

Village of Vernon Hills Planning & Zoning Commission Variance Application and Appeals Procedure

This checklist was prepared to assist in the submittal and processing of an application for a zoning variance to the Village of Vernon Hills Planning & Zoning Commission. All questions regarding the process should be directed to the Building Commissioner at (847) 918-3548. Depending on the submittal date of an application, the petitioner can expect a final decision on the request to be rendered by the Village Board within 45 – 60 days.

- Prior to preparing an application, the petitioner shall schedule a meeting with the Building Commissioner to discuss the request and appeals procedure.
- The petitioner shall prepare and submit, to the Building Commissioner, **ten (10) sets of the completed application**. Each application shall include the cover sheet, Statement of Hardship & Unique Circumstances, a plat of survey, plans, and adjacent property owner information.
- **FEES:** Upon application submittal, the Building Division will collect the applicable fees (\$100 for residential or \$500 for non-residentially zoned properties). Also, the Building Division will provide the petitioner with a public information sign for the purposes of informing the public of the variance request. An additional \$60 refundable deposit will be collected.
- **HEARING DATE:** The hearing date will be scheduled upon submittal of the completed application and required documents described herein. The petitioner shall attend the hearing.
- The Building Commissioner will prepare a summary of the request and attach it to the petitioner's applications. The Village will publish the hearing agenda, send notification to the adjacent property owners, and distribute the applications to each Zoning Board of Appeals member prior to the hearing.
- The Planning & Zoning Commission (P&Z) is a commission comprised of seven (7) members appointed by the Village President and the Board of Trustees. All meetings are open to the public. The P&Z functions as an advisory body to the Village Board, therefore recommendations to the Board are advisory, not binding. Four (4) affirmative votes from the P&Z are required for a variance to be recommended to the Village Board for approval.
- **BOARD DELIBERATION:** State law requires the Planning & Zoning Commission to consider practical difficulties and unique circumstances as a basis for granting a variance. The petitioner shall provide evidence to the three conditions listed on the attached Statement of Hardship & Unique Circumstances.
- **DECISION:** If the Planning & Zoning Commission unanimously recommends granting the variance, the request will be placed on the Village Board's meeting consent agenda. If less than a unanimous vote, the request will be placed on the Board's Committee of the Whole agenda for further deliberation. In the event the Planning & Zoning Commission recommends to deny a variance request, a two-thirds (5 votes) vote is required from the Committee of the Whole to approve a variance.
- **FINAL APPROVAL:** If the Village Board or Committee of the Whole approves the variance, an ordinance will be drafted and placed on the Board's next meeting agenda for final approval.

**VILLAGE OF VERNON HILLS
PLANNING & ZONING COMMISSION
Variance and Appeals Application
Building Division – (847) 367-3704**

VARIANCE (\$500 Commercial/\$100 Residential) / Appeal (\$100) Application

Request is hereby made, as described below, for permission to erect, alter, modify or extend a structure, sign or facility or substitute material therefore, either contrary to a: (Check one)

Provision(s) of Building Code _____ Sign Ordinance _____ Zoning Ordinance _____

Decision rendered by the Building Commissioner in denying an application for permit _____

Appellant _____ Address _____ Phone# _____
(owner or duly authorized representative)

Owner _____ Address _____ Phone# _____
(if different from above)

Location/Address of Structure/Facility _____ Zoning Dist _____

Present Use _____ Proposed Use _____

List below a brief outline of your appeal, listing selections of the Building Code/Sign Ordinance/Zoning Ordinance from which relief is sought and/or outline your proposal(s) that are contrary to the Building Commissioner's decision. In the case of a variance, specifically enumerate responses.

Attach all supporting data to application, including plans, artist rendition and other information as determined by the Building Commissioner.

(Date)

(Appellant Signature)

Appellant shall submit a legal description of the property in question and evidence of ownership (or authorization from owner) of property in question and shall provide a list of names and addresses of all owners of property within 250' of the address listed above. (Contact either Libertyville or Vernon Township offices for information).

FOR OFFICE USE:

Case # _____ Permit # _____ Received By: _____ Date: _____

**Planning & Zoning Commission
Statement of Hardship and Unique Circumstances**

Applicant Name: _____

Property Address: _____

State laws and local ordinances require the Zoning Board of Appeals to recommend granting variances only when unique circumstances, undue hardship, and loss of reasonable use and return of the property would be realized if a variance was not granted.

It is incumbent for the petitioner to specifically state the evidence that sustains each of these three (3) conditions. Attach additional sheets if necessary.

1. The property cannot yield a reasonable use and return if the variance is not granted because...

2. The plight of the owner is due to unique circumstances and are as follow:

3. The variance, if granted, will not alter the essential character of the neighborhood because...

NOTICE OF ADJACENT PROPERTY OWNER

State laws and local ordinances require the Village to send notice of the proposed variance to all property owners within a 250' radius of the property for which a variance is being requested. It is in the best interest of the applicant to contact said property owners and personally inform them of this request. Please assist us in providing two hard copies **and a copy via e-mail in Excel format**, of the names and addresses of the current tenants and property owners within the 250' radius.

The listing of the neighboring properties, tenants and owners, can be obtained by visiting:

• **Libertyville Township Assessor's Office** 359 Merrill Ct, Libertyville, IL 60048
Phone: 847-362-5900 (North of Rt. 60).

• **Vernon Township Assessor's Office** 3050 N. Main St., Buffalo Grove, IL 60089.
Phone: 847-634-4602 (South of Rt. 60).

Don't forget to e-mail a copy.

In addition to providing two hard copies with the 10 sets of the application, please e-mail the list of tenants and property owners in an Excel format to:

Vernon Hills Building Commissioner
(847) 918-3548