

COMMUNITY & ECONOMIC DEVELOPMENT  
KENDALL B. JACKSON  
DIRECTOR, PLANNING DIVISION  
(815) 724 - 4050  
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150 WEST JEFFERSON ST.  
JOLIET, ILLINOIS 60432-4158

# JOLIET PLANNING DIVISION

## Zoning Application Packet Board *Variation / Variation of Use*

*Should contain all of the following documents:*

- ◆ **Application and instructions;**
- ◆ **Ownership Disclosure form;**
- ◆ **Sign posting information and requirements;**
- ◆ **Meeting dates and deadlines.**

*If any documents are missing, please obtain from Planning Division Staff*

***Thank you!***

**JOLIET ZONING BOARD OF APPEALS  
2010  
DEADLINES AND REGULAR MEETINGS**

MEETINGS ARE HELD ON THE THIRD THURSDAY OF EACH MONTH AT 1:30 P.M. IN THE CITY COUNCIL CHAMBERS, ON THE SECOND FLOOR OF THE MUNICIPAL BUILDING\*, 150 WEST JEFFERSON ST., JOLIET, ILLINOIS

DEADLINE FOR PETITIONS  
**(AT 12:00 NOON)**

MEETING DATE

DECEMBER 11, 2009	JANUARY 21, 2010
JANUARY 15, 2010	FEBRUARY 18, 2010
FEBRUARY 12, 2010	MARCH 18, 2010
MARCH 12, 2010	APRIL 15, 2010
APRIL 16, 2010	MAY 20, 2010
MAY 14, 2010	JUNE 17, 2010
JUNE 11, 2010	JULY 15, 2010
JULY 16, 2010	AUGUST 19, 2010
AUGUST 13, 2010	SEPTEMBER 16, 2010
SEPTEMBER 17, 2010	OCTOBER 21, 2010
OCTOBER 15, 2010	NOVEMBER 18, 2010
NOVEMBER 12, 2010	DECEMBER 16, 2010
DECEMBER 10, 2010	JANUARY 20, 2011

KENDALL B. JACKSON  
DIRECTOR, PLANNING DIVISION  
SECRETARY, JOLIET ZONING BOARD OF APPEALS

\*The meeting is held in an accessible location. If you need a reasonable accommodation, please contact the Planning Office at (815)724-4050.

# PETITION APPLICATION VARIATION/APPEAL/VARIATION OF USE

## PROCEDURES FOR FILING

Applications may be obtained at the Community and Economic Development Department. Assistance in filling out applications will be provided by the Planning Staff. Applications *must be notarized* and filed with the Department a minimum of 27 days before the scheduled meeting of the Zoning Board of Appeals.

The following fees are due when submitting an application:

**Filing fee.....\$120.00**

**Sign deposit.....50.00** (for properties less than 1 acre)

Please see a planner for further instructions if the property is larger than 1 acre. The sign deposit is refundable and may be returned to the Planning Division on the day of, or any weekday following, the Zoning Board meeting. Please allow approximately 2 weeks for refund processing.

A site (plot) plan is required in order to consider a petition. For any type of construction or additions to a structure, floor plans are required, along with a plot plan depicting the location and number of parking spaces, structures on the lot and all setbacks. Please refer to the attached examples of a site plan and a floor plan.

***If a site plan is not included, the petition may not be accepted as an agenda item for the Board.***

Detailed information on zoning requirements are described in the Zoning Ordinance (No. 5285). Copies of the Ordinance are available for public review at the Community and Economic Development Department offices, and individual copies may be purchased for \$7.00 or can be accessed on-line at <http://www.cityofjoliet.info> (click on Economic Development, scroll down and click on Zoning Ordinances).

At least one sign shall be posted no later than 15 days, but not more than 30 days before, the hearing date. The sign shall contain the time and place of the public hearing and the nature of the request. It shall be placed in a conspicuous location on the property so it may be observed and read from the street. The sign shall be provided by the City of Joliet Planning Division upon the applicant's payment of the \$50.00 deposit for each sign. It shall be the applicant's responsibility to post the sign.

***Failure to post the sign as required may result in the deferral of action on, or the denial of, the petition.***

The Zoning Board of Appeals shall hear all applications for a special use permit. The Board shall have jurisdiction to render a final administrative decision for any special use specified in Sections 47-5.2 (a), 47-6.2 (a), 47-6A.2(a), 47-7.2(a), 47-8.2 (a), and 47-9.2(a). In all other cases the Board of Appeals shall act in an advisory capacity to the Mayor and City Council. In considering an application for a special use permit the Board of Appeals shall follow the procedures set forth in Section 47-19.7 for the review of special exceptions and variations.

