

PLAN COMMISSION PROCEDURES VARIANCE REQUEST

Obtain necessary paperwork from the Clerks Office (variance application).

Fill application out completely. The application will be submitted to the Building Commissioner for his review. Once the Building Commissioner has approved the application you will be contacted with the next available meeting date and meeting deadline.

Once your application has been approved, you will need to make thirty copies of the application along with any additional pictures or paperwork you would like included in the Plan Commission packet.

The original application, the correct fee and the thirty copies must be submitted to the City Clerks Office a minimum of 25 days prior to the meeting. There is no exception to this rule.

Once you have filed your paperwork along with the correct fee the City Clerks Office will submit a legal notice to the local paper, which is the Herald News. The Herald News will contact the petitioner and let you know how much the publication is going to cost. This must be paid in advance of publication by cash, check or credit card to the Herald News.

The petitioner must notify all property owners within 300 feet (500 feet for a PUD) of the property. Once you have obtained the property owners names, there are two ways to notify them.

If you are going to notify property owners by personal deliver, you will need to personally hand them a letter with their name and address on it and then have them affix their signature on the notifications sheets showing that they accepted the notice.

If you are unable to contact the property owner by personal delivery or if the property owner refuses to accept the letter by personal delivery, then a certified letter (property owners name and address must be on it) with return receipt will have to be sent.

Property owners should be notified of the meeting date a minimum of fourteen (14) days or sooner prior to the meeting. A signature sheet is attached to the application and there is also a sample letter enclosed for your convenience.

On the night of the meeting you will be required to submit to the secretary of the Commission, your paid receipt from the Herald News, your affidavit of notification notarized and copies of the return receipt cards if applicable. **If these items are not submitted the night of the meeting, your case will be tabled until the following month.**

← The Plan Commission will either make a favorable/unfavorable recommendation to the Council. The City Council will hear the petition the first Monday of the following month unless it is a holiday.

If you have any questions regarding this matter please contact the City Clerks Office at (815) 741-5100 Monday through Friday from 8:00 a.m. to 5:00 p.m.

CASE # _____

CREST HILL PLAN COMMISSION APPLICATION FOR VARIATION REQUEST

APPLICANT'S NAME: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE/ZIP: _____

LEGAL DESCRIPTION OF PROPERTY (Legal description can be attached to this application):

COMMON ADDRESS OF PROPERTY: _____

LOT SIZE: WIDTH: _____ DEPTH: _____ AREA: _____

EXISTING ZONING: _____

PRESENT USE: _____

ADJOINING PROPERTIES ZONING CATEGORIES AND USES:

North of property: _____

South of property: _____

East of property: _____

West of property: _____

PROPERTY INTEREST OF APPLICANT: _____

(If the applicant is not the owner, please supply the following):

NAME OF PROPERTY OWNER: _____

ADDRESS: _____

CITY/STATE: _____

DESCRIPTION OF VARIATION (S) REQUESTED:

The following questions pertain to criteria upon which the Plan Commission must submit findings of fact and make their recommendations to the City Council:

1.) Describe how the physical surroundings, shape or topographical condition of the property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience.

2.) Describe how the plight of the owner is the result of unique circumstances.

3.) Describe how the alleged difficulty or hardship is caused by the ordinance and has not been caused by any person presently having an interest in the property

4.) Describe how the proposed variation will not impair adequate light and air adjacent properties or injurious to other property or improvements in the neighborhood.

5.) Describe how the variation if granted is the minimum variation necessary that will make possible the reasonable use of the land, building or structure.

6.) Describe how the granting of the variation will not change or alter the essential character of the locality, or be in conflict with the comprehensive plan of the city.

7) Are the conditions of hardship for which you request a variation true only of your property? _____

If not, how many other properties nearby are similarly affected? _____

SIGNATURE OF APPLICANT (S) _____

DATE: _____

SIGNATURE OF OWNER (S) _____

DATE: _____

NOTICE TO NEIGHBORING PROPERTY OWNERS

DATE: _____

TO: _____

ADDRESS: _____

CITY/STATE: _____

Dear _____;

I have applied to the City of Crest Hill Plan Commission for a:

____ zoning change ____ variation

____ planned unit development ____ preliminary/final plat

Address of the property: _____

The request, if granted, would permit the use of the property in the following manner:

The Plan Commission will hold public hearing on my application on

_____, 20__ at 7:00 p.m. at the City of Crest Hill
Municipal Building, in the City Council Chambers, 1610 Plainfield Road at which time
you may express your views in person.

If you have any questions regarding our request, please feel free to contact us at

() _____

OWNER OR PETITIONER

(PLEASE PRINT NAME)

AFFIDAVIT OF NOTIFICATION

SUBJECT PROPERTY _____

I, _____, hereby certify that the following is a true and correct list of the names and addresses of persons owning property within 300 feet (500 feet for a PUD) in all directions of the subject property as such names are recorded in the Office of the Will County Supervisor of Assessments. I also certify that the number of feet occupied by all public roads, streets, alleys and other public ways has been excluded in computing the 300/500 foot requirement. I also certify that a written notice has been sent out to each person on the following list by either personal delivery or certified mail. (Please indicate under how notified by indicating PD for personal delivery or CM for certified mail)

OWNER	MAILING ADDRESS	HOW NOTIFIED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I further certify that I have a free-hold interest, a possessory interest entitled to exclusive possession, a contractual interest which may become a free-hold interest, an option to purchase, or some other exclusive possessory interest in the subject property.

Subscribed and sworn before
Me this _____ day of,

20____

DATE: _____

APPLICANT'S SIGNATURE

SIGNATURE OF NOTARY

ORDINANCE NO. 1117

AN ORDINANCE ESTABLISHING SUPPLEMENTAL NOTICE PROVISIONS FOR APPEARANCES BEFORE THE CREST HILL

Be it ordained by the City Council of the City of Crest Hill, Illinois:

Section 1: There is hereby added to the Crest Hill Zoning Ordinance Section 12.5-1.1, which Section shall read as follows:

"12.5-1.1 Filing Requirements

Whenever any provision of the Zoning Ordinance requires that notice of a property owner's or occupier's petition or other matter must be presented before the Plan Commission, the party presenting the petition must submit a legible copy of it to the City Clerk no later than twenty-five (25) days before the Plan Commission meeting at which it is to be presented."

Section 2: There is hereby added to the Crest Hill Zoning Ordinance Section 12.5-1.2, which Section shall read as follows:

"12.5-1.2 Notification Requirements-Plats of Subdivision and P.U.D. Developments

Whenever a property owner or his agent seeks approval from the Plan Commission of a plat of subdivision or a planned unit development, the petitioner shall notify all surrounding property owners of the date, time and place he plans to present his preliminary plat or plan to the Plan Commission, no later than fifteen (15) days of the Plan Commission hearing thereon, giving a full description of the action he wishes the Plan Commission to take. This notice shall be performed in the same manner as the serving of notices for rezoning, variances, and special uses."

Section 3: This Ordinance shall take effect on January 1, 2000.

PASSED this 20th day of December, 1999.

Christine Dushney
CITY CLERK

AYES: 8
NAYES: 0
ABSENT 0

APPROVED this 20th day of December, 1999.

Donald L. Randuk
MAYOR

ATTEST: Christine Cluskey By
[Signature]

