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## VARIANCE APPLICATION

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**Application is hereby made by:**

Full Name of Petitioner:

Full Name of Property Owner:

Street Address:

Street Address:

City, State and Zip:

City, State and Zip:

Phone Number with Area Code:

Phone Number with Area Code:

E-mail Address:

E-mail Address:

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**Property Information**

Street Address:

Lot Width:

Lot Depth:

Lot Area:

Lot Acreage:

FULL legal description of property (MUST BE TYPED HERE. CANNOT BE ATTACHED):

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

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**Zoning and Use Information**

1. Zoning of the property:

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

Yes

No

3. Current use of the property:



# VARIANCE APPLICATION

## Findings of Fact

The City of Waukegan Zoning 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.

1. **Why is the variance necessary for reasonable use of the subject property?**
  
2. **What hardship will the petitioner experience in meeting the requirements of the Zoning Ordinance?**
  
3. **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).*
  
4. **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).*
  
5. **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.**
  
6. **How does the proposed variance represent the minimum deviation from established standards necessary to accomplish the desired improvement?**
  
7. **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.

Name of Petitioner

\_\_\_\_\_  
Signature of Petitioner and Date

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.**

## NOTARY

STATE OF \_\_\_\_\_ )

) SS.

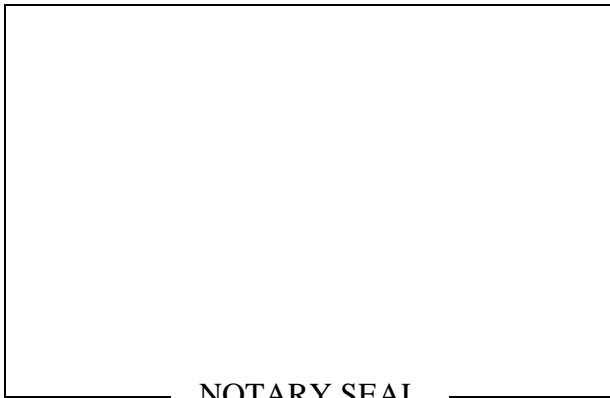
COUNTY OF \_\_\_\_\_ )

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. The applicant and/or his representative are asked to review the application prior to this meeting so that any questions regarding what is required can be addressed.
2. Submittal Meeting. Applications are due **BEFORE** the 8<sup>th</sup> of the month in order to be placed on the Planning and Zoning Commission agenda for the following month. This allows for the required publication of notices and the mailing of notices to surrounding property owners. The applicant and/or his representative are **REQUIRED** to schedule and personally attend the submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting. Applications will also not be accepted if there is anything missing from the Attachment Checklist below. Missing information may postpone the hearing date of this application until the month after the following month. Staff shall 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 Zoning 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.
4. Public Hearing. The applicant and/or his 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, if received in complete form and prior to the 8<sup>th</sup> of the month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM.
5. Judiciary Committee Meeting. The applicant and/or his representative are **REQUIRED** to attend the Judiciary 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 (and after the Planning and Zoning Commission public hearing) anytime between 5:00 PM and 7:00 PM.
6. City Council Meeting. If the Judiciary Committee forwards a recommendation, this application will be considered by the full City Council later that same evening at 7:00 PM.

## ATTACHMENT CHECKLIST

Fifteen (15) hard copies of this application, Plat of Survey (prepared by an Illinois Registered Land Surveyor), and proposed site plan.

One (1) electronic copy of this application (saved as a Microsoft Word document), Plat of Survey, and proposed site plan on a CD.

One (1) hard copy of deed or title insurance policy to provide proof of parcel ownership.

One (1) Lake County tax map showing all properties within 250 feet of subject property. Copies of the map can be obtained at the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois.

A typed listing of all property addresses, which includes the full names of current property owners, mailing addresses of the property owners, and Parcel Identification Numbers (PINs), which are partially or entirely within 250 feet from the edge of the subject property

Application fee of (choose from the pull-down menu):  
(Make checks payable to City of Waukegan).