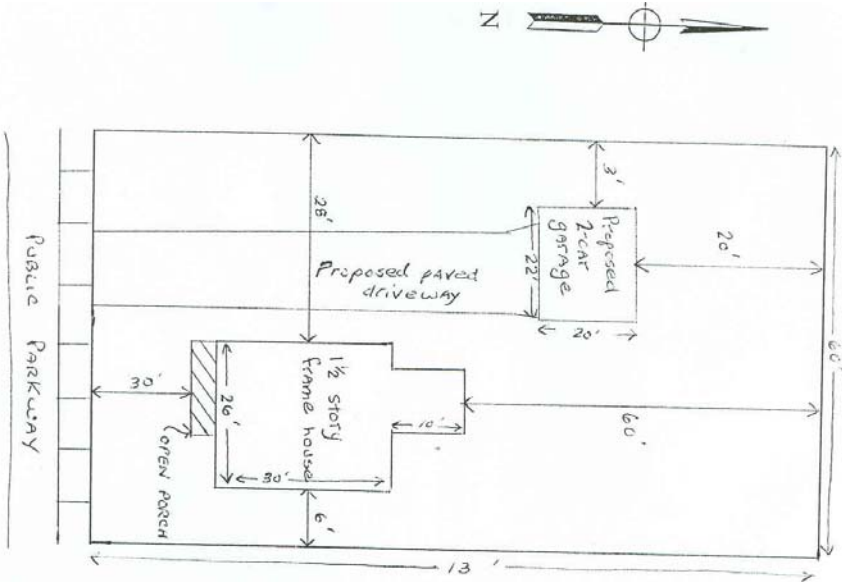
### ***IMPORTANT!***

**Failure to supply the following items may result in non-acceptance as an agenda item for the Board.**

- Site (plot) plan
- Notary Public stamp (original copy)
- Permanent Index Number (P.I.N.)
- Legal description
- Joliet Ownership Disclosure form
- All required fees (*Please make check payable to the City of Joliet*)

If a site plan is not included, the petition may not be accepted as an agenda item for the Board.

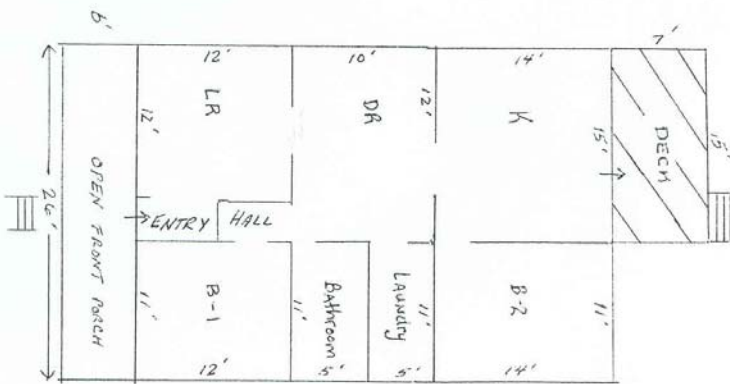
Variation of Use cases: Floor plans are required, along with a plot plan depicting the location and number of parking spaces, structures on the lot and all setbacks.



Sample Site Plan  
(For illustrative purposes only)

PLAT OF SURVEY

LOT 2, EXCEPT THE NORTH 90 FEET THEREOF, IN KATHERINE S. NICHOLSON'S SUBDIVISION OF THE SOUTHWEST PART OF BLOCK 49, OF THE CANAL TRUSTEES SUBDIVISION OF THE WEST HALF OF SECTION 9, IN TOWNSHIP 30 NORTH, AND IN RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 3, 1901, IN PLAT BOOK 11, PAGE 66, SITUATED IN THE CITY OF JOLIET, WILL COUNTY, ILLINOIS.



Sample Floor Plan  
(For illustrative purposes only)

**FOR OFFICE USE ONLY**

\*\*\**Verified by Planner (please initial):* \_\_\_\_\_ \*\*\*

Payment received from: \_\_\_\_\_

Petition #: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Common Address: \_\_\_\_\_

Date filed: \_\_\_\_\_

Additional contacts: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Meeting date requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ZONING BOARD OF APPEALS**

**JOLIET, ILLINOIS**

**PETITION FOR VARIATION/VARIATION OF USE**

City of Joliet Planning Division, 150 W. Jefferson St., Joliet, IL 60432  
Ph (815)724-4050 Fax (815)724-4056

**PLEASE!  
TYPEWRITE OR PRINT LEGIBLY**

PETITIONER'S NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_

ADDRESS FOR WHICH VARIATION IS REQUESTED: \_\_\_\_\_

PROPERTY INTEREST OF PETITIONER: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

