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**Variance Application  
Village of Channahon  
Development Department**

The undersigned applicant(s) request(s) the Planning and Zoning Commission of the Village of Channahon to approve the following application for a variance from Village code in the Village of Channahon and in support of said application, state(s) as follows:

**PROPERTY INFORMATION**

**Property Owner:** \_\_\_\_\_

**Applicant** (if different than property owner): \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Property Address or Location:** \_\_\_\_\_

\_\_\_\_\_

**Property PIN #:** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Present Zoning:** \_\_\_\_\_

**Lot Information:**

Frontage (feet): \_\_\_\_\_      Depth (feet): \_\_\_\_\_      Area: \_\_\_\_\_ (acres/Sq ft)

Size of any existing buildings, if any: \_\_\_\_\_

**Proposed use of the premises:** \_\_\_\_\_

**Has a building permit been refused:** \_\_\_\_\_

Code of Variation (Article, section, chapter): \_\_\_\_\_

Grounds and reason for variation: \_\_\_\_\_

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

The undersigned below hereby certifies that he/she is the owner of the described property or an authorized agent, which agree to abide by all Ordinances, regulations, and codes of the Village of Channahon as are in full force and effect on the date of the consideration of this application by the Planning and Zoning Commission. The undersigned also certifies that he/she has reviewed and understands the standards of variation of Section 156.197.C of the Village Code and is aware of all requirements responsible to them as the applicant.

\_\_\_\_\_  
APPLICANT'S NAME (PRINT)

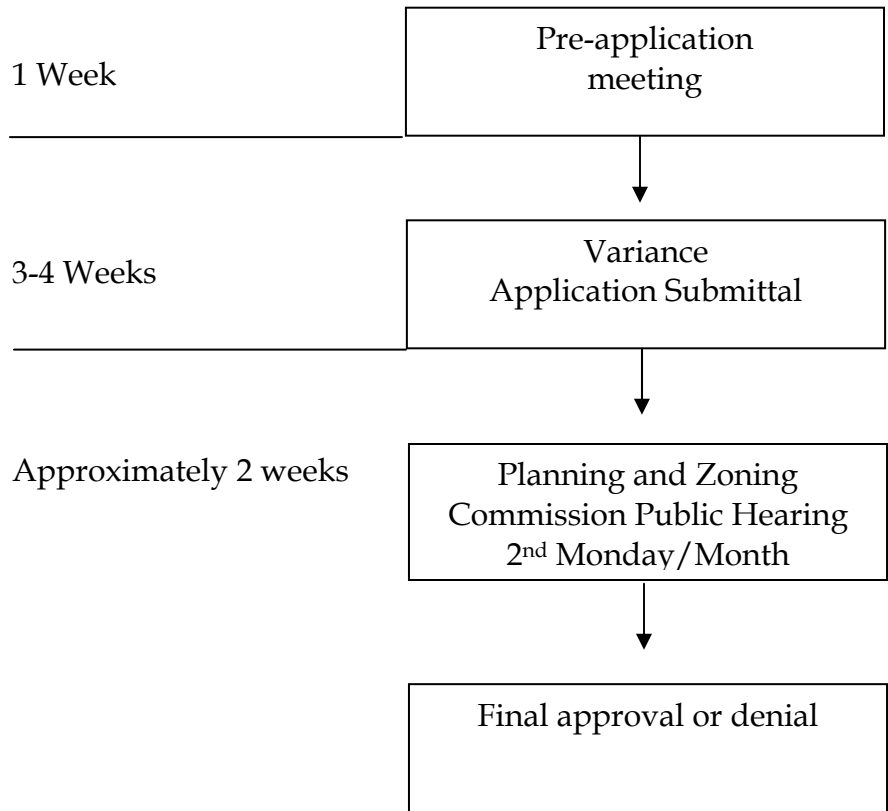
\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
ADDRESS

**Timeline**

**VARIANCE PROCESS**



## Variance Application Checklist

All required information must be provided at the time of submittal unless otherwise noted. Incomplete applications are unacceptable under any circumstances.

