



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022

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Last Updated: May 5, 2017

www.villageofglencoe.org

MAKING AN APPEAL TO THE ZONING BOARD

An appeal that is filed must be within the limits of Zoning Board of Appeals jurisdiction. Required materials for an appeal to the Zoning Board of Appeals are:

- Rejection of an application for a building permit. (By discussing your initial request with the Building & Zoning Administrator you have effectively had this rejection.)
- Filing a written appeal to the Zoning Board of Appeals stating (1) the location of the property, (2) the size and use of the proposed addition, (3) the practical difficulties or particular hardship which the applicant has in conforming to the strict zoning ordinance requirements. If you wish to supply elevations or floor plans for advance ZBA member review, they must be in 8½" x 11" format.
- Submitting a \$250.00 filing fee.
- Submitting a certified plat of survey showing the outline with dimensions of the proposed addition.
- Submitting from your architect Floor Area Ratio (FAR) calculations using the Village's form.
- Setback plane elevation at ¼" scale showing compliance with Village Ordinances.

All materials above must be filed with the Building & Zoning Administrator by the deadline noted below for each month's meeting. Meetings are scheduled for the first Monday of each month if an appeal is filed by the deadline. *NO MORE THAN THREE APPEALS WILL BE CONSIDERED AT EACH ZONING BOARD OF APPEALS MEETING.*

- Providing elevation drawings and general floor plan for the proposed addition at the Zoning Board of Appeals meeting. Although this material is not required prior to the meeting, you need to bring these materials to the meeting for viewing by the members of the Zoning Board of Appeals. One large size plan set mounted on hardboard and 8 reduced-size copies for ZBA members and staff usually works best.
- It is often useful to bring with you to the meeting photographs of the side of the house that is being added onto. A legal notice is mailed to area neighbors approximately 15 days prior to the hearing, advising them of the general nature of your request and indicating that they may see you to review the building plans. It is recommended that you provide details of your plans to your immediate neighbors and hopefully obtain their favorable review of the proposal. You must attend the public hearing for the review of the proposal. You may also attend the public hearing in the month prior to your own, if you wish to see the public hearing process.
- If your zoning variation is approved, the approval is conditioned on adherence to the elevation plans which were presented to the Zoning Board of Appeals. Changes in the elevation plans or the outline of the addition would require you to file for a new zoning variation.

NOTE: Every variation of the provisions of the Zoning Ordinance will expire and be of no further force or effect at the end of the twelve months from the date it was granted, unless before this period elapses, a building permit is issued and construction started. To seek a time extension you must submit a request in writing prior to the expiration date for consideration at the next Zoning Board of Appeals meeting.

ZONING/FENCE BOARD
OF APPEALS MEETING

FILING DEADLINE

January 9, 2017	November 30, 2016
February 6, 2017	December 31, 2016
March 6, 2017	January 31, 2017
April 10, 2017	February 28, 2017
May 1, 2017	March 31, 2017
June 5, 2017	April 30, 2017
July 10, 2017	May 31, 2017
August 7, 2017	June 30, 2017
September 11, 2017	July 31, 2017
October 2, 2017	August 31, 2017
November 6, 2017	September 30, 2017
December 4, 2017	October 31, 2017
January 8, 2018	November 30, 2017
February 5, 2018	December 31, 2017

WHAT REALLY IS A ZONING HARDSHIP?

We have attempted below to summarize what a zoning hardship is, and to elaborate on some basic elements. Before planning a room addition, or a new house, owners will find that zoning regulations limit different aspects of their project ranging from setbacks to house size. Variations are possible for some elements of the zoning regulations. In Glencoe, the Zoning Board of Appeals is the final authority on zoning variation requests. Variations, for example, are limited as follows for single family homes:

- Front, side and rear yards - 20% reduction
- F.A.R. - 15% increase
- Garage door width size - no limit on increase
- Setback plant - no limit on increase
- Second floor over nonconforming first floor - no limit on variations

Put simply, a hardship for zoning purposes is a unique circumstance of the property itself, since a variation applies to the property, not the owner. Examples of hardship might be a physical condition of the lot (such as narrowness or shallowness, unusual shape, or exceptional topography), or perhaps some hardship arising from the location of the house on otherwise typical lot (such as having been built in a non-conforming location on the lot, thereby precluding practical use of the buildable area of the lot).

A hardship is not the obstruction of the owner's profit, advantage, or convenience. The wish to make the house more salable by adding a porch, wood deck, three-car garage, or to expand the living area to house a growing family, or the return of elderly relatives without having to look for and move to another house, does not itself establish "hardship." Even though it is consistent with Village interests to encourage the continuing restoration and upgrading of the housing stock, the changes proposed by an owner must conform to the zoning laws, which are intended to assure adequate light, air, and space for all.

Each zoning case is carefully examined by the Zoning Board of Appeals on a case by case basis. Many factors make each house lot different from others including lot shape, topography, house location on the lot, house shape and size, landscaping features, historical features, etc. It is to be emphasized that a zoning hardship must apply to the property in a generic way and cannot be for financial gain or loss, large size of family, personal medical reasons, or aesthetic reasons.

The ability to obtain a variation will depend on the pertinent issues that the homeowner presents. For example, front yard variations are more difficult to obtain than side or rear yard variations. F.A.R. variations have not typically been granted for homes built since 1990 when the Village's first F.A.R. restrictions were adopted. A new home buyer would have difficulties for example in presenting a zoning case seeking an additional bedroom when the opportunity existed for him or her to find a house on the market with the number of bedrooms needed. Similarly a seller or buyer of a property seeking to divide it into two lots would not have the basis for a hardship where the obvious main interest would be increased profit. As a result requests to make lots buildable have generally not been granted in the past. In preparing for your zoning variation appeal submittal, please remember that Village staff with the preparation of these handouts is attempting to best advance your presentation. The outcome of any particular request cannot be predicted in advance of the hearing, though Village staff can make an estimated prediction based on similar past cases that have been heard by the Zoning Board of Appeals.

Please call on us if we can be of further assistance.

Notice of Appeal

Date: _____

Property Address: _____

PIN #: _____

Zoning Board of Appeals
Village of Glencoe
Glencoe, IL 60022

Dear Zoning Board of Appeals Member:

I have been aggrieved by the Officer charged with the enforcement of the Glencoe Zoning Ordinance.

It is my desire to:

I require a zoning variation reducing the _____ yard setback from _____ feet to _____ feet and _____ yard setback from _____ feet to _____ feet.

Therefore, I desire a variation in the application of the regulations of this ordinance and there are the following practical difficulties or particular hardships in carrying out the strict letter of the Glencoe Zoning Ordinance in that:

1)

2)

3)

4)

The Zoning Board of Appeals, after a hearing, may authorize this variation because it does not exceed the maximum variation permitted in Article VII, Section 4 of the Ordinance.

I understand that the Zoning Board of Appeals may authorize a variation only where there are practical difficulties or where there is particular hardship in the way of carrying out the strict letter of this ordinance.

Owner's Agent Printed Name

Owner's Printed Name and Signature

Agent's Telephone

Owner's Telephone

Please deliver this form with any supporting material to:

Public Works Department
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4111 | Fax: (847) 835-4234 | E-mail: publicworks@villageofglencoe.org