



MISCELLANEOUS VARIATION PROCEDURES

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

The Board of Trustees meets twice a month, the **second and fourth Tuesdays of each month at 7:30pm** in the second floor auditorium of the Municipal Center. The petitioner, and/or representative, is asked to be in attendance at this meeting should there be any additional questions.

Deadline: submit completed documents, along with any additional documentation (such as any drawings or plans, 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**. If the petitioner will be submitting any additional paperwork, 15 copies are required.

Fees: there is a **\$50.00** filing fee required upon submittal of the documents.

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 property.)* Then fill in the address of the property (*common description*). The petitioner is required to fill in his/her name, address, and relationship to the property, and also fill in 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 the form, sign and date.

Findings of Fact Form: this is a questionnaire pertaining to the variation(s) being requested. 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 property, and the request. Sign and date at the bottom of this form.

Notification Process: for variation requests, the Village is responsible for mailing notifications of the request to the taxpayers of record who own property abutting the subject property.

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

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



THE VILLAGE OF
OAK LAWN

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:** _____



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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: _____

