

FEE PAID:   
RECEIPT NUMBER:

DATE RECEIVED   
BY VILLAGE:

**VILLAGE OF LAKE BLUFF**  
**APPLICATION FOR ZONING VARIATION, SPECIAL USE PERMIT, REZONING, OR PRD**

**SUBJECT PROPERTY**

Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
*(Property address for which application is submitted)*

Current Use: \_\_\_\_\_  
*(Residential, Commercial, Industrial, Vacant, Etc.)*

PIN Number: \_\_\_\_\_

**APPLICANT**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Address if different than subject property)*

Relationship of Applicant to Property: \_\_\_\_\_  
*(Owner, Contract Purchaser, Etc.)*

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

**OWNER**

**Owner - Title Holder**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_

**If Joint Ownership**

Joint Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_

If ownership is other than individual and/or joint ownership, please check appropriate category and provide all additional ownership information as an attachment.

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Corporation  | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Land Trust   | <input type="checkbox"/> Trust       |
| <input type="checkbox"/> Other: _____ |                                      |

Are all real estate taxes, special assessments and other obligations on the subject property paid in full?

Yes       No      If No, Explain: \_\_\_\_\_

**ACTION REQUESTED**

To provide time for legal notification requirements, any application requiring a Public Hearing before the Zoning Board of Appeals must be received at least 25 days prior to the next meeting date.

- Zoning Variation
- Special Use Permit
- Text Amendment
- Rezoning
- Planned Residential Development
- Other: \_\_\_\_\_

Applicable Section(s) of Zoning Ordinance, if known: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Narrative description of request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STANDARDS FOR VARIATIONS AND SPECIAL USE PERMITS**

The Zoning Board is required by the Illinois State Statutes to apply the following standards in reviewing requests for Variations and Special Use Permits. The Board may only grant a variation or recommend that the Village Board grant a variation in cases where there are practical difficulties and particular hardships brought about by the strict application of the Zoning Ordinance and not by any persons, presently or formerly, having an interest in the property. **The applicant has the burden of establishing each of these standards both in writing and at the Public Hearing.** Please attach additional materials if necessary.

**STANDARDS FOR VARIATIONS:**

1. **Practical Difficulty or Hardship:** Describe the practical difficulty or particular hardship that would result from the strict application of the Zoning Ordinance.

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

2. **Unique Physical Condition:** Describe the unique characteristics of the lot or structures on the subject property which are exceptional, such as: a) existing unique structures or uses, b) irregular lot shape, size, or location, c) exceptional topographical features, or d) other extraordinary physical conditions.

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

3. **Special Privilege:** Describe how the request will not simply provide the applicant with a special privilege that other property owners do not enjoy. The request must be for relief from the regulations due to hardship, and not simply to reduce inconvenience or to provide for financial gain.

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4. **Code Purposes:** Describe how the request does not violate the intentions of the regulations. The applicant must show that the request does not adversely impact surrounding properties or the general welfare.

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5. **Public Health and Safety:** Describe how the request will not: a) adversely impact the supply of light and air to adjacent properties, b) increase traffic congestion, c) increase the hazard of fire, d) endanger public safety, e) diminish the value of property within the surrounding area, or f) impair the public health, safety, comfort, morals, and welfare of the people.

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#### **STANDARDS FOR SPECIAL USE PERMITS:**

1. **General Standard:** Describe how the proposed use will not adversely impact adjacent properties.

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2. **No Interference with Surrounding Development:** Describe how the proposed use will not hinder or interfere with the development or use of surrounding properties.

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3. **Adequate Public Facilities:** Describe how the proposed use will be served by streets, public utilities, police and fire service, drainage, refuse disposal, parks, libraries and other public services.

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4. **No Traffic Congestion:** Describe how the proposed use will not cause undue traffic and traffic congestion.

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5. **No Destruction of Significant Features:** Describe how the proposed use will not destroy or damage natural, scenic or historic features.

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**STANDARDS FOR TEXT AMENDMENTS**

The wisdom of amending the Village Zoning Map or the text of the Zoning Code is a matter committed to the sound legislative discretion of the Village Board of Trustees and is not dictated by any set standard. In determining whether a proposed amendment will be granted or denied the Board of Trustees may be guided by the principle that its power to amend this title should be exercised in the public good.