1. Pre-application meeting with the Village Development Department.
  2. Original application form typed or neatly printed in ink.
  3. Check made payable to the Village of Channahon in the amount specified on the fee schedule.
  4. Proof of ownership of the parcel and/or applicant's interest therein
  5. Justification letter that must address:
    - ◆ Reason for variance request
    - ◆ Acknowledgment of the Section 156.197.C stating the standards of the variance. (attached)
  6. Two certified plat of surveys scaled at 1:100 with legal description of the entire property, including statement of amount of acreage involved.
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## Frequently Asked Questions and Answers

**Processing Time:** Approximately four (4) to six (6) weeks.

### **How detailed should my justification letter be:**

Your justification letter should clearly state in a detailed format any specific information that may help in the review and approval process. Your reason for applying for a variance should be clearly defined and you should address the standards of approval of the Village Code Section 156.197.C that are used to evaluate the application.

### **What is the cost of the variance application?**

The cost of the variance application is subject to the fee schedule of the Village and may change. The current cost of the variance application is \$200, but the applicant is strongly encouraged to ask for the most current fee before submittal.

### **Will my money be refunded if the variance is denied?**

The fee for the variance application is non-refundable.

**Chapter 156 "Zoning Regulations"**  
**Section 156.197.C**

(C) Standards.

(1) The Planning and Zoning Commission shall not vary the provisions of this chapter as authorized in this section, unless it shall have made findings based upon the evidence presented to it in the following cases:

(a) That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located;

(b) That the plight of the owner is due to unique circumstances;  
or

(c) That the variation, if granted, will not alter the essential character of the locality.

(2) A variation shall be permitted only if the evidence, in the judgment of the Planning and Zoning Commission, sustains each of the three conditions enumerated above.

(3) For the purpose of supplementing the above standards, the Planning and Zoning Commission, in making this determination whenever there are practical difficulties or particular hardship, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

(a) That the particular physical surroundings, shape or topographical conditions of the specific property involved will bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out;

(b) That the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zone's classification;

(c) That the purpose of the variation is not based exclusively upon a desire to make more money out of the property;

(d) That the alleged difficulty or hardship has not been created by any person presently having an interest in the property;

(e) That the granting of the variation will not be detrimental to the public welfare or unduly injurious to other property or improvements in the neighborhood in which the property is located, or

(f) That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.

(4) The Planning and Zoning Commission may require each condition and restriction upon the premises benefited by a variation as may be necessary to comply with the standards set forth in this section to reduce or minimize the effect of such variation upon other property in the neighborhood, and to implement the general purpose and intent of this chapter.

**Chapter 156 “Zoning Regulations”**  
**Public Notices 156.200.E**

(E) Notice required prior to the amendment of any zoning district or the issuance of any special use permit.

(1) The petitioner for an amendment to the zoning map or for the issuance of a special use permit shall post notice of the public hearing on the property for which the amendment or special use is sought. The petitioner and/or his assigned agent is required to erect at least one sign for every 500 linear feet of street frontage with a minimum of one sign on each street abutting the property. The signs required herein shall be provided by the village and must be posted not more than 30 nor less than 15 days prior to the public hearing. The petitioner shall provide a sworn certificate to the Planning and Zoning Commission that the signs required herein were posted upon the subject property in accordance with this chapter.

(2) The petitioner shall also give written notice of the proposed amendment or special use permit to the owner of record, as shown on the record of the local real estate tax collector, of all lots lying within 250 feet, exclusive of public right-of-ways, of the property line for which the amendment or special use is sought. The written notice shall be delivered personally or may be sent by certified or registered mail, properly addressed, with sufficient postage or affixed thereon, with return receipt requested. The petitioner shall file with the Village Clerk a sworn affidavit with copies of the notice showing the names and addresses of the persons to whom the written notice was sent. The affidavit shall create a presumption of the giving of the notices, any notice returned “unclaimed” shall be considered effective. The notice required herein shall be mailed not more than 30 nor less than 15 days prior to the public hearing and shall minimally recite the amendment or special use sought; the location of the property involved; the common address, if any; the name of the petitioner; and the date and time for the public hearing.

(3) The failure to provide written notice or post signs as required herein shall be grounds for denial or deferral of the petition; however, the notice and signage are not jurisdictional. Amendments or special uses duly approved by the appropriate village authority shall not be set aside because of a failure to give written notice or post the signs as required herein.