

Village of Tinley Park Community Development Dept. 16250 S. Oak Park Ave. Tinley Park, IL 60477 708-444-5100

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## VILLAGE OF TINLEY PARK, ILLINOIS VARIATION ADDENDUM

## **APPLICATION & SUBMITTAL REQUIREMENTS**

A complete application consists of the following items submitted in a comprehensive package. If materials are submitted separately or are incomplete they will not be accepted and may delay the review and hearing dates until a complete application package is received. The following information is being provided in order to assist applicants with the process of requesting a **Variation** from the terms of the Zoning Ordinance. This information is a summary of the application submittal requirements and may be modified based upon the particular nature and scope of the specific request.

Depending upon meeting schedules, legal notification requirements, and the specific type and scope of the request, this process generally takes between 45 to 60 days from the date of submission of a complete application package. Please schedule a pre-application meeting with Planning Department staff to review the feasibility of the proposal, discuss applicable Ordinance requirements, discuss submittal requirements and receive preliminary feedback on any concept ideas or plans prior to making a submittal.

$\Box$ General Application form is complete and is signed by the property owner(s) and applicant (if applicable).
☐ Ownership documentation is submitted indicating proper ownership through a title report or title policy. If a corporation or partnership, documentation of the authorized agent must be supplied as well. All beneficiaries of a property must be disclosed.
☐ A written project narrative detailing the specific variation(s) from code requirements that are being requested, the reasoning for requiring the variation, the general nature and specific aspect of the proposal being requested. Any additional requests such as a Special Use or Site Plan approval should be indicated in the narrative as well.
$\Box$ A Plat of Survey of the property that is prepared by a register land surveyor and has all up-to-date structures and property improvements indicated. All proposed improvements shall be indicated on the survey and be appropriately scaled with all setbacks and dimensions clearly indicated.
$\square$ Any applicable site plan, engineering/grading plans, exterior elevations or interior layout plans that indicate the full scope of the project and the Standards for a Variation.
$\square$ Responses to all Standards for a Variation on the following page (can be submitted separately along with the narrative, but all standards must be covered).
☐ Residential Variation Hearing Fee - \$250 + \$75 per additional Variation  Commercial Variation Hearing Fee - \$500 + \$75 per additional Variation

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## STANDARDS AND CRITERIA FOR A VARIATION

Section X.G.1 of the Village of Tinley Park Zoning Ordinance requires that the Zoning Board of Appeals determine compliance with the following standards and criteria. In order for a variance to be approved, the Petitioner must respond to all the following statements and questions related to the Standards with factual evidence and information to support the requested Variation. If additional space is required, you may provide the responses on a separate document or page.

A.	Describe the difficulty that you have in conforming with the current regulations and restrictions relating to your property, and describe how this hardship is not caused by any persons presently having an interest in the property. (Please note that a mere inconvenience is insufficient to grant a Variation). For example, does the shape or size of the lot, slope, or the neighboring surroundings cause a severe problem in completing the project in conformance with the applicable Ordinance requirement?
В.	Describe any difficulties or hardships that current zoning regulations and restrictions would have in decreasing your property value compared to neighboring properties.
c.	Describe how the above difficulty or hardship was created.
D.	Describe the reasons this Variance request is unique to this property only and is not applicable, in general, to other properties within the same Zoning District.
E.	Explain how this Variance would not be regarded as an attempt at financial gain, but only because of personal necessity. For example, the intent of the Variance is to accommodate related living for an elderly relative as opposed to adding an additional income source.
F.	Describe how granting this Variance request will not be detrimental to the public welfare or injurious to other properties or improvements in the neighborhood in which the property is located.
G.	Explain how granting this Variance will not alter the essential charter of the neighborhood or locality.

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Describe how the requested Variance will not:		
1.	Impair an adequate supply of light and air to adjacent properties.	
2.	Substantially increase the congestion of the public streets.	
3.	Increase the danger of fire.	
4.	Impair natural drainage or create drainage problems on adjacent property.	
5.	Endanger the public safety.	
6	Substantially diminish or impair property values within the neighborhood.	
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