



ZONING VARIATION WORKSHEET

In addition to submitting the *Plan Commission Application* form **for a zoning variation in conjunction with a special permit, subdivision, or rezoning application**, the Applicant must include the following information with your application. A public hearing for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. All of the required application materials must be submitted to the Department of Development & Planning Services.

The initial submittal **MUST** contain:

- ☐ **1 electronic version (PDF)** of all application materials submitted in a format as described on the last page of the Formal Application form.

REQUIRED MATERIALS FOR SUBMISSION

☐ **Describe Variation Being Requested:** _____

☐ **Statement of Justification**

Every application filed pursuant to Section 2-114 of Article 2 of the Zoning Code shall provide a statement of how the variation sought would satisfy the standards set forth in Subsection 2-114.D of the Zoning Code. The staff, Plan Commission and Board of Trustees will use these standards in making a determination whether or not the proposed variation is appropriate. Please provide a written response for each item below to submit with the formal application.

- a. The existing uses and zoning of nearby properties: _____

- b. The extent to which a particular zoning regulation diminishes property values: _____

- c. The extent to which the diminution of the plaintiff's property values promotes the health, safety, morals, or general welfare of the public: _____

- d. The balance between the gain to the public versus the hardship to the individual property owner: _____

- e. The property's suitability for the zoned purpose: _____

- f. The amount of time the subject property has been vacant as zoned in the context of land development in the vicinity: _____

- g. The community's need for the proposed use: _____

