

AFTER-THE-FACT ZONING VARIATION APPLICATION

<small>For Office Use Only</small>		
Project Name: _____	Project Number: _____	Date Received: _____

PART I. REQUIRED DOCUMENTATION

- Completed and signed AFTER-THE-FACT ZONING VARIATION APPLICATION
- Signed STAFF/CONSULTANT REIMBURSEMENT ACKNOWLEDGEMENT Form
- Signed CONSENT TO ON-SITE INSPECTION Form
- All required documentation for MAJOR SITE PLAN REVIEW
- APPLICATION FEE **\$100** (single lot under 10,000 sq. ft.)
 \$200 (single lot at or over 10,000 sq. ft. or any multi-lots)
- AFTER-THE-FACT VARIATION FEE **\$1,000**
- MAJOR PLAN REVIEW FEE **\$150**
- DEVELOPER REIMBURSABLE FEES **TBD during pre-application meeting**
- Proof of Ownership or Option (1 copy)
- Legal Description of Property and the Property's Plat of Survey (2 copies folded)

PART II. APPLICANT INFORMATION

NAME OF PROPOSED DEVELOPMENT: _____

Applicant Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Owner Contact: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Is the Applicant the owner of the subject property?

YES [] NO []

(If not, a letter from the Owner authorizing the Applicant to file the Application must be attached.)

Is the Applicant and/or Owner a Trustee or a Beneficiary of a land trust? YES [] NO []

(If yes, a disclosure statement identifying each Beneficiary of such land trust by name and address and defining his/her interest therein shall be verified by the Trustee and shall be attached hereto.)

PART III. PROPERTY INFORMATION

ADDRESS OF PROPERTY: _____

PARCEL INDEX NUMBER (PIN): _____

AREA OF PARCEL (ACRES): _____

LEGAL DESCRIPTION: A legal description must be attached to this application.

PART IV. FINDINGS OF FACT

1. The proposed variation will not endanger the health, safety, comfort, convenience, and general welfare of the public?

2. The proposed variation is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed variation.

3. The proposed variation alleviates an undue hardship created by the literal enforcement of this Ordinance.

4. The proposed variation is necessary due to the unique physical attributes of the subject property, which were not deliberately created by the applicant.

5. The proposed variation represents the minimum deviation from the regulations of this Ordinance necessary to accomplish the desired improvement of the subject property.

6. The proposed variation is consistent with the intent of the elements of the Comprehensive Plan, this Ordinance, and the other land use policies of the Village.

I, _____, hereby apply for review and approval of this application and represent that the application, requirements thereof, and supporting information have been completed in accordance with the Village of South Elgin Ordinances.

Signature of Applicant

Date

If you have any questions or comments, please call Community Development at **(847) 741-3894**. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.

STAFF/CONSULTANT REVIEW REIMBURSEMENT ACKNOWLEDGEMENT

The undersigned hereby acknowledges their obligation to reimburse the Village of South Elgin for the costs incurred by the Village staff and consultants to review the application attached to this Acknowledgement, including all of the supporting documentation and data, plans, specifications, drawings and other information as required by the applicable sections of the South Elgin Unified Development Ordinance. The applicant shall deposit into a specified account with the Village at the time of each application. The amount is determined by the Zoning Administrator.

Further, the undersigned represents themselves as having the authority to incur such obligations on behalf of the owner and/or property.

The undersigned further acknowledges that the Village will deduct from this deposit the costs for reviewing the application by the Village's consultants and Village staff at the rate established for each individual by the Village Board and reimbursable expenses incurred for publication, postage and other actual costs associated with this application.

It is further acknowledged that the Village may demand additional payment(s) if the costs incurred during the review of this application exceed the amount of the deposit accompanying this application and may stay all proceedings thereto until such additional sums are deposited with the Village in accordance with the South Elgin Unified Development Ordinance.

Signature of Applicant or Authorized Agent Date

Name (Please Print or Type)

Company Name

Address

City State Zip Code

Name of Development

Parcel Index Number(s)

This form must be executed and accompany all Development Applications.
No Application will be accepted or processed without this completed form.

CONSENT TO ON-SITE INSPECTION

The undersigned are the owners of record of the real estate which is the subject of this petition and do hereby freely and voluntarily consent to inspection of the site by the Zoning Administrator and/or designated representative, the Village of South Elgin Planning and Zoning Commission members and/or the Village of South Elgin Board for purposes of determining the appropriateness of the pending proposed zoning petition, and hereby release such persons from any liability based in whole or in part on the inspection of the parcel in question.

Signature of Owner of Record

Date

Name (Please Print or Type)

Company Name

Address

City

State

Zip Code

Site Address

Parcel Index Number(s)

No Application will be accepted or processed without this completed form.

SCHEDULE OF FEES

ANNEXATION	\$300
ZONING CERTIFICATE	Included in building permit fee
CLASS I SITE PLAN REVIEW	\$150
CLASS II SITE PLAN REVIEW	\$100
AMENDMENT	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
SPECIAL USE	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
VARIATION	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
VARIATION, AFTER THE FACT	\$1,000
PLANNED DEVELOPMENTS	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
MASTER PLANNED DEV.	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
APPEALS	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
VACATIONS	\$300
SUBDIVISIONS	\$300
SIGN DESIGN REVIEW	\$30 (Non-illuminated) \$50 (Illuminated)
PARKING LOT AREAS	\$50 (4 or more parking spaces)

Application fees are not refundable. Per §154.274 Fees and §154.275 Reimbursement of Staff Review Time in the Village Ordinance, in addition to paying application fees, every applicant is required to deposit with the Village an amount which shall be used to reimburse the Village for project related expenses. The applicant shall deposit with the Village an amount not less than \$500 and not more than \$2,500 unless required by the Zoning Administrator. Deposits are refundable if not used. All staff/ consultant fees shall be invoiced to the applicant at actual cost. Deposits may be required to be replenished at Village discretion, failure to do so may result in a work stoppage order by the Village.