (select):

Ward (select):

Current use of the property (select):

Is the property a designated landmark or located in a Historic District?

Yes

☐

No

☐

VARIANCE APPLICATION

PROJECT DETAILS

Identify the proposed use of the property that warrants this application for a Variance. What type of operation are you proposing? Provide as much detail as possible.

Please provide a description of the nature and extent of the requested variance.

Which section of the [Unified Development Ordinance](#) are you seeking this variance from?

If the proposed variance is approved, what improvements or construction is planned? (An accurate site plan may be required to establish that the proposed improvements can meet the minimum zoning requirements)

VARIANCE APPLICATION

Findings of Fact

The City of Waukegan Unified Development Ordinance requires that the Planning and Zoning Commission take into consideration the factors listed below in making its recommendation to the City Council. As the petitioner, you must demonstrate why the proposed variance is a hardship and should be granted to you. The burden of proof for a variance rests with the petitioner. The seeking of a variance shall not result in financial gain for the petitioner. Each of the questions below must be addressed as part of the application. If you do not believe a particular factor does not apply to the property in question, indicate “Not applicable” and explain why it does not apply.

Why is the variance necessary for reasonable use of the subject property?

What hardship will the petitioner experience in meeting the requirements of the Unified Development Ordinance?

What problems or conditions are unique to the subject property (physical surroundings, shape, topography) that are not common elsewhere and will be alleviated by the proposed variation? (The proposed variance, should it be granted, will not serve as a special privilege, but will alleviate conditions not shared by other similarly-zoned property in the rest of the City of Waukegan).

What limitations of the subject property cause the hardship from which the petitioner seeks a grant of relief through the proposed variation? (Note: Petitioner cannot have knowingly or deliberately created these property hardships).

VARIANCE APPLICATION

Explain how the proposed variance will not impair an adequate supply of light and air to adjacent property; substantially increase congestion in the streets; endanger the public safety; diminish or impair the value of nearby properties; nor impair the public health, safety, comfort, convenience, or general welfare.

How does the proposed variance represent the minimum deviation from established standards necessary to accomplish the desired improvement?

How will the proposed variance maintain the essential character of the neighborhood?

VARIANCE APPLICATION

SIGNATURES AND NOTARY SEAL

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief. I (We) understand that reliance is placed upon this information in the analysis and determination of approval of this variance. Inaccurate information may be cause for revocation of an approved variance. I (We) also affirm that, in accordance with the Freedom of Information Act, all application materials submitted may be available for public inspection, except where such materials are classified as confidential under applicable laws or regulation.

Print Name of Applicant

Signature of Applicant and Date

Print Name of Property Owner

Signature of Property Owner and Date

SIGNATURE BY THE PROPERTY OWNER GRANTS ACCESS TO THE PROPERTY IN QUESTION TO THE CITY OF WAUKEGAN, ITS STAFF, COMMISSION, AND CITY COUNCIL MEMBERS, AND ATTESTS THE THE OWNER AGREES TO COMPLY WITH ANY CONDITIONS ESTABLISHED FOR THE USE.

NOTARY

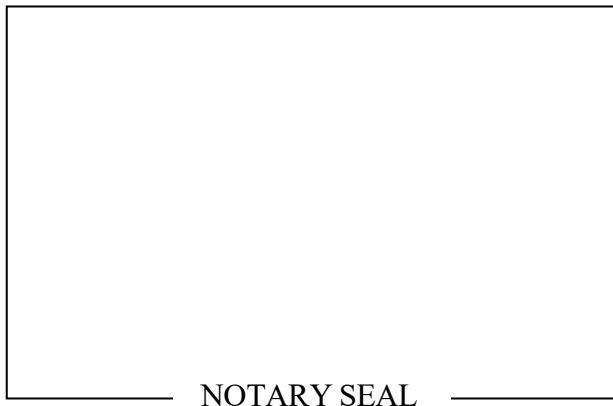
STATE OF _____)
) SS.
COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

(NAME OF APPLICANT)

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day of _____, 20____.



Signature of Notary Public

VARIANCE APPLICATION

PROCEDURES

1. **PRE-APPLICATION MEETING.** A pre-application meeting with the Department of Planning and Zoning is **MANDATORY** prior to the preparation of this application. Times and dates are subject to staff availability, please allow adequate time to schedule. The applicant and/or their representative are asked to review the application prior to this meeting so that any questions regarding what is required can be addressed. The application does not need to be completed, but applicants should be prepared to present their project in detail so that staff can determine whether any additional applications are required.
2. **SUBMITTAL MEETING.** Applications are due **BEFORE** the first day of the month in order to be placed on the Planning and Zoning Commission agenda for the following month (for example: if you submit by April 1, you would be on the May agenda). The Submittal Meeting must be scheduled at least ten days prior to the deadline. Times and dates are subject to staff availability – scheduling in advance gives you the best chance of meeting the deadline. These deadlines allow for the required publication of notices and the mailing of notices to surrounding property owners. The applicant and/or their representative are required to schedule and personally attend the in-person submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting – we do not accept drop-off or mail-in applications. Applications will not be accepted if there is anything missing from the Attachment Checklist below – we do not accept partial applications. Missing information may postpone the hearing date of this application. At the submittal meeting, City staff will review the application for completeness to make certain that the application meets the requirements of the Zoning Ordinance, and to issue a placard which the applicant must display on the subject property indicating the date and time of the public hearing.
3. **POST NOTIFICATION OF PUBLIC HEARING.** The applicant is responsible for and is **REQUIRED** by the Unified Development Ordinance to post notification of the Planning and Zoning Commission's public hearing in a conspicuous place on the subject property facing the nearest improved street, not less than 15 days before the public hearing. This notification shall be posted on forms provided by the City of Waukegan Planning and Zoning Department. The applicant or their representative must email a picture to the Planning and Zoning Staff as soon as it is posted on the property, no less than 15 days before the public hearing. The notice poster/placard must remain posted until after the public hearing has concluded.
4. **PUBLIC HEARING.** The applicant and/or their representative is **REQUIRED** to attend the Planning and Zoning Commission's public hearing whenever the proposed variance is scheduled to be heard (the second Thursday of the month after the application is received in complete form prior to the 1st of the previous month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM. The applicant should be prepared to present their project to the Commission and public at this meeting and answer questions about the project.
5. **COMMUNITY DEVELOPMENT COMMITTEE MEETING.** For major variances, the applicant and/or their representative is **REQUIRED** to attend the Community Development Committee meeting. Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, on the first Monday of the month following the Planning and Zoning Commission public hearing. The meeting start time varies between 5:00 PM and 6:45 PM. The final meeting time is set the Friday before the meeting date.
6. **CITY COUNCIL MEETING.** For major variances, the applicant and/or their representative are **REQUIRED** to attend the City Council on the third Monday of the month at 7:00 PM.

SUBMITTAL REQUIREMENTS

- One (1) original signed application with all original signatures (attach a note identifying the original)
- Five (5) hard copies of this application, Plat of Survey (prepared by an Illinois Registered Land Surveyor), all facade elevations, landscape plan, zoning analysis table, and proposed site plan (all documents should be no larger than 8.5" x 11" or 11" x 17")
- One (1) hard copy of deed, lease, or title insurance policy to provide proof of parcel ownership or site control
- One (1) electronic copy of this application, Plat of Survey, facade elevations, proposed site plan, and any additional documents submitted as part of the application in PDF and/or .DOC/.DOCX format on a flash drive/thumb drive
- Check payable to "City of Waukegan" with proper application fee found in the Fee and Fine Schedule of City Code