



Case. No. _____

VARIANCE APPLICATION

Village of Hennepin, Illinois

TO THE ENFORCING OFFICER OF THE VILLAGE OF HENNEPIN ZONING ORDINANCE

627 East High Street, P.O. Box 194 Hennepin, Illinois 61270-2400

Phone: (815) 925-7138 Fax: same

Whenever the standards of the Hennepin Zoning Ordinance place **undue hardship** on a specific development proposal, the applicant may apply to the Planning Commission for a Variance. The Planning Commission shall review the applicant's request for a Variance and shall submit its recommendation to the Village Board. The Village Board may attach such conditions to granting of a Variance, as it deems necessary to further the intent of this ordinance.

Application Fee:

\$175.00 plus Village costs incurred

Address or location of property: _____

Parcel # (Property Tax ID #) _____

Name of Applicant: _____

Address of Applicant: _____

Phone Number of Applicant: _____ Fax Number of Applicant: _____

Owner of Property: _____

(If in trust, list all owners and their addresses on additional sheet of paper)

Address of Owner: _____ Existing Zoning: _____

Zoning of surrounding parcels:

North _____

South _____

East _____

West _____

REASON FOR REQUEST:

Specifically state the nature of the Variance requested and why it should be granted (e.g. to reduce the side yard requirement from 15ft. to 10ft. or to vary the height limitations from 35 ft. to 38ft.). The hardship should be clearly identified. (Use additional sheets of paper, if necessary.)

FOR OFFICE USE ONLY Case No. _____

Fee Paid? Y / N Date: _____

Drawing submitted? Y / N Date: _____

Documentation of Authority Submitted: _____

Date to go before the P & Z Commission: _____

Commission Action: _____

Additional Information Requirements for Application

- A written description of the proposed use that includes information concerning proposed hours of operation, expected traffic impacts, and any other pertinent details concerning the proposed use, including a description of how the request satisfies the review standards in Section 12.3 of the zoning ordinance;
- A site plan which contains, at a minimum, the following:
 - o A layout map of all components of the request at a 1"=20' scale, including north arrow
 - o Show adjacent property owners, including across rights-of-way
 - o Pertinent natural features that may be the cause of the request;
 - o Show streets, railroads, waterways, and other physical features
 - o All improvements (structures, etc.) that may be the cause of the request
 - o Show zoning of adjacent properties
 - o A copy of such plan shall be reproducible size not to exceed 11" x 17".
- Photos of the property and the specific area of the property seeking the Variance shall be submitted with application.
- The name and address of the property owner(s) of adjacent properties within 250 feet of the subject property.

Public Hearing: After your application has been submitted and reviewed by the Zoning Administrator, it will be referred to the next regularly scheduled Planning and Zoning Commission meeting for a public hearing. At the Planning and Zoning Commission public hearing you will present your request. The Commission cannot recommend a Variance unless it finds, based upon the application and evidence presented at the public hearing, that all of the following conditions have been met:

1. That the plight of the owner is due to unique circumstances;
2. That the variance, if granted, will not alter the essential character of the neighborhood and will not be a substantial detriment to adjacent property;
3. That because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations were carried out;
4. That the conditions upon which the petition for a variance are based are unique to the property for which the variance is sought and are not applicable, generally, to other property;
5. That the granting of the variance will not be detrimental to the public health, safety, comfort, morals and welfare, or injurious to other property or improvements in the neighborhood in which the property is located, or otherwise be inconsistent with any officially adopted Village plan or these regulations;
6. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood;
7. That the variance granted is the minimum adjustment necessary for the reasonable use of the land; and
8. That aforesaid circumstances or conditions are such that the strict application of the provisions of Section 12 of the zoning ordinance would deprive the applicant of reasonable use of his or her land. Mere loss in value shall not justify a variance.

Certification: *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Variance.*

Signature of Applicant	Date	Signature of Owner	Date
------------------------	------	--------------------	------

