

## REQUEST FOR USE-VARIANCE (FORM 3)

Date set for hearing: \_\_\_\_\_ Variance Request No. \_\_\_\_\_  
 Notice published on: \_\_\_\_\_ Zone District Classification \_\_\_\_\_  
 Newspaper: \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_  
 Action by Zoning Hearing Officer: Date: \_\_\_\_\_  
      Denied Comments: (Indicate other action such as continuances):  
      Approved \_\_\_\_\_  
      Approved with modification \_\_\_\_\_  
                     by Hearing Officer \_\_\_\_\_

**(DO NOT WRITE IN SPACE ABOVE)**

**Instructions to Applicants:** The purpose of a use variance is to provide relief to a property owner when the strict adherence to the use regulations of the zoning ordinance would impose an **unreasonable hardship**.

After completion of this application, (which must include a site plan as described on the attached sheet, documentary evidence of the hardship pleaded and a development schedule providing reasonable guarantee for the completion of the construction), a public hearing will be scheduled within a reasonable time by the Zoning Hearing Officer. A notice of this hearing is required to be published in a newspaper of general circulation in the local area at least 15 days before the hearing. Costs of publication and notice are the sole responsibility of the applicant, and the applicant prior to the hearing must pay the publication cost. The applicant will be notified by mail of the time and place of the hearing at least 10 days prior to the hearing date. The applicant or his attorney must appear at the hearing and present his case to the Board of Appeals. No non-attorney will be allowed to represent the applicants at the hearing.

**Hardship** to the applicant is the crucial inquiry for purposes of a use variance. Variations will be granted only to provide relief in unusual situations, which were not intended or foreseen when the zoning ordinance was adopted. Economic loss, especially considered in isolation, is seldom a unique situation and is generally not considered a valid hardship.

**(Please legibly print or type)**

1. Name of Applicant(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
                     (Street)                      (City)                      (Zip)
  
2. Property interest of applicant:  Owner            Contract Purchaser  
     Lessee            Other: \_\_\_\_\_

3. Name of Owner(s) (If other than applicant): \_\_\_\_\_ Phone: \_\_\_\_\_  
(attach additional sheets if necessary)

Address: \_\_\_\_\_  
(Street) (City) (Zip)

4. Address of Property: \_\_\_\_\_  
(Street) (City) (Zip)

Perm. Parcel No. \_\_\_\_\_

Legal description: (Lot, block and subdivision or metes and bounds) \_\_\_\_\_

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5. Present use of property: \_\_\_\_\_

6. Proposed use of property: \_\_\_\_\_

**REASONS FOR REQUEST FOR VARIANCE**

7. Please set forth in detail what all claims of specific hardship(s) prevents your property from being used in a manner consistent with the uses permitted in the existing zone district? \_\_\_\_\_

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8. Does the present use of the property conform to all use regulations for the zoning district in which it is located? Yes ( ) No ( ). If "no", specify each non-conforming use. \_\_\_\_\_

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9. Are the conditions of the hardship for which you request a variance peculiar only to the property described by this petition? ( ) Yes ( ) No If "No", please describe in detail, providing addresses and photographs for same, all other properties which you claim are similarly affected? \_\_\_\_\_

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10. Please describe in detail the proposed variance which you are requesting as part of this application: \_\_\_\_\_

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11. Please describe in detail the anticipated positive and negative effects of granting a variance as requested above in regards to conformity with the neighborhood and as regards the intent and purpose of the Zoning Ordinance. \_\_\_\_\_

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**ADDITIONAL INFORMATION**

12. How many signs are desired? \_\_\_\_\_. (State size of each and indicate placement on site plan)

13. What is the purpose for the signs? \_\_\_\_\_

14. How many off-street parking spaces will be provided? \_\_\_\_\_

15. Is public water and sewer to be used? ( )Yes ( )No: If "No", explain what systems will be employed: \_\_\_\_\_

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16. If the proposed use is potentially not compatible with adjacent properties, what buffers do you propose to use to mitigate against any adverse effects? (landscaping, fencing, etc.) \_\_\_\_\_

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17. If the proposed use is potentially not compatible with adjacent properties, and you propose to mitigate against potential adverse effects through use of existing structures on the property, please describe in detail all improvements to existing structures that will be made? \_\_\_\_\_

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18. Please set forth any and all additional facts not otherwise set forth above which you are submitting in support of your application: \_\_\_\_\_

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19. I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the Village of Pontoon Beach, Illinois, including specifically but not limited to the Zoning Administrator and/or Hearing Officer, for the purpose of inspecting the property forming the basis of this application.

Date: \_\_\_\_\_.

Signature of Applicant: \_\_\_\_\_.

Date: \_\_\_\_\_.

Signature of Owner: \_\_\_\_\_.

### **SITE PLAN**

A site plan must be attached, drawn to scale, and large enough for clarity showing the following information:

- A. Location and dimensions of: Lot, buildings, driveways, and off-street parking spaces.
- B. Distance between: Buildings and front, side, and rear lot lines; Principal building and accessory buildings; Principal building and principal buildings on adjacent lots.
- C. Location of: Signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the Zoning Administrator and applicable Sections of the Zoning Ordinance.