

Zoning Board of Appeals/Plan Commission **Variation Process**

NOTICE TO APPLICANTS: Applications shall be submitted at least 30 calendar days prior to the requested Public Hearing date. Applications will not be accepted and/or processed until all of the requirements listed in item 1 (below) are submitted. Submittal deadlines are attached and must be strictly adhered to.

1. **The Applicant must file the following with the Community Development Department:** NOTE: The paperwork must be typed or hand written legibly.
 - a. Application: One (1) signed;
 - b. Variation Checklist: One (1) original and legible;
 - c. Site Plan: 1 full sized copy (physical & digital) depicting any existing structures, proposed structures, additions, signs, and/or fences , and the setbacks from lot lines to such improvements (drawn to scale and/or sufficiently dimensioned);
 - d. Elevation Plan (FOR SIGN VARIATIONS ONLY): 1 full sized copy (physical & digital) depicting the sign (must be drawn to scale);
 - e. List of Parcel Numbers, Names, and Addresses of the owners of record (as determined by the Downers Grove Township Assessors Office) of all parcels within 250 feet of the subject property;
 - f. Cost Recovery Form: One (1) signed; and
 - g. Filing Fee and Deposit: Single-family - \$300.00 fee plus \$600.00 deposit, All others - \$600.00 fee plus \$1,200.00 deposit.
2. The Village publishes a Public Hearing Notice in a local newspaper not more than 30 days nor less than 15 days before the Public Hearing.
3. The Village sends a Public Hearing Notice by mail to all owners of record within 250 feet of the subject property not more than 30 days nor less than 15 days before the public hearing.

4. The application, supporting documentation, Public Hearing Notice, and staff report is sent to the Zoning Board of Appeals/Plan Commission (ZBA/PC).
5. ZBA/PC holds the Public Hearing on the 3rd Thursday of the month at 7:30 p.m. in the Board Room of the Village Hall. **THE APPLICANT OR REPRESENTATIVE IS REQUIRED TO MAKE A PRESENTATION REGARDING THE VARIATION REQUEST TO THE ZBA/PC AT THE PUBLIC HEARING.**
6. The ZBA/PC will review and decide the variation request based upon a findings of fact that the standards for variations in Section 20.14.4E of the Zoning Ordinance have been met.
7. The motion by the ZBA/PC can be to approve the variation, approve with conditions, deny the variation, or continue the case to a future meeting. In Clarendon Hills, the ZBA/PC makes the final decision on single-family residential variations.

For non-single-family residential, the ZBA/PC makes a recommendation to the Village Board where the final decision is made

8. During and/or after the Variation Process the Applicant will receive invoices for costs (public hearing notice fees, transcripts, etc.) incurred by the Village. **The Applicant must pay the invoices prior to the Village releasing the deposit.**

If you have questions regarding the variation process, please contact the Community Development Director at (630) 286-5412.