JOLIET PLANNING DIVISION

Zoning Board of Appeals Application Packet

Variation / Variation of Use

Should contain all of the following documents:

- Application and instructions;
- Ownership disclosure form;
- Sign posting information and requirements;
- Meeting dates and deadlines.

If any documents are missing, please obtain from Planning Division staff

Thank you!

JOLIET ZONING BOARD OF APPEALS
2019
DEADLINES AND REGULAR MEETINGS

MEETINGS ARE HELD ON THE THIRD THURSDAY OF EACH MONTH AT 2:00 P.M. IN THE CITY COUNCIL CHAMBERS, ON THE SECOND FLOOR OF THE MUNICIPAL BUILDING*, 150 WEST JEFFERSON ST., JOLIET, ILLINOIS

DEADLINE FOR PETITIONS (**AT 12:00 NOON**)	MEETING DATE
FRIDAY, DECEMBER 7, 2018	THURSDAY, JANUARY 17, 2019
FRIDAY, JANUARY 18, 2019	THURSDAY, FEBRUARY 21, 2019
FRIDAY, FEBRUARY 15, 2019	THURSDAY, MARCH 21, 2019
FRIDAY, MARCH 15, 2019	THURSDAY, APRIL 18, 2019
FRIDAY, APRIL 12, 2019	THURSDAY, MAY 16, 2019
FRIDAY, MAY 17, 2019	THURSDAY, JUNE 20, 2019
FRIDAY, JUNE 14, 2019	THURSDAY, JULY 18, 2019
FRIDAY, JULY 12, 2019	THURSDAY, AUGUST 15, 2019
FRIDAY, AUGUST 16, 2019	THURSDAY, SEPTEMBER 19, 2019
FRIDAY, SEPTEMBER 13, 2019	THURSDAY, OCTOBER 17, 2019
FRIDAY, OCTOBER 18, 2019	THURSDAY, NOVEMBER 21, 2019
FRIDAY, NOVEMBER 15, 2019	THURSDAY, DECEMBER 19, 2019

MICHAEL J. SCHWARZ
SECRETARY, JOLIET ZONING BOARD OF APPEALS

*The meeting is held in an accessible location. If you need a reasonable accommodation, please contact the Planning Office at (815)724-4050.

PETITION APPLICATION
VARIATION/APPEAL/VARIATION OF USE

PROCEDURES FOR FILING

Applications may be obtained at the Community Development Department. Assistance in filling out applications will be provided by the Planning Staff. Applications ***must be notarized*** and filed with the Department a minimum of 27 days before the scheduled meeting of the Zoning Board of Appeals.

The following fees are due when submitting an application:

Filing fee.....$120.00
Sign deposit.....$50.00 (for properties less than 1 acre)

Please see a planner for further instructions if the property is larger than 1 acre. **Upon completion of the public hearing, the sign(s) shall be removed and returned to the City of Joliet within ten days.** If the applicant fails to remove the sign within ten days, the City of Joliet may remove the sign, and the cost of the removal shall be deducted from the applicant's sign deposit. Please allow approximately 2 weeks for refund processing.

The regular meeting of the Zoning Board of Appeals is held on the third Thursday of each month at 2:00 P.M. in the City Council Chambers, 150 West Jefferson Street. The applicant or his agent must appear and testify under oath at the scheduled meeting.

A plat of survey is required in order to consider a petition. In Variation of Use cases, floor plans are required, along with a plat of survey depicting the location and number of parking spaces, structures on the lot, and all setbacks. Please refer to the attached examples of a plat of survey and a floor plan.

If a plat of survey is not included, the petition may not be accepted as an agenda item for the Board.

If the variation of use request is for a business use which requires a business license from Business Services, the applicant shall concurrently apply for a business license and submit a copy of the application with their petition.

If a business license application is not included, the petition may not be accepted as an agenda item for the Board.

Detailed information on zoning requirements are described in the Zoning Ordinance (No. 5285) which can be accessed on-line at http://www.Joliet.gov (click on the Ordinances link under the Government tab).

