

**ZONING VARIATION  
APPLICATION PACKET**

**VILLAGE OF HANOVER PARK  
DEVELOPMENT COMMISSION**

Village of Hanover Park  
Department of Community Development  
2121 Lake Street  
Hanover Park, Illinois 60133  
Telephone: (630) 823-5780  
Facsimile: (630) 823-5786

## VARIATION REQUEST PROCEDURES

### INTRODUCTION

This brochure provides a general overview of the public hearing process for zoning variation requests in the Village of Hanover Park. For specific requirements and standards, applicants should refer to the Village's Zoning Ordinance and Subdivision Regulations (if applicable). These documents are available from the Village Clerk. The Community Development Department Staff can also respond to general questions you may have.

All property within the Village of Hanover Park is subject to the regulations in the Hanover Park Zoning Ordinance, and the zoning regulations are applied equally to all properties within the same zoning district. Sometimes, the strict application of these regulations may create a hardship on a particular property owner due to unique circumstances. The zoning variation is designed to provide relief from this hardship.

### VARIATION PROCESS OVERVIEW

The variation process requires several steps, including: Staff review at an in-house Staff Development Review Committee (DRC) meeting (held monthly); a public hearing before the Development Commission at an evening meeting; and final action by the President and Village Board of Trustees at a separate Village Board evening meeting. Generally, *this process requires a minimum of three months to complete.*

**There is no guarantee that a variation request will be approved.** To recommend approval of a variation to the President and Village Board, the Development Commission must find that the request is unique and will not alter the character of the neighborhood. Standards for review of a variation request are included with this application for your convenience. These standards are contained in Section 4.7.8. of the Village's Zoning Ordinance.

*Scheduling of all requests for the monthly Development Commission meetings shall be at the discretion of the Community Development Department based on conclusion of Staff review, public notification requirements, and the order of submittal of completed applications.*

### PUBLIC HEARING PROCEDURES (at Development Commission meetings)

The public hearing is a formal procedure and follows a strict format. Each person providing comments, questions, or testimony must be sworn in by the Development Commission Chair. The applicant, Village Staff, Commission members, and the public are each given a chance to ask questions or make comments concerning the proposal. Following the close of testimony, the Commission will discuss the case, and vote on a motion regarding the request ("recommendation"). The recommendation for approval or denial of the request often includes specific conditions that must be met for the request. If the public hearing cannot be concluded at the first meeting, or if more information is required, the Development Commission may vote to continue the hearing to a later date.

The President and Board of Trustees have final authority to approve or deny all requests. Approval of a request usually includes those conditions from the Development Commission recommendation; additional conditions of approval may be added by the President and Village Board. In all cases, the applicant must meet these conditions as part of the request's approval.

PUBLIC NOTIFICATION PROCEDURES

The Village’s Zoning Ordinance explains those procedures required for notifying the public regarding an upcoming public hearing concerning a particular piece of property. Those procedures are summarized below.

Village Staff shall:

- (1) Prepare a legal notice to be published in the local newspaper and mail a copy of this notice to the applicant with specific instructions regarding applicant’s responsibilities.
- (2) Install a public hearing sign on the subject property. The sign indicates that the property is the subject of an upcoming public hearing and includes the Village Hall phone number for additional information.

The applicant shall:

- (1) Obtain the addresses of all property owners (taxpayers of record) within 250 feet of the subject property from the appropriate township assessor’s office. Township assessor addresses and phone numbers are included with this application packet. A copy of the list must be submitted with the application.
- (2) Mail a copy of the legal notice to the owner (taxpayer of record) of **every** property located within 250 feet of the subject property. The notices **must be sent by certified mail with return receipt requested**. The date by which the notices must be mailed (the “Public Notification Deadline”) will be specified in the instructions provided by the Village Staff.
- (3) Submit proof of the certified mailing, and the returned receipts, to the Community Development Department, as specified in the instructions provided by the Village Staff.

PUBLIC HEARING FEES

The President and Village Board have established the following fees for public hearings. These fees contribute to the Village’s cost of conducting the public hearing, including legal notice publication, public hearing sign installation, Staff plan reviews, preparation of all materials, and meeting attendance.

Variation (resident request)	\$225
Variation (all other requests)	\$525

Plus publication fee to be paid based on cost of publication and length of legal description. To be paid in full by petitioner before Village Board Consideration.

## **TOWNSHIP ASSESSOR'S OFFICES**

These offices must be contacted for information regarding the identity of all property owners/taxpayers of record for every parcel located within 250 feet of your property. As with most municipalities in the region, the Village of Hanover Park does not maintain these records. Your plat of survey and previous property tax records should indicate your township, although some properties require notifications of property owners in two townships.

Bloomington Township  
123 N. Rosedale Road  
Bloomington, Illinois 60108  
(630) 529-6927

Hanover Township  
8N180 Route 59  
Bartlett, Illinois 60103  
(630) 837-0301

Schaumburg Township  
1 Illinois Blvd.  
Hoffman Estates, Illinois 60194  
(847) 884-0030

Wayne Township  
27W031 North Avenue  
West Chicago, Illinois 60185  
(630) 231-8900

## VARIATION SUBMITTAL CHECKLIST

The following items **must** be included with your application; **no hearing will be scheduled until all submittals have been received by the Community Development Department.** All full size plans must be folded.