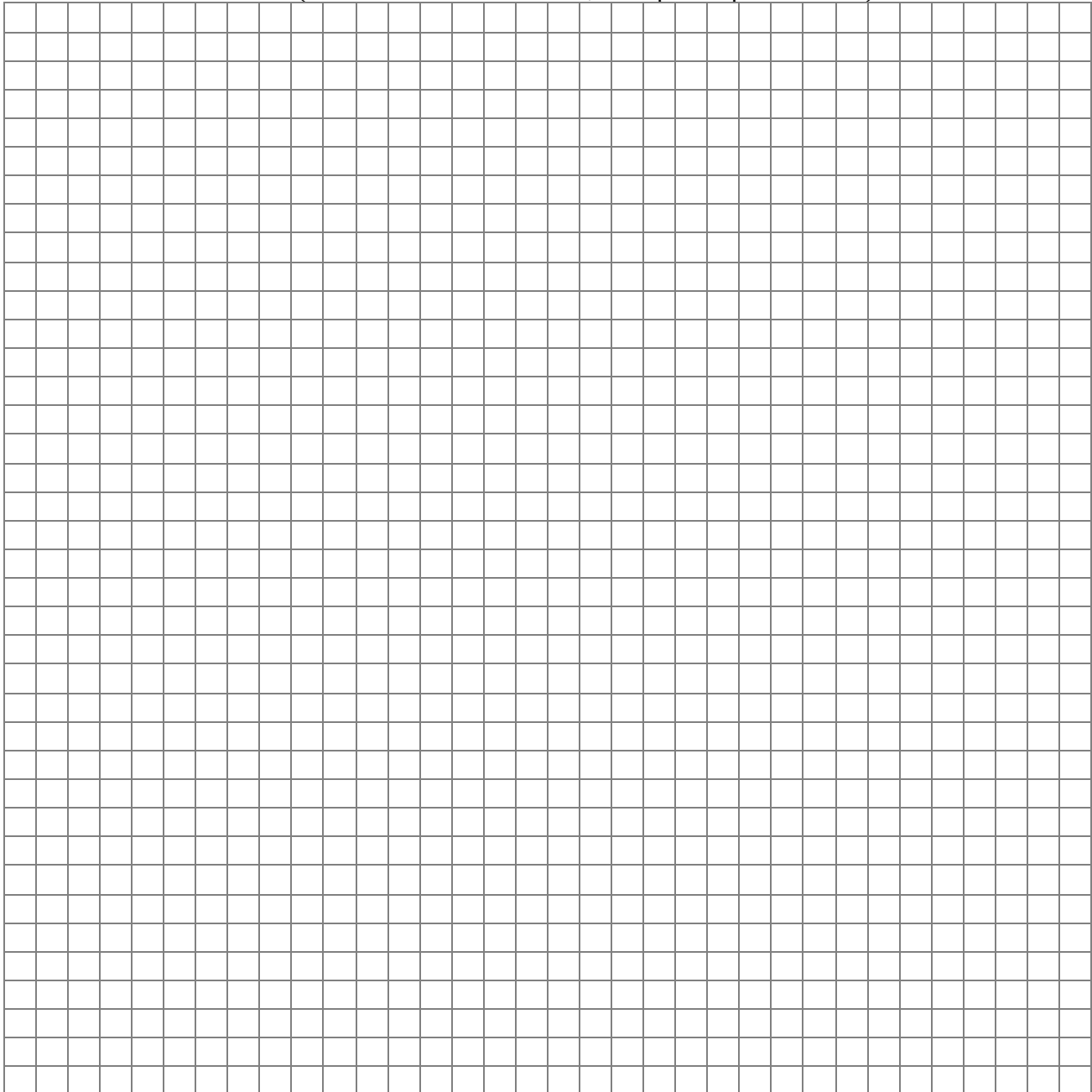
After receiving a completed application, the Village Clerk will file notice of your request with the local newspaper and with the adjoining property owners. If you have any questions, please contact the Zoning Administrator at (815) 925-7138.

C:\My Documents\Putnam Co\Hennepin\Zoning\Forms\Variance Application.doc

DRAWING "A"

The dimensions of the lot or tract of land, the exact location of all existing buildings and structures, and distances to property or tract lines are shown on the drawing below. (Existing buildings and structures are marked X. Proposed buildings and structures are marked P. Include north arrow on map and indicate scale.)

(Make all measurements carefully)
(Please make sketch to scale, example 1 square = 4 feet)



NOTICE TO APPLICANT: Location of Buildings or Structures must be staked out on Property as shown above. This will be checked before permit is issued. Construction must not be started until permit is issued. No changes in location as shown above may be made without first contacting the Administrative Office.