*IF THIS VARIATION IS A REQUEST FOR THE OPERATION OF A BUSINESS, PLEASE PROVIDE THE FOLLOWING INFORMATION:*

BUSINESS REFERENCES (*name, address, phone*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER PROJECTS AND/OR DEVELOPMENTS:

\_\_\_\_\_  
\_\_\_\_\_

**PERMANENT INDEX NUMBER (TAX NO. OR P. I. N.):** \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY (attached copy preferred):**

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LOT SIZE: WIDTH: \_\_\_\_\_ DEPTH: \_\_\_\_\_ AREA: \_\_\_\_\_

PRESENT USE & ZONING: \_\_\_\_\_

NORTH: \_\_\_\_\_ EAST: \_\_\_\_\_

SOUTH: \_\_\_\_\_ WEST: \_\_\_\_\_

VARIATION/VARIATION OF USE REQUESTED: \_\_\_\_\_

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The Zoning Board of Appeals is authorized to grant or recommend relief only when it has received adequate evidence to establish a practical difficulty or particular hardship.

***The evidence must support each of the following three conditions:***

- (a) The property in question cannot yield a reasonable return by use permitted and subject to the conditions allowed by the regulations in the particular district or zone.
- (b) The plight of the owner is due to unique circumstances.
- (c) The variation, if granted, will not alter the essential character of the locality.

Please describe how this request meets the criteria by responding to the following questions in your own words.

1. How do the applicable zoning regulations prevent the property in question from yielding a reasonable return?

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2. What unique circumstances exist which mandate a variance?

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3. What impact would the granting of this variance have upon the essential character of the general area?  
Please include both positive and negative impacts.

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A site (plot) plan is required in order to consider a petition. Please attach a site plan to this application.

***If a site plan is not included, the petition may not be accepted as an agenda item for the Board.***

The ownership of all property held in a trust must be submitted on a Certificate of Ownership.

STATE OF ILLINOIS) ss  
COUNTY OF WILL)

I, \_\_\_\_\_, depose and say that the above statements are true and correct to the best of my knowledge and belief. I agree to be present in person or by representation when this petition is heard before the Zoning Board of Appeals.

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Owner's Signature  
(If other than petitioner)

**Subscribed and sworn to before me**  
**this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_**  
\_\_\_\_\_

In accordance with Resolution No. 1694 of the City of Joliet, all persons residing within 300 ft. of the property referred to in this application must be notified of the proposed re-zoning. The Planning Division will notify these residents 10 days prior to the meeting of the Zoning Board of Appeals.

***IMPORTANT!***

Failure to supply the following items may result in non-acceptance as an agenda item for the Board.

- Site (plot) plan
- Notary Public stamp (original copy)
- Permanent Index Number (P.I.N.)
- Legal description
- Joliet Ownership Disclosure form
- All required fees (*Please make check payable to the City of Joliet*)

***Thank you!***

City of Joliet, Planning Division, 150 W. Jefferson St., Joliet, IL 60432

**CITY OF JOLIET OWNERSHIP DISCLOSURE FORM**

The City of Joliet requires that applicants for zoning relief, subdivision approval, building permits and business licenses disclose the identity of all persons having an ownership interest in the business and the real property associated with the application. A copy of this form must be completed and submitted with other application materials. Failure to properly complete and submit this form may result in the denial of the application.

**I. INFORMATION ABOUT THE APPLICATION**

This form is submitted as part of an application for the following (check all that apply):

- Rezoning, Special Use Permit, Variation or Other Zoning Relief (Complete Sections II and III)
- Preliminary Plat, Final Plat or Record Plat of Subdivision (Complete Sections II and III)
- Building Permit (Complete Sections II and III)
- Business License (Complete All Sections)

**II. INFORMATION ABOUT THE PROPERTY**

The address and PIN(s) of the real property associated with this application is

\_\_\_\_\_

PIN(s): \_\_\_\_\_

**III. PROPERTY OWNERSHIP**

The owner of the real property associated with this application is a (check one):

- Individual                       Corporation                       Land Trust
- Limited Liability Company     Partnership
- Other (describe): \_\_\_\_\_

***If the owner is an individual:***

State the names, addresses and phone #'s (HOME, BUSINESS & MOBILE) of the individual owner(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E-MAIL :** \_\_\_\_\_ **FAX:** \_\_\_\_\_

***If the owner is a corporation:***

State the names, addresses and phone #'s (HOME, BUSINESS & MOBILE) of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

***If the owner is a limited liability company:***

State the names, addresses and phone #'s (HOME, BUSINESS & MOBILE) of all members of the company along with the percentage of ownership held by each member:

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**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

***If the owner is a land trust:***

State the names, addresses and phone #'s (HOME, BUSINESS & MOBILE) of the trustee(s) and all beneficiaries:

Trustee(s):

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**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

Beneficiaries:

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**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