**TEXT AMENDMENT GUIDING PRINCIPLES:**

In considering whether the principle is satisfied in amending the text of the Zoning Code, the Board of trustees may weigh, among other factors, the following:

1. **The consistency of the proposed amendment with the purposes of this title:**

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2. **The community need for the proposed amendment and any uses or development it would allow:**

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3. **The conformity of the proposed amendment with the village's comprehensive plan and zoning map, or the reasons justifying its lack of conformity:**

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## APPLICATION MATERIALS

### LEGAL DESCRIPTION - MUST BE PROVIDED

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#### Required\*

- Plat of survey including legal description.
- Evidence of title to property for which relief is sought or written documentation of contractual lease.
- Scale site plan showing building locations and dimensions.
- Scale site plan showing addition, new construction, modification, etc.
- Schematic drawings showing floor plan, elevations, and exterior mechanical equipment.
- Floor Area Calculation Table (if applicable)
- Other: \_\_\_\_\_

#### Optional

- Landscape Plan
- Photographs of subject property and surrounding properties.
- Testimony from neighbors is strongly encouraged.

\*15 copies, no larger than 11x17, must be submitted

## SIGNATURES

The undersigned hereby represent, upon all of the penalties of the law, for the purpose of inducing the Village of Lake Bluff to take the action herein requested, that all statements herein and on all related attachments are true and that all work here mentioned will be done in accordance with the ordinances of the Village of Lake Bluff and the laws of the State of Illinois. **The owner must sign the application.**

Owner      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Applicant      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(if other than owner)*

Print Name: \_\_\_\_\_

## GENERAL INFORMATION

*The information that follows is for the petitioner's reference and is not to be submitted with the application.*

### The Zoning Board of Appeals

The Zoning Board of Appeals is a seven member volunteer board of Village residents appointed by the Village President and Board of Trustees. The Zoning Board hears all requests for variations, special use permits, planned residential developments, and all appeals of administrative decisions relative to interpretation of the Village's Zoning Ordinance. The Zoning Board meets in the Village Hall Board Room (40 East Center Avenue) on the 3<sup>rd</sup> Wednesday of each month at 7:00 p.m., unless otherwise noticed. *The petitioner must provide 15 copies of the application and the supporting documentation 25 days prior to the Zoning Board meeting.*

### Public Hearing Process

At the public hearing, the owner(s) of the property, or the owner's designated representative, must be present. Any person wishing to speak before the Zoning Board will be sworn in by the Chairperson. The applicant will then be requested to make a brief presentation to the Board regarding their request. Any supplemental information, such as photographs, should be presented at this time. Please bring 10 copies of anything you wish to pass out to the Board. Also, additional correspondence will be delivered to the Zoning Board, by Village Staff, if it is received in a timely manner.

After the applicant has completed their presentation, the Chairman generally asks if there is anyone who wishes to speak for or against the petition. Following any comments, the Board will then discuss the matter, ask questions of the petitioner and/or Staff, and then render a decision by a roll call vote. The steps following the decision by the Zoning Board will vary depending upon the nature of the request. Staff will inform the petitioner on how to proceed.

Prior to the issuance of a building permit, approval by any or all of the following may be required: Village Board of Trustees, Plan Commission, Architectural Board of Review, Lake Bluff Community Development, Public Works and Fire Departments; State Fire Marshall, State or County Health Department, North Shore Sanitary District, IL Department of Transportation, or other governmental agencies.

### Successive Applications

Pursuant to Section 10-2-7 of the Zoning Code, before a petitioner is granted a second hearing on the same petition, they must show; 1) that the application (project) has been significantly altered, 2) that there is substantial new evidence or testimony which needs to be presented, or 3) that there was a mistake of law or fact which significantly affected the prior denial. An applicant may apply for a new hearing on the same petition after one year. The Zoning Code provides the Village Administrator with the authority to deny a successive application if the aforementioned grounds are not shown.

### Limitations on Variations

Pursuant to Section 10-2-4F of the Zoning Code, any variation or special use permit which is approved by the Zoning Board of Appeals or the Village Board of Trustees must be acted upon, i.e. a building permit issued, within 1 year of approval or it will become null and void. Extensions are available.

### Escrow Account

Any petition filed and processed in the Village that requires the Village to incur third party costs or expenses, an escrow account will be established through a legal agreement between the petitioner and the Village of Lake Bluff. The amount is determined by the Village Administrator and any amount remaining in the escrow account will be refunded to the petitioner once the actual costs incurred by the Village have been paid. These costs generally include, but are not limited to: legal fees, copying fees, legal notice publication costs, etc. *Checks should be made payable to the Village of Lake Bluff and attached to the application.*