\_\_\_\_\_ Completed Application Form

Hearing Fee: (Make checks payable to the Village of Hanover Park)

| \_\_\_\_\_ \$225 Resident Request; or

\_\_\_\_\_ \$525 All Other Requests

Proof of Ownership by copy of one of the following:

| \_\_\_\_\_ Deed;

| \_\_\_\_\_ Title Insurance Policy; or

\_\_\_\_\_ Certified Copy of Trust Agreement (If applicable. The application must be signed by the trust officer of the institution holding the trust and must include the names and addresses of the beneficiaries)

Other required documents and submittals:

\_\_\_\_\_ 7 Copies of the Plat of Survey (prepared by a registered Illinois Land Surveyor, clearly and accurately showing the current condition of the property)

\_\_\_\_\_ Copy of legal description of the property on CD (in Word format)

\_\_\_\_\_ List of Taxpayers of Record within 250 feet of the property

\_\_\_\_\_ 7 copies of the Site Plan

\_\_\_\_\_ 7 copies of Landscape Plan (if applicable)

\_\_\_\_\_ 3 copies of Engineering Plans (if applicable)

\_\_\_\_\_ 7 Copies of the Project Narrative (detailed project description of the proposed Improvements – see below)

**Note: Additional documentation such as elevations, building plans, floor plans, photographs, color renderings, detail drawings, traffic studies, market data, or other information may be required by Staff to clearly explain the request. PLEASE BE SURE TO READ THE ENTIRE ORDINANCE SECTION.**

**The following Review Standards must be completed by the Applicant.**

**Variance Standards for Approval - Code Section 110-4.7.8.**

The development commission, in determining that there are particular difficulties or hardships, shall also take into consideration the extent to which the following standards, favorable to the applicant, have been established by the evidence:

- (1) That the particular surroundings and topographical conditions of the specific property involved will bring hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out.
- (2) That the conditions upon which the petition for variation is based would not be generally applicable to other property within the same zoning classification.
- (3) That the purpose of the variation is not based exclusively upon a desire to receive a greater economic return.
- (4) That the alleged difficulty or hardship has not been created by any person previously or currently having an ownership interest in the property.
- (5) That the granting of the variation will not be detrimental to the public welfare or unduly injurious to other property or improvements in the general area in which the property is located.
- (6) That the proposed variation will not impair an adequate supply of light and air to abutting property or substantially increase the danger of fire or otherwise endanger the public safety or substantially diminish or impair property values within the general area.
- (7) The design of the proposed variation will minimize adverse effects, including visual impacts, of the proposed use on abutting and nearby properties.
- (8) For variations from landscape requirements in section 110-6.3 the use of impervious surfaces on the property has been minimized to the greatest extent feasible.

**APPLICATION FOR PUBLIC HEARING**

Village of Hanover Park  
Department of Community Development  
2121 W. Lake Street  
Hanover Park, IL 60133  
Telephone: (630) 823-5780

**APPLICANT/CONTACT PERSON**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**TYPE OF REQUEST**

**Variation**  
\_\_\_\_\_ Resident Request                      \_\_\_\_\_ Non-resident Request

**PROPERTY INFORMATION**

Address/Location of Property: \_\_\_\_\_  
\_\_\_\_\_  
Summary of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ORDINANCE INFORMATION** (This box to be completed by Village Staff)

Applicable section(s) of Zoning Ordinance: \_\_\_\_\_

Requirements:	<u>Existing</u>	<u>Required</u>	<u>Proposed</u>
Side Yard:	_____	_____	_____
Rear Yard:	_____	_____	_____
Front Yard:	_____	_____	_____
Height:	_____	_____	_____
Other: (Specify)	_____	_____	_____

**VARIATION DETAILS**

1. Describe the unique circumstances about this property that require a variation that would not apply to other similar properties or uses in the Village (size, shape, topography, etc. of the lot).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe any changes to the appearance of the neighborhood due to the requested variation. A brief explanation is also needed if no changes are expected.

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3. Would the reasons for the requested variation apply to other similar property in the Village?  
\_\_\_\_\_Yes\_\_\_\_\_No (Please explain with either choice.)

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4. Is the reason for the variation solely to make the property more valuable or profitable?  
\_\_\_\_\_Yes\_\_\_\_\_No (Please explain with either choice.)

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5. Is the reason for the requested variation based on a hardship of the owner or caused by a former owner?

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6. Will the requested variation be detrimental or cause injury to neighboring property or improvements on that property? \_\_\_\_\_Yes\_\_\_\_\_No (Please explain with either choice.)

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7. Would the requested variation cause neighboring property values to decline, increase the risk of fire, or impair the light, air, or view of neighboring properties? \_\_\_\_\_Yes \_\_\_\_\_ No (Please explain with either choice.)

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**AUTHORIZATION**

I / we certify that all of the information submitted as part of this application is true and correct to the best of my / our knowledge and belief.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Property Owner Name (please print)

\_\_\_\_\_  
Signature of Applicant  
(if different than property owner)

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Signature of Trust Officer  
(if applicable)

\_\_\_\_\_  
Trust Officer Name (please print)



**Hanover Park**

**One Village  
One Future**

# DEVELOPMENT COMMISSION FLOW CHART

Subdivision, Special Use, Rezoning, and Planned Unit Development