***If the owner is a partnership:***

State the names, addresses and phone #'s (HOME, BUSINESS & MOBILE) of all partners:

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**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

***If the owner is another type of organization:***

State the names, addresses and phone #'s (HOME, BUSINESS & MOBILE) of all persons having a legal or equitable ownership interest in the organization or the right to direct the affairs of the organization:

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**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**IV. BUSINESS OWNERSHIP**

If the owner of the business is different than the owner of the real property associated with the application, then the following information must be provided:

The owner of the business associated with this application is a (check one):

- Individual     Corporation     Limited Liability Company     Partnership  
 Other (describe): \_\_\_\_\_

***If the owner of the business is an individual:***

State the names, addresses and phone #'s (HOME, BUSINESS & MOBILE) of the individual owner(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

***If the owner of the business is a corporation:***

State the names, addresses and phone #'s (HOME, BUSINESS & MOBILE) of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

***If the owner of the business is a limited liability company:***

State the names, addresses and phone #'s (HOME, BUSINESS & MOBILE) of all members of the company along with the percentage of ownership held by each member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

***If the owner of the business is a partnership:***

State the names, addresses and phone #'s (HOME, BUSINESS & MOBILE) of all partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

***If the owner of the business is another type of organization:***

Please state the names, addresses and phone #'s (HOME, BUSINESS & MOBILE) of all persons having a legal or equitable ownership interest in the organization:

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**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**NOTE:**

If a stockholder, member, beneficiary or partner disclosed in Section III or Section IV is not an individual, then the individuals holding the legal or equitable title to the real property or business associated with the application must also be disclosed. For example, if the real property associated with an application is owned by a land trust, and the beneficiary of the land trust is a limited liability company, then the members of the limited liability company must be disclosed. If one of the members of the limited liability company is a partnership, then the identity of the partners must be disclosed. If one of the partners is a corporation, then all persons owning 3% or more of the issued stock must be disclosed.

***Name, Title and Telephone Numbers of Person Completing and Submitting This Form:***

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**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

Disclosure Approved

Disclosure Not Approved

Disclosure Reviewed by : \_\_\_\_\_ Date: \_\_\_\_\_

### **How to Post a Sign for any Land Use Change**

In an effort to increase the awareness of neighborhoods of potential land use changes in their areas, the City of Joliet requires posting of a sign giving notice of a hearing on a proposed land use change. All petitions filed for review by the Zoning Board of Appeals and Plan Commission must follow these procedures:

1. At least one sign for every 500 feet of street frontage, with a minimum of one sign on each street abutting the property shall be posted. If the property in question is more than 1 acre please refer to pages 2 and 3 for information.
2. The sign shall be posted at least 15 days but not more than 30 days before the hearing date.
3. The sign shall contain the time and place of the public hearing and the nature of the land use change being requested. It shall be placed in a conspicuous location on the property so it may be observed and read from the street.
4. The sign shall be provided by the City of Joliet Planning Division upon the applicant's payment of a \$50.00 deposit for each sign.
5. It shall be the applicant's responsibility to post the sign. Written certification of the posting of the sign shall be provided by the applicant to the City with the date and location of the posting of the sign.
6. Upon completion of the public hearing, the sign shall be removed and returned to the City within ten days. The applicant's deposit shall be refunded upon return of the sign.
7. Failure to post the sign as required may result in the deferral of action on, or the denial of the applicant's petition.

**REQUIREMENTS FOR POSTING LAND USE CHANGE INFORMATIONAL SIGNS**

**(6) Land Use Change Informational Signs:** In addition to the publication of newspaper notice for a public hearing on any request for a land use change (such as a petition for a variation, special exception, variation of use, or zoning reclassification) and any request for subdivision approval (preliminary plat), notice of a public hearing on such land use change shall be given by posting one or more land use change informational signs on the subject property in accordance with the following provisions:

(A) For parcels comprising 1 acre or more:

(1) The applicant or the applicant's agent shall erect a sign or signs with minimum dimensions of three (3) by four (4) feet. The number and location of the sign(s) shall be determined by the City Manager or his designee.

(2) The sign(s) shall conform to the format provided by the City Manager or his designee and shall contain the time and place of public hearing and the nature of the application (SEE BELOW)

(3) The sign(s) shall be posted at least 15 days but not more than 30 days before the public hearing date.

(4) It shall be the responsibility of the applicant to prepare and create such signs and to erect whatever framework that may be necessary to display the signage.

(5) Upon completion of the public hearing, the sign(s) shall be removed within 10 days. If the applicant fails to remove the sign, the City of Joliet may remove the sign, and the cost of such removal shall be billed to the applicant and shall constitute a debt payable to the City.



Template currently available at Artistic Signs/Phone (815) 727-1950.