

# 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 (*Please make check payable to the City of Joliet*):

**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.

The regular meeting of the Zoning Board of Appeals is held on the third Thursday of each month at 1:30 P.M. in the City Council Chambers, 150 West Jefferson Street. The applicant or his agent must appear and testify under oath at the scheduled meeting.

A site (plot) plan is required in order to consider a petition. In 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. 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.com> (click on Economic Development, scroll down and click on Zoning Ordinances).

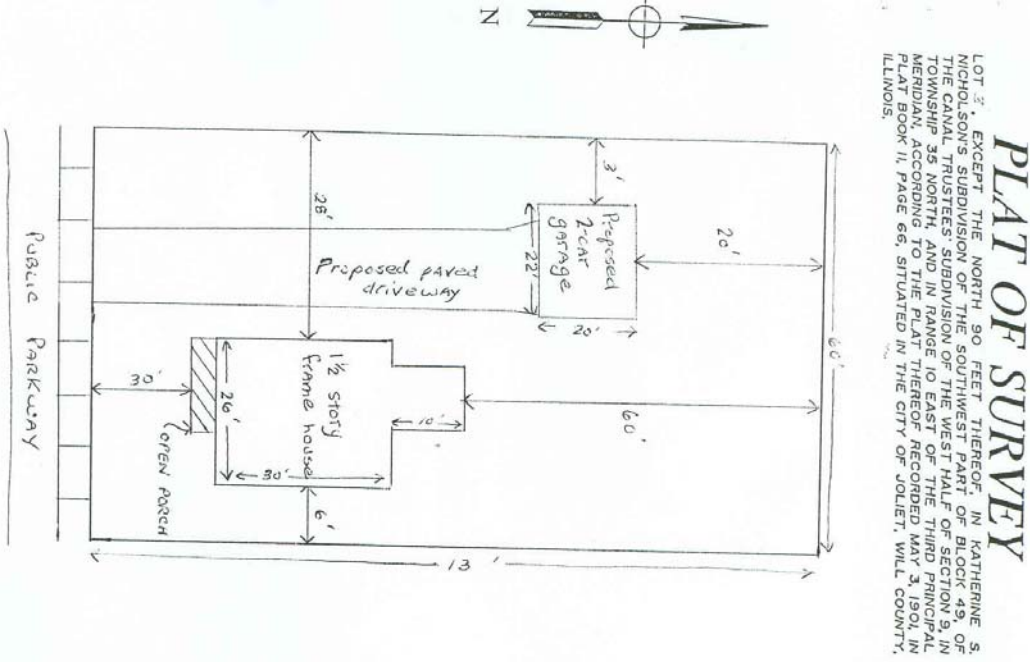
At least one sign shall be posted no later than 15 days, but not more than 30 days before, the hearing date. The sign shall contain the time and place of the public hearing and the nature of the request. It shall be placed in a conspicuous location on the property so it may be observed and read from 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 applicant's petition.***

Decisions for variations and/or appeals and recommendations for variations of use will be made by the Board within 10 days of the date of hearing. The decision of the board is final on applications for variations and/or appeals. On applications for Variations of Use, the Board acts as a recommending body for the City Council, and the decision of the City Council is final.

*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.



**FOR OFFICE USE ONLY**

Payment received from:

Petition #. \_\_\_\_\_

\_\_\_\_\_

CommonAddress: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

Additional contacts:

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

\_\_\_\_\_

\_\_\_\_\_

ZONING BOARD OF APPEALS

JOLIET, ILLINOIS

PETITION FOR VARIATION/VARIATION OF USE

**PLEASE!  
TYPEWRITE OR PRINT LEGIBLY**

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

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

MAILING ADDRESS: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

COMMON ADDRESS: \_\_\_\_\_

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

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

OWNER ADDRESS: \_\_\_\_\_

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

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

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

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

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

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

VARIATION/VARIATION OF USE REQUESTED:

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?

2. What unique circumstances exist which mandate a variance?

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.

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
- Signature and Notary Public stamp (Original copy!)
- Permanent Index Number (P.I.N.)
- Legal description
- All required fees (*Please make check payable to the City of Joliet*)

***Thank you!***