



**APPLICATION FOR  
A BUILDING AND/OR ZONING VARIATION**

NAME OF PROJECT: \_\_\_\_\_

NAME OF APPLICANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PROPERTY OWNERS(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PROPERTY ATTORNEY OR AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

COMMON ADDRESS (DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION IF ADDRESS IS NOT ASSIGNED): \_\_\_\_\_

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: \_\_\_\_\_

AREA OF SUBJECT PROPERTY IN ACRES: \_\_\_\_\_

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: \_\_\_\_\_

CURRENT USE OF SUBJECT PROPERTY: \_\_\_\_\_

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: \_\_\_\_\_

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge grant a **building and or zoning variation** for the subject property as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request. I also acknowledge that each staff review beyond four (4) will require additional fees as provided for in section D of this application.

**Signature of Property Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**REQUIREMENTS FOR APPLYING FOR  
A BUILDING AND/OR ZONING VARIATION**

The following is a summary of the requirements pertaining to applications for a **building and/or zoning variation**. Additional details on the required items and checklists for all plans are included in a supplementary packet.

**A. FEES**

- APPLICATION FEE (check, cashier's check, or money order made payable to the Village of Woodridge)

<u>Use of Subject Realty</u>	<u>Fee</u>
Residential	\$100.00
Commercial	\$300.00

**B. REQUIRED DOCUMENTS/PLAN SUBMITTAL** (review Attachments A and B for descriptions/checklists for each item)

- REIMBURSEMENT OF FEES AGREEMENT (separate document)
- PROOF OF OWNERSHIP (current title policy report or a deed and current title search)
- LEGAL DESCRIPTION
- LIST OF PROPERTY OWNERS WITHIN 250 FEET (not required with initial submittal)
- PLAT OF SURVEY
- DETAIL OF REQUEST
- Description of variation request (provide relevant section numbers of the Municipal Code)
  - Reason for request
  - Response to the STANDARDS FOR VARIENCES (outlined in section E)

**C. SUBMITTAL INSTRUCTIONS**

All required application materials should be submitted to the Community Development Department in the following manner:

**PLANS**

- 7 COPIES (24" x 36") folded to 8 ½" x 11"
- 1 COPY (11" x 17") folded to 8 ½" x 11"
- ELECTRONICALLY ON CD

**DOCUMENTS**

- 7 COPIES (8 ½" x 11")
- ELECTRONICALLY ON CD

**D. REVIEW LIMITATION**

- Note that four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant's request, or in the opinion of the Village staff, more than four (4) plan reviews are required prior to the application obtaining Village approval, the owner of the property, or agent thereof, shall pay to the Village \$500.00 for each plan review in excess of four (4). Review of the fifth (5th) and subsequent plan submittals will not commence until the \$500 fee has been paid.

**E. STANDARDS FOR VARIATIONS**

- A variance can only be granted if** there are specific practical difficulties in carrying out the strict requirements of the ordinance for a particular piece of property. There must be some land or building related hardship to grant the variance.

The full burden of proof in determining the hardship rests with the applicant. Certain “Standards for Variances” as described in Section 9-15-5E of the Municipal Code must be verified. Other criteria are NOT sufficient evidence to prove hardship, specifically:

- a. Self-inflicted hardships are not eligible for a variance.**
- b. Greater profit or increased property value is not sufficient cause to warrant a variance.**

- Describe how the physical conditions of the premises are unique and do not apply to neighboring premises in the same district.
- Describe how the aforesaid unique conditions resulted from actions taken by any person having an interest in the property.
- Describe how strict application of the regulations of the Zoning Ordinance/Building Code would deprive the owner of the reasonable use of his premises equivalent to the use of neighboring premises within the same district.
- Describe how the variance is in harmony with the general purpose and intent of the Zoning Ordinance/Building Code.
- Describe how the variance, if granted, will not alter the essential character of the neighborhood and will not be a substantial detriment to adjacent properties.