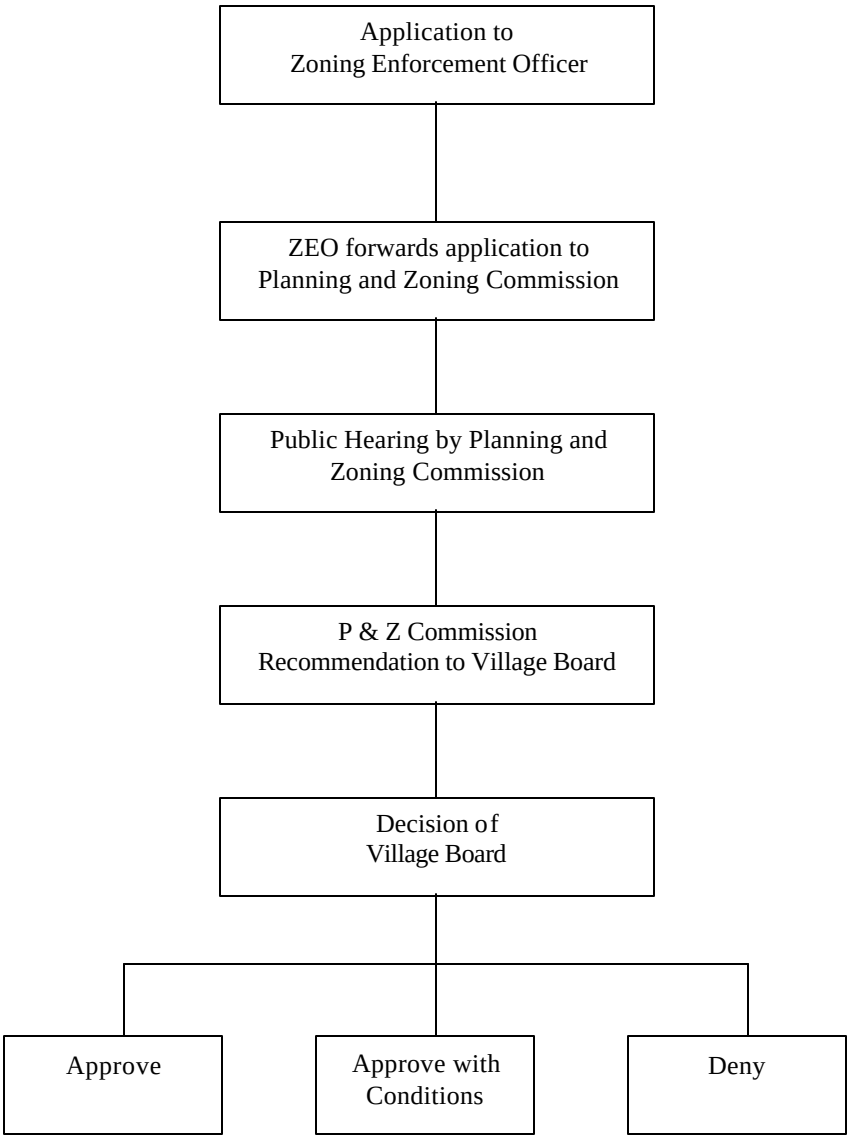
Procedure for Requesting a Variance

VILLAGE OF HENNPIN, ILLINOIS

1. The Village strongly encourages all petitioners to schedule a pre-application meeting with the Zoning Enforcement officer to discuss the request.
1. The Petitioner must submit a **completed** application to the Village along with the \$175 fee for providing Legal Notice and conducting the Public Hearing. From this deposit a filing fee of \$25 and any costs incurred by the city for required publication and mailing related to the processing of the depositor's application shall be retained. Any remaining amount will be refunded to the applicant or you will be billed for any charges exceeding the deposit amount.
2. The completed application must include a full legal description of the property from the warranty deed, a copy of the deed or lease showing control of the property, and a site plan. Nine (9) preliminary development plans shall be filed with the zoning enforcement officer, who shall forward the copies to the Planning and Zoning Commission. The cost of all plans shall be borne by the developer.
3. A complete application must be submitted seven (7) days prior to the publication date of the Legal Notice. The legal notice must be published in a local newspaper at least fifteen (15) days prior to the Planning and Zoning Commission public hearing, which is typically held on the _____ of each month.
4. Attendance is required at the public hearing. Once your case is opened for discussion, the chairperson will ask you to briefly state the nature of your request. You may have a representative make this statement on your behalf if you wish.
5. Following the public hearing the Planning and Zoning Commission will make a recommendation to the Village Board to consider the Variance based on the findings of facts during the public participation portion of the public hearing. You must be present at the Village Board meeting.
6. The Village Board will consider the Variance following the Planning and Zoning Commission meeting in which a recommendation was made. The Village Board will vote to either approve, approve with conditions or deny the Variance.
7. If an application for a variance has been denied by the Village Board, no new or further application seeking the same or substantially the same variance for the same lot, tract or parcel of land shall again be submitted to the Village Board until at least one (1) year following the date of the Village Board vote denying said application.

Please contact the Zoning Administrator at 925-7138 with questions.

**Village of Hennepin
Variance Review Procedures**



C:\My Documents\Putnam Co\Hennepin\Zoning\Forms\Variance Application.doc