

Rules for Filing Variation Applications

A “variance” means a grant of relief from the requirements of the Cook County Zoning Ordinance which permits construction in a manner that would otherwise be prohibited by the Ordinance.

1. **Variations require three (3) original copies of a Plat of Survey with each application.** Plats of Survey will state the acreage of the tract, include a Legal Description, and **bear the raised seal** of an Illinois Registered Land Surveyor. **The Plats of Survey must be dated within the last five (5) years.** If possible, the Plats of Survey should also show the nearest dedicated east/west and north/south streets, the right of way width and distance of each street from the property in question. **Three (3) Site Plans of proposed construction must also accompany each application.**
2. **Three (3) photocopies of Proof of Ownership must accompany each application.** Proof of ownership may be photostats of Torrens Certificate, **Title Policy**, Letter of Opinion or other adequate document. **(Please note: A Real Estate Tax Bill is not Proof of Ownership).**
3. **Notarized Affidavit of Notification of Property Owners** must be submitted in entirety at time of application. The form (included in this packet) must contain the names and addresses of surrounding property owners from the property in questions, for a distance of 150 feet in all directions from the property lines. The Variance **will not** be accepted or processed until this Notification is accurately and completely submitted.
4. Filing fees must be submitted at the time of filing by check, payable to the **Cook County Collector**. Fees are established by the County Board and are predicated upon the type of application involved. **Filing fees are not refundable.**
5. Only the title owners of the property, his attorney, or an authorized agent may file the application and only in the owner’s name. **Persons other than the land owner or his attorney must present a letter of authorization from the owner.**
6. On applications for Variations, please type or print answers to all questions. **Our Zoning Plan Examiners will assist you in filling out answers to numbers five, eight, nine and ten.**
7. The variance application **must be in triplicate.**

When ready to file, please telephone and
MAKE AN APPOINTMENT
with Zoning Administrator, Kellie Peterson’s Office

Application for Variation For Unincorporated Cook County

Applicant Information

- 1. Name _____
- Address _____
- City _____
- Phone # _____

Owner Information

- 2. Name _____
- Address _____
- City _____
- Phone # _____

- 3. Applicant is: owner attorney other (specify) _____
- 4. Present owner acquired legal title to subject property on _____
(date)

Property Information

- 5. Property Address _____ City _____
- Acreage of Property _____
- 6. PIN # _ _ - _ _ - _ _ - _ _ - _ _ - _ _
- 7. Township _____
- 8. Legal Description of Subject Property **See Attached**

- 9. To your knowledge, have any previous applications for variances been filed in connection with these premises? yes no
- 10. Present Zoning Classification _____

Request

11. A Variance is being requested for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> to reduce yard requirement | <input type="checkbox"/> to reduce off-street loading facilities |
| <input type="checkbox"/> to reduce setback requirements | <input type="checkbox"/> to increase maximum distance |
| <input type="checkbox"/> insufficient lot area | <input type="checkbox"/> between off-street parking facilities |
| <input type="checkbox"/> request same off-street parking | <input type="checkbox"/> and use |
| <input type="checkbox"/> facilities for two or more uses | <input type="checkbox"/> to increase gross area of signs |
| <input type="checkbox"/> to reduce off-street parking facilities | <input type="checkbox"/> to increase maximum floor area |
| <input type="checkbox"/> to reduce off-street loading facilities | |

12. State in detail the Variance requested and reasons for same for the above mentioned items checked

13. Explanation of purpose to which property will be put _____

14. Is public sewer available? yes no* _____

15. Is public water available? yes no* _____

** If NO, Variance decision may be contingent upon septic and/or well approval.*

Requirements

Three (3) copies the of registered surveyor’s plat of survey must accompany this application:

COUNTY OF COOK)
) s.s.
STATE OF ILLINOIS)

_____, being first duly sworn, on oath deposes and says, that all of the above statements and the statements contained in the documents submitted herewith are true.

signature of applicant

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public

Statement of Existing Conditions on Property

PIN # ____ - ____ - ____ - ____ - ____ - ____

Address _____

Township _____

1. Are there existing structures or buildings on the site? yes no

a. If yes, describe _____

2. Height (number of stories) _____

3. Area (cover the ground) _____

4. Type of Construction _____

2. Will the building(s) be used if Variation, Special Use, or Map Amendment is granted?

yes no

If yes, what will be the intended use? _____

3. Will the intended use of the building(s) conform to the occupancy requirements of the Cook County Building Ordinance? yes no

COUNTY OF COOK)
) s.s.
STATE OF ILLINOIS)

_____, being first duly sworn, on oath deposes and says, that all of the above statements and the statements contained in the documents submitted herewith are true.

signature of applicant

Subscribed and sworn to before me this

_____ day of _____, 20_____

Notary Public

Office Use Only		
Is property in a flood plain?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If yes, is a TOPO available?	<input type="checkbox"/> yes	<input type="checkbox"/> no
initials _____		

Department of Building and Zoning Applicant's Statement

1. I have in my possession a copy of the "Rules of Practice and Procedure" issued by the Zoning Board of Appeals.
2. I am aware that filing fees may not be refunded.
3. To the best of my knowledge, violation of the Cook County Zoning Ordinance now
 DOES **DOES NOT** exist on the subject property.
4. To the best of my knowledge, no deed restrictions or private covenants prevent the use, change of zone, special use, or variation sought in this application.
5. As an applicant, I am a lawyer or have been advised of the recommendation of the Zoning Board of Appeals that I obtain legal counsel of my choice to assist me in the preparation and presentation of my case.
6. I have been informed that Public Hearing dates are set by the Zoning Board of Appeals and that I will receive Notice of that date by certified mail at least fifteen (15) days before the Public Hearing.
7. I am aware that I may arrange, or request the assistance of the Secretary of the Zoning Board in arranging for the attendance of a court reporter at the hearing at my expense. I understand that if a court reporter is not present or is unable to make a complete transcript of the entire hearing, regardless of length, my case might be adversely affected by the lack of a complete record of the hearing.
8. I acknowledge that it is my responsibility to prepare all exhibits, arrange for the appearance of qualified witnesses and to have at the Hearing all documents relevant to this case.
9. With respect to soil, water and fire matters:
 - a. For the proposed P.U.D. (planned unit development), I am aware of the applicable ordinance, rules and regulations pertaining to water retention and run-off and understand that failure to prove compliance herewith, will result in denial of my P.U.D. application.
 - b. Except in variation cases, at the hearing I will present evidence of having informed the jurisdictional fire protection district of my plans.
10. Planned Unit Development Applications - Applicant must submit a copy of the preliminary site plan, showing ingress, egress, drainage and parking to the Chief Engineer of the Transportation and Planning Bureau of the Cook County Highway Department for preliminary approval. A public hearing date will be set only upon the submission and approval of said plat.
11. I have been informed of the Zoning Board's presumption of the general desirability of planned developments, where appropriate, and will either seek a planned development, where appropriate, or will offer reasons at the hearing for its inappropriateness in my case.

Applicant Signature _____

Date _____

Department of Building and Zoning

Fee Schedule

- A. Petitions for Variations
1. All variations in all residential districts,
regardless of number of different variations sought 75.00*
* or \$15.00 per lot, whichever is greater
 2. All variations in all commercial and industrial
districts, regardless of number of variations sought 150.00*
* plus cost of court reporter transcript
- B. Any combination of petitions, such as an Amendment, Special Use, and Variation, if requested by the applicant, will be treated as individual petitions as far as fees are concerned, but will be consolidated and heard at the designated time for the Public Hearing, before the Zoning Board of Appeals of Cook County.

