



**Village of Homer Glen**  
Zoning Variance  
Application and Information

*Community and Nature  
... in Harmony*

**EST 2001**

# ZONING VARIANCE APPLICATION

## PETITIONER

Petitioner Name

Address

Phone # (cell preferred) Fax #

Email

## CONSULTANT

Consultant Name

Address

Phone # (cell preferred) Fax #

Email

## INFORMATION REGARDING VARIANCE

Description of Variance(s)

Address or Location of Subject Property

Parcel Identification Number

Existing Land Use

Existing Zoning

Proposed Land Use

Proposed Zoning

## REQUIRED DOCUMENTS

- Legal description, electronically submitted to [kmcginnis@homerglenil.org](mailto:kmcginnis@homerglenil.org)
- Proof of ownership. Copy of recorded deed only. If property is in a Trust, a beneficiary disclosure statement must be submitted.
- Copy of commitment of Title Insurance.
- A notarized letter giving the representative authority to act on the zoning application from the property owner(s).
- Current plat of survey by a professional land surveyor showing all existing structures
- Petition for Annexation
- Application Fee: \_\_\_\_\_
- Professional Services Deposit: \_\_\_\_\_



# DISCLOSURE OF INTEREST

1. Applicant: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Name of Benefit Sought: \_\_\_\_\_

4. Nature of Applicant (Please check one):

- Individual       Trust/Trustee       Corporation/Limited Liability Co.  
 Partnership       Land Trust/Trustee       Joint Venture

5. If applicant is an entity other than described in Section 4, briefly state nature and characteristics of applicant:

6. If in your answer to Section 4, you checked anything other than *individual*, identify by name and address each person or entity which is a 5% or more shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses, or right to control such entity:

7. Name, address, and capacity of person making this disclosure on behalf of the applicant:

\*Note\* In the event your answer to Section 6 identifies entities other than an individual, additional disclosures are required for each entity.

## Verification

I, \_\_\_\_\_, being first duly sworn under oath, depose, and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature & Seal of Notary Public

# VARIANCE STANDARDS

The petitioner must respond to each of the following Variance Standards (Chapter 220-1207C). Please cite any relevant zoning code section from which the variations are being requested and explain **why** the Variance(s) is/are being requested in the spaces provided below.

1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone:

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2. That the plight of the owner is due to unique circumstances:

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3. That the variance, if granted, will not alter the essential character of the locality:

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4. That the particular physical surroundings, shape, or topographic conditions of the specific property involved will bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations was carried out:

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5. That the conditions upon which the petition for variance is based would not be applicable, generally, to other property within the same zoning classification:

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6. That the purpose of the variance is not based exclusively upon a desire to make more money out of the property:

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7. That the alleged difficulty or hardship has not been created by any person presently having an interest in the property:

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8. That the granting of the variance will not be detrimental to the public welfare or unduly injurious to other property or improvements in the neighborhood in which the property is located:

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9. The exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction, in the immediate neighborhood, or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood:

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10. That the proposed variance will not impair an adequate supply of air to adjacent property, substantially increase the danger of fire, otherwise endanger the public safety, or substantially diminish or impair property values in the neighborhood:

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## DEVELOPMENT REVIEW FEE SCHEDULE

<b>ANNEXATION</b>	
Residential & Non-residential	\$500 flat fee + \$100 per acre
<b>ZONING</b>	
Residential & Non-Residential	\$800 (map amendments) \$300 (text amendments)
<b>VARIANCES</b>	
Residential	\$475 flat fee
Non-Residential (except for sign variances)	\$575 flat fee + \$50 ea. additional variance
Sign Variances	\$300 flat fee
<b>SITE PLAN</b>	
Residential (attached & multi-family) & Non-Residential < 50,000 SF buildings	\$500 flat fee
<b>SPECIAL USES</b>	
Special Use (except for outdoor seating)	\$500
Outdoor Seating Associated with a Permitted Restaurant	\$100
<b>PUD (Not subject to Special Use Fees)</b>	
Flat Fee	\$1,000 flat fee + \$50 per acre
Major PUD change	\$1,000
Minor PUD change	\$500
<b>LANDSCAPING (Staff Review)</b>	
Flat fee	\$250
<b>PLAT OF SUBDIVISION (Preliminary and Final)</b>	
0-10 acres	\$1,000 flat fee + \$50 per acre
1.5 Mile Review	\$200
<b>PLAT OF CONSOLIDATION, MINOR SUBDIVISIONS (&lt; 5 Lots; no new streets)</b>	
0-10 acres	\$500
Over 10 acres	\$1,000
<b>PLAT OF VACATION, DEDICATION</b>	
Flat Fee	\$200
<b>SITE DEVELOPMENT PERMIT</b>	
Flat Fess	\$300
<b>PUBLICATION</b>	
All Applications	\$100
<b>PROFESSIONAL SERVICES</b>	
0-10 acres	\$2,000 (excludes minor PUD changes)
Over 10 acres	\$4,000 (excludes minor PUD changes)
Special Use Permits	\$500
Variances	\$500 (non-residential); residential applicants shall reimburse the Village if fees are accrued
Site Plan	\$500 (excluding single family residences)
Sign Variances	\$250 (excluding single family residences)
<b>ZONING MATERIALS</b>	
Zoning Ordinance	\$40
Zoning Map	\$10
Comprehensive Plan	\$40
Application for permit to construct in right-of-way	\$1,200
Inspection prior to order for removal of a stop-work order in relation to tree preservation	\$75/each

Any land vacated by the Village of Homer Glen is subject to compensation as established by the Village of Homer Glen. The sign variance application fee for sign distance and sign relocations resulting from adjustments of the right-of-way due to public road improvement projects is waived. A professional service fee deposit is required from the petitioner.

Note 1: Fractional acres are rounded up to the next unit.

Note 2: The petitioner is also responsible for any professional review fees associated with the project. These professional review fees include legal, engineering and/or other professional review or consulting fees, which are assessed on an hourly basis. A professional service fee deposit is required from the petitioner.



## Pre-Application

- **Step 1: Pre Application Meeting**

- Schedule a pre-application meeting with Village Staff to discuss your plans. Items to bring to the meeting include: concept plan, plat of survey, aerials of the property, preliminary storm water management plan, building renderings, etc.

- **Step 2: Formal Application**

- Submit a formal application, including all required documents and fees

- **Step 3: Schedule Meetings**

- Village Staff will schedule the Plan Commission meetings when the application is deemed complete and any necessary staff reviews have been completed

## Plan Commission

- Plan Commission meets the **first** and **third** Thursday of each month at 7 p.m. in the Village Board Room

- Village Staff will send notification via First-Class mail to property owners with 250' feet of the subject property at least **14 days prior to the public hearing**

- Village Staff will post a sign on the subject property **15 days prior to the public hearing for Residential Properties**

- Applicant will post a sign on the subject property **15 days prior to the public hearing for Commercial/Industrial Properties**

- Village Staff will send a legal notice no less than **15 days prior to the public hearing** for notice in a local newspaper

- Plan Commission votes on request and sends recommendation to Village Board

## Village Board

- Village Board meets on the **second** and **fourth** Wednesday of each month at 7 p.m. in the Village Board Room

- Village Board reviews request and Plan Commission recommendation to make a final decision

- **If approved:** the petitioner is able to apply for a building permit with the Building Department

- **If an application for a text or map amendment is denied,** the application cannot be resubmitted for a period of 1 year from the date of the order of denial

**This outline represents a broad depiction of the development review process. The petitioner should be aware that all projects are distinct in their application and may consist of numerous reviews. Therefore, each project might not fit into the specifics of this outline.**