



THE VILLAGE OF
OAK LAWN

ZONING & PLANNING COMMISSION PROCEDURES

For Public Hearings: (rezonings, parking variations, special uses)

The Zoning & Planning Commission meets twice a month, the **first and third Monday of each month at 7:30pm** in the second floor auditorium of the Municipal Center located at 9446 Raymond Avenue. The petitioner, and/or his/her representative, is required to be in attendance at the Zoning & Planning Commission meeting(s) where the request will be discussed and voted on for recommendation to the Board of Trustees.

Parking variation, rezoning, and special use requests require a public hearing before the Zoning & Planning Commission, and referral to the Board of Trustees for approval. The **Board of Trustees** meets twice a month, the **second and fourth Tuesday of each month at 7:30pm** in the second floor auditorium of the Municipal Center. The petitioner, and/or his/her representative, is asked to be in attendance at this meeting should there be any additional questions.

The Vote: a unanimous vote will forward the petitioner's request to the next Board of Trustees meeting for approval. Should the petitioner's request receive a split vote then the petitioner will need to wait until approval of the prior meeting minutes at the next Zoning and Planning Commission meeting. The petitioner's request will be forwarded to the Board of Trustees for final approval.

Deadline: submit completed documents, along with any additional documentation (such as any drawings, plans, elevations, renderings, etc.), to the Department of Community Development and Growth Management in order to be placed on the next available agenda **no later than 20 days prior to the date of the meeting**. Should the petitioner submit any additional paperwork as mentioned earlier, 15 copies of same are required.

Fees: there is a **\$250.00** filing fee required upon submittal of the documents. In addition the petitioner is required to pay for a legal notice, which the Village publishes in a local newspaper. The cost for said notice is due at a later time when the Village is invoiced, at which time the petitioner will be contacted to make payment.

Petition Form: begin filling out the petition form by writing in the full legal description of the subject property. (*The legal description may be found on a Plat of Survey or other legal document relating to the subject property.*) Then fill in the address of the subject property (*common description*). The petitioner is required to fill in his/her name, address, relationship to the subject property, and the Owner of Record portion of the Petition. (*If the Owner of Record is not the petitioner, the signature of the Owner of Record is required.*) Answer the two questions at the bottom of said form, sign and date. **Please Note:** if the public hearing is for a rezoning request, please fill in the blank lines at the top portion of the form where it states "present zoning" and "requested zoning."

Findings of Fact Form: this is a questionnaire pertaining to all public hearing requests. Please keep your request in mind when answering the questions. Fill in the top portion of this form with the name and address of petitioner, the address of the subject property, and the request. This form also requires the petitioner's signature and date.

Notification Process: whenever a petitioner is appearing before the Zoning & Planning Commission for a public hearing, the Village is responsible for mailing notifications of his/her request to the taxpayers of record who own property located within a 300' radius of the boundary line of the subject property.

Affidavit: complete this form and submit to the Department of Community Development and Growth Management. The petitioner is responsible for placing a sign (22" x 28") on the subject property not less than 15 days prior to the date of the Public Hearing. It must be visible from the street, stating the purpose (*petitioner's request*), date and time (*7:30pm*), and place (*the second floor auditorium of the Municipal Center at 9446 Raymond Avenue*) of the Public Hearing. Do not post a sign on the subject property until documents are submitted to the Department of Community Development and Growth Management, and a date is given for the Public Hearing. This form requires the petitioner's signature to be notarized. The Village provides Notary Publics to notarize signatures.

Trust Form: completed by Bank should subject property be in a trust. Disregard if property is not in a trust.

Should there be any questions on the above-mentioned procedures, you may contact the Department of Community Development and Growth Management at 708/499-7814.



Village of Oak Lawn
 9446 South Raymond Avenue
 Oak Lawn, IL 60453-2449
 Phone #: 708/499-7814
 FAX #: 708/499-7823

FOR OFFICE USE ONLY	
Petition # _____	Fee Paid _____
Meeting Day & Date: _____	

PETITION

- | | | | |
|---|--------------------------|-------------------------|--------------------------|
| ZONING & PLANNING COMMISSION | <input type="checkbox"/> | BOARD OF APPEALS | <input type="checkbox"/> |
| Rezoning | <input type="checkbox"/> | | |
| Variation of Zoning (Use) | <input type="checkbox"/> | | |
| Variation of Ordinance | <input type="checkbox"/> | | |
| Other | <input type="checkbox"/> | | |

DESCRIPTION OF PROPERTY

Present Zoning _____ Requested Zoning _____
 Legal Description _____

Common Description of Property (Street Address or Location) _____

NAME OF PETITIONER AND OWNER

Petitioner

Name: _____ Phone #: _____
 Address: _____
 Relationship to the Subject Property: _____
 Relationship to the Owner of Record: _____
 Petitioner is: Owner _____ Contractor _____ Architect _____ Attorney _____ Other _____

Owner of Record

Name: _____ Phone #: _____
 Address: _____

The undersigned being the Owner(s) of the subject property as identified above, hereby certifies that I/we are aware of the filing of the Petition by the Petitioner and have given the Petitioner consent to do so relative to the subject property.

What change of land use or variation of ordinance are you requesting?

What unique circumstances and hardships cause you to request the above change?

(Additional pages or supplementary sketches or plans may be attached.)

SIGNATURE OF PETITIONER: _____ **DATE:** _____

(It is understood that only those points specifically mentioned are affected by action of this appeal.)



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**FINDINGS OF FACT - JUSTIFICATION
FOR THE GRANTING OF A VARIATION**

PETITIONER:
(Name & Address)

COMMON ADDRESS OF PROPERTY THAT IS SUBJECT TO YOUR VARIATION REQUEST:

VARIATION(S) BEING REQUESTED:

PURSUANT TO STATE STATUTE AND THE OAK LAWN VILLAGE CODE, CERTAIN FINDINGS OF FACT MUST BE MADE BEFORE A VARIATION CAN BE GRANTED. IN THAT REGARD, PLEASE PROVIDE A DETAILED RESPONSE TO EACH OF THE FOLLOWING QUESTIONS:

1.) What practical difficulties or particular hardship prevents you from fully complying with all applicable requirements of the Village Code without the variation(s)? _____

2.) Why can the property not yield a reasonable return without the requested variation(s)? _____

3.) What unique circumstances, not caused by your own actions, make the requested variation(s) necessary?

4.) Why will the requested variation(s), if granted, not alter the essential character of the surrounding neighborhood? _____

THIS COMPLETED FORM MUST BE SUBMITTED WITH YOUR VARIATION PETITION.

Signature of Petitioner: _____

Date: _____