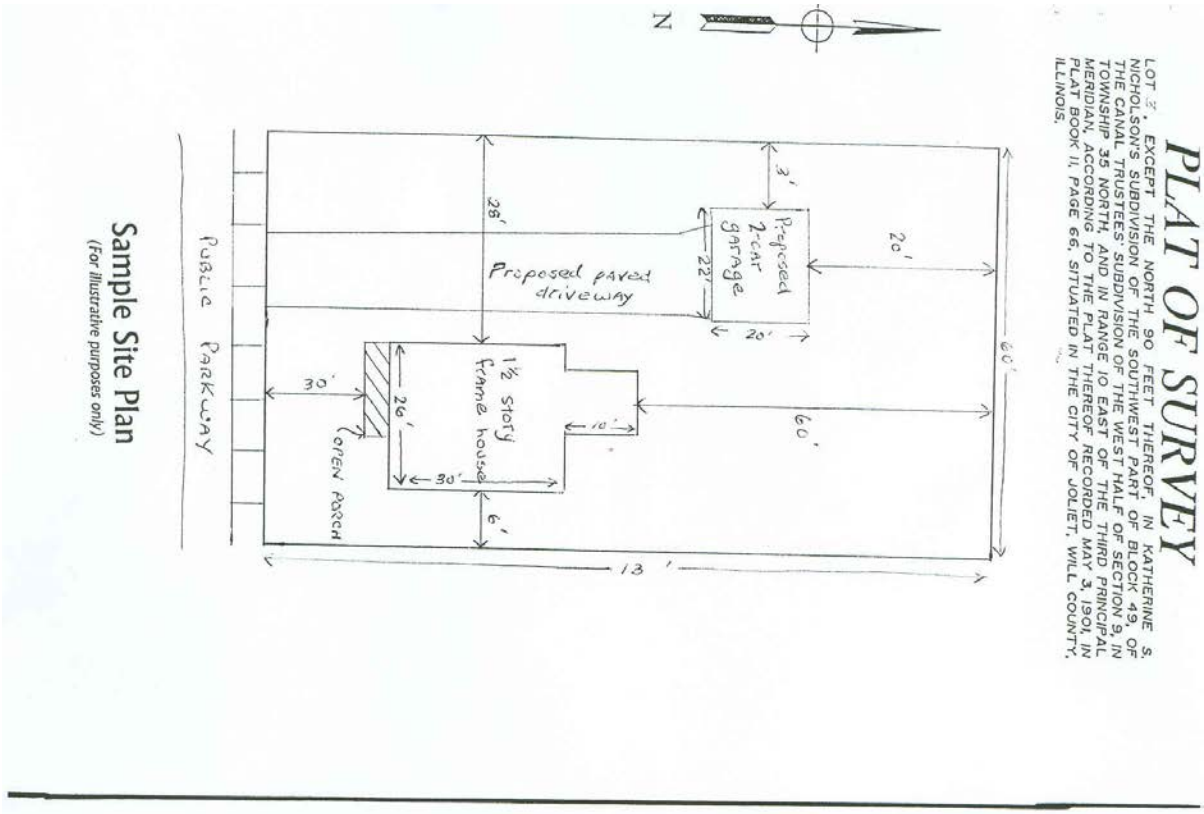
At least one sign shall be posted no later than 15 days, but not more than 30 days before, the hearing date. The sign shall contain the time and place of the public hearing and the nature of the request. It shall be placed in a conspicuous location on the property so it may be observed and read from the street. The sign shall be provided by the City of Joliet Planning Division upon the applicant's payment of the $50.00 deposit for each sign. It shall be the applicant's responsibility to post the sign.

Failure to post the sign as required may result in the deferral of action on, or the denial of the applicant's petition.

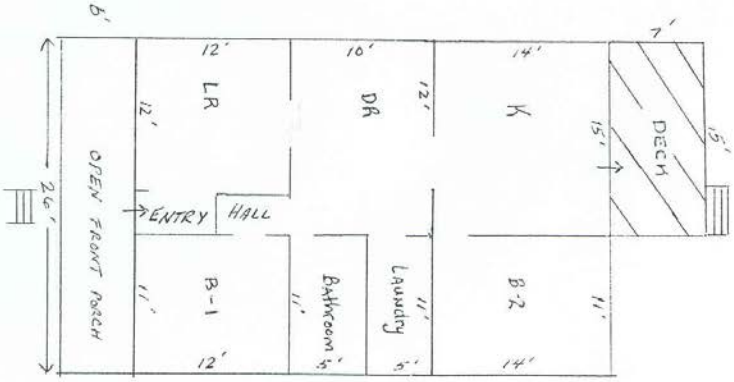
Decisions for variations and/or appeals and recommendations for variations of use will be made by the Board within 10 days of the date of hearing. The decision of the board is final on applications for variations and/or appeals. On applications for Variations of Use, the Board acts as a recommending body for the City Council, and the decision of the City Council is final.

If a plat of survey is not included, the petition may not be accepted as an agenda item for the Board.

Variation of Use cases: Floor plans are required, along with a plat of survey depicting the location and number of parking spaces, structures on the lot and all setbacks.



Sample Site Plan
(For illustrative purposes only)



Sample Floor Plan
(For illustrative purposes only)

FOR OFFICE USE ONLY

******Verified by Planner (please initial):_____******

Payment received from:

_____

_____

_____

Petition #: _____

Common Address: _____

Date filed:_____

Meeting date requested:_____

ZONING BOARD OF APPEALS
JOLIET, ILLINOIS

PETITION FOR VARIATION/VARIATION OF USE

City of Joliet Planning Division, 150 W. Jefferson St., Joliet, IL 60432
Ph (815)724-4050 Fax (815)724-4056

PETITIONER'S NAME:_____

HOME ADDRESS:_____ZIP CODE:_____

BUSINESS ADDRESS: _____ZIP CODE:_____

PHONE: (Primary)_____(Secondary)_____

FAX: _____ EMAIL ADDRESS: _____

ADDRESS FOR WHICH VARIATION IS REQUESTED: _____

PROPERTY INTEREST OF PETITIONER:_____

OWNER OF PROPERTY:_____

HOME ADDRESS: _____ZIP CODE:_____

BUSINESS ADDRESS: _____ZIP CODE:_____

FAX: _____ EMAIL ADDRESS: _____

Any use requiring a business license shall concurrently apply for a business license and submit a copy with this petition. Additionally, if this request is for operation of a business, please provide the following information:

BUSINESS REFERENCES (*name, address, phone)*:

_____

_____

_____

OTHER PROJECTS AND/OR DEVELOPMENTS:

_____

_____

_____

PERMANENT INDEX NUMBER (TAX NO. OR P. I. N.):_____;

_____; _____; _____.

Property Index Number/P.I.N. can be found on tax bill or Will County Supervisor of Assessments website

LEGAL DESCRIPTION OF PROPERTY (attached copy preferred):

_____

_____

_____

_____

LOT SIZE: WIDTH:_____DEPTH:_____AREA:_____

PRESENT USE & ZONING:_____

NORTH:_____EAST: _____

SOUTH:_____WEST:_____

VARIATION/VARIATION OF USE REQUESTED:_____

_____

_____

The Zoning Board of Appeals is authorized to grant or recommend relief only when it has received adequate evidence to establish a practical difficulty or particular hardship.
The evidence must support each of the following three conditions:

(a) The property in question cannot yield a reasonable return by use permitted and subject to the conditions allowed by the regulations in the particular district or zone.
(b) The plight of the owner is due to unique circumstances.
(c) The variation, if granted, will not alter the essential character of the locality.

Please describe how this request meets the criteria by responding to the following questions in your own words.

1. How do the applicable zoning regulations prevent the property in question from yielding a reasonable return?

_____

_____

_____

_____

2. What unique circumstances exist which mandate a variance?

_____

_____

_____

3. What impact would the granting of this variance have upon the essential character of the general area? Please include both positive and negative impacts.

_____

_____

_____

A plat of survey is required in order to consider a petition. Please attach a plat of survey to this application.

If a plat of survey is not included, the petition may not be accepted as an agenda item for the Board.

The ownership of all property held in a trust must be submitted on a Certificate of Ownership.

STATE OF ILLINOIS) ss
COUNTY OF WILL)

I, _____, depose and say that the above statements are true and correct to the best of my knowledge and belief. I agree to be present in person or by representation when this petition is heard before the Zoning Board of Appeals.

_____
Petitioner's Signature

_____
Owner's Signature
(*If other than petitioner*)

Subscribed and sworn to before me this_____day of _____, 20___
_____

In accordance with Resolution No. 1694 of the City of Joliet, all persons residing within 300 ft. of the property referred to in this application must be notified of the proposed re-zoning. The Planning Division will notify these residents 10 days prior to the meeting of the Zoning Board of Appeals.

IMPORTANT!

Failure to supply the following items may result in non-acceptance as an agenda item for the Board.

- Plat of survey
- Business license application (if applicable)
- Notary Public stamp (original copy)
- Permanent Index Number (P.I.N.)
- Legal description
- Joliet Ownership Disclosure form
- All required fees *(Please make check payable to the City of Joliet)*

Thank you!

City of Joliet, Planning Division, 150 W. Jefferson St., Joliet, IL 60432

CITY OF JOLIET OWNERSHIP DISCLOSURE FORM

The City of Joliet requires that applicants for zoning relief, subdivision approval, building permits and business licenses disclose the identity of all persons having an ownership interest in the business and the real property associated with the application. A copy of this form must be completed and submitted with other application materials. Failure to properly complete and submit this form may result in the denial of the application.

I. *INFORMATION ABOUT THE APPLICATION*

This form is submitted as part of an application for the following (check all that apply):

- ☐ Rezoning, Special Use Permit, Variation, or Other Zoning Relief (Complete Sections II and III)
- ☐ Preliminary Plat, Final Plat, or Record Plat of Subdivision (Complete Sections II and III)
- ☐ Building Permit (Complete Sections II and III)
- ☐ Business License (Complete All Sections)

II. *INFORMATION ABOUT THE PROPERTY*

The address and PIN(s) of the real property associated with this application are:

_____

PIN(s): _____

III. *PROPERTY OWNERSHIP*

Select the type of owner of the real property associated with this application and fill in the appropriate contact information below:

☐ **Individual:**	State the names, addresses, and phone #'s of the individual owner(s)
☐ **Corporation:**	State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
☐ **Limited Liability Company:**	State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
☐ **Land Trust:**	State the names, addresses, and phone #'s of the trustee(s) and all beneficiaries
☐ **Partnership:**	State the names, addresses, and phone #'s of all partners
☐ **Other type of organization:**	State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization or the right to direct the affairs of the organization

_____

_____

_____

_____

E-MAIL:_____ **FAX**:_____

IV. BUSINESS OWNERSHIP

If the owner of the business is different than the owner of the real property associated with the application, then the following information must be provided:

Select the type of business owner associated with this application and fill in the contact information below:

☐ **Individual:**	State the names, addresses, and phone #'s of the individual owner(s)
☐ **Corporation:**	State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
☐ **Limited Liability Company:**	State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
☐ **Partnership:**	State the names, addresses, and phone #'s of all partners
☐ **Other type of organization:**	State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization

_____

_____

_____

_____

E-MAIL:_____ **FAX**:_____

NOTE:
If a stockholder, member, beneficiary or partner disclosed in Section III or Section IV is not an individual, then the individuals holding the legal or equitable title to the real property or business associated with the application must also be disclosed. For example, if the real property associated with an application is owned by a land trust, and the beneficiary of the land trust is a limited liability company, then the members of the limited liability company must be disclosed. If one of the members of the limited liability company is a partnership, then the identity of the partners must be disclosed. If one of the partners is a corporation, then all persons owning 3% or more of the issued stock must be disclosed.

SIGNED:_____

DATE:_____

Name, Title, and Telephone Numbers of Person Completing and Submitting This Form:

_____

_____

How to Post a Sign for any Land Use Change

In an effort to increase the awareness of neighborhoods of potential land use changes in their areas, the City of Joliet requires posting of a sign giving notice of a hearing on a proposed land use change. All petitions filed for review by the Zoning Board of Appeals and Plan Commission must follow these procedures:

1. At least one sign for every 500 feet of street frontage, with a minimum of one sign on each street abutting the property shall be posted. If the property in question is more than 1 acre please refer to page 2 for information.

2. The sign shall be posted at least 15 days but not more than 30 days before the hearing date.

3. The sign shall contain the time and place of the public hearing and the nature of the land use change being requested. It shall be placed in a conspicuous location on the property so it may be observed and read from the street.

4. The sign shall be provided by the City of Joliet Planning Division upon the applicant's payment of a $50.00 deposit for each sign.

5. It shall be the applicant's responsibility to post the sign. Written certification of the posting of the sign shall be provided by the applicant to the City with the date and location of the posting of the sign.

6. Upon completion of the public hearing, the sign shall be removed and returned to the City within ten days. The applicant's deposit shall be refunded upon return of the sign.

7. Failure to post the sign as required may result in the deferral of action on, or the denial of, the applicant's petition.

Requirements For Posting Land Use Change Informational Signs

(6) Land Use Change Informational Signs: In addition to the publication of newspaper notice for a public hearing on any request for a land use change (such as a petition for a variation, special exception, variation of use, or zoning reclassification) and any request for subdivision approval (preliminary plat), notice of a public hearing on such land use change shall be given by posting one or more land use change informational signs on the subject property in accordance with the following provisions:

(A) For parcels comprising 1 acre or more:

(1) The applicant or the applicant's agent shall erect a sign or signs with minimum dimensions of three (3) by four (4) feet. The number and location of the sign(s) shall be determined by the City Manager or his designee.

(2) The sign(s) shall conform to the format provided by the City Manager or his designee and shall contain the time and place of public hearing and the nature of the application (SEE BELOW)

(3) The sign(s) shall be posted at least 15 days but not more than 30 days before the public hearing date.

(4) It shall be the responsibility of the applicant to prepare and create such signs and to erect whatever framework that may be necessary to display the signage.

(5) Upon completion of the public hearing, the sign(s) shall be removed within 10 days. If the applicant fails to remove the sign, the City of Joliet may remove the sign, and the cost of such removal shall be billed to the applicant and shall constitute a debt payable to the City.

NOTICE OF PUBLIC MEETING

CITY OF JOLIET, IL

DATE/TIME: _____

LOCATION: City Hall Council Chambers

150 W. Jefferson St., Joliet

DESCRIPTION OF REQUEST:

_____

_____

FOR MORE INFORMATION CALL: 815-724-4040 OR

815-724-4050

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF JOLIET

Template currently available at Express Signs at (815) 725-9080