



Variance Application

A variance is an exception to any measurable or quantitative requirement in the Zoning Code. A variance is typically approved only in a situation that has unique circumstances involved where strict adherence to the zoning requirements is not feasible or practical.

The Community Development Department is here to help you with this process. Please feel free to contact us at (630) 736-3843 so we can assist you!

The Village's variance regulations are outlined in Title 11, Chapter 13, Section 5 of the Streamwood Village Code.

Application Submittal Checklist (Check all that Apply)

Submit **seven (7) copies** of each of the following documents for review:

- Plat of survey
- Site plan
- Other

Submit **one (1) copy** of each of the following documents for review:

- Application (2 attached pages only)
- Legal description
- Adjacent property owner list
- Application fee - \$50

Please submit all of the required documentation together. Incomplete or inadequate submittals may cause delays in processing your application. Village staff may request other documents not specifically identified in the checklists above as deemed necessary to the variance you are requesting. All documentation submitted should either be legal sized or folded down to approximate legal size.

Procedure

All variance applications are generally processed according to the following procedures. Deviations from these procedures may be deemed necessary based on the details of the variance you are requesting. Any deviations are determined on a case by case basis.

1. You submit all of the required documentation to the Community Development Department.
2. Village staff reviews submittal. If revisions are required, you will be notified of the required revisions and asked to submit revised documents for further review.

3. After all of your documentation has been thoroughly reviewed the public hearing meeting before the Planning and Zoning Board is scheduled.
4. Village staff will notify you of the Planning and Zoning Board meeting date and the required public hearing notification process. The Planning and Zoning Board meets the third Tuesday of each month.
5. The Planning and Zoning Board conducts the public hearing and provides a recommendation to the Village Board on your special use request.
6. The Village Board conducts a first reading of the petition. The Village Board meets the first and third Thursday of each month.
7. The Village Board conducts a second reading of the petition where a final determination is made.

Public Hearing Notification Procedures

Once your public hearing meeting date before the Planning and Zoning Board has been determined, Village staff will publish a Public Notice in a newspaper of general circulation in the Village. You will have to send by certified mail return green receipt, a copy of the Public Notice and a cover letter explaining your variance request to all adjacent property owners on the list obtained from the applicable Township Assessor's Office. You may also attach any supplemental documentation to the letter at your discretion. The notifications must be completed no less than fifteen (15) days prior to the public hearing meeting date.

At the public hearing meeting, you will have to provide the following documentation as proof of required notification:

1. A signed copy of the Public Notice cover letter you mailed to the adjacent property owners, including any supplemental documentation you attached to the letter.
2. All of the certified mail receipts.
3. All of the signed certified mail return receipts or returned letters if not accepted.



Variance Application

Submittal Date: ___/___/___
Fee Paid: \$ _____
Public Hearing Date: ___/___/___
for office use only

Subject Property Information

(Street Address or General Location of the Subject Property)

(Parcel Identification Number [P.I.N.])

(Current Zoning)

(Current Use of the Subject Property)

Petitioner Information

(Name)

(Address)

(Phone)

(Fax)

(E-mail Address)

Petitioner's Interest in the Subject Property:

___ Owner ___ Lessee/Tenant ___ Contract Purchaser ___ Other: _____

Property Owner Information (if different from the petitioner)

(Name)

(Address)

(Phone)

(Fax)

(E-mail Address)

Variance Being Requested

State your desired use of the subject property and why the variance is being requested.

Signature

I attest that all the information on this application and all of the information provided on any documentation submitted herewith this application is true and accurate. I consent to the entry upon the subject property by any authorized official of the Village of Streamwood for the purposes of inspection or review of the subject property in order to verify information associated with my variance request.

In addition to the application fee specified herein, I agree to reimburse the Village for any professional services or costs, including those that may be incurred by the Village, that are associated with the Village of Streamwood providing a formal decision on my variance request.

(Signature of Petitioner)

(Date)

(Signature of Owner, if different from the petitioner)

(Date)

**Please Provide the Information Below, if Required on the
Application Submittal Checklist**

Plat of Survey

The plat of survey should be stamped by a State of Illinois licensed surveyor. The Village may request a plat that reflects all of the current site conditions of the subject property at the time of application submittal.

Site Plan

If a site plan is required, then it should be drawn to scale and identify the following information:

1. North arrow.
2. Property lines.
3. Principal and accessory structures.
4. Curb cuts, driveways, drive aisles and off-street parking areas.
5. Freestanding signage.
6. Other ancillary site improvements.
7. Adjacent property site improvements in close proximity to the property lines.
8. Easements.
9. Above grade or at grade utility appurtenances or equipment.
10. Measurements and/or setback dimensions for the above required information.
11. Other information as deemed necessary by Village staff.

Legal Description

The legal description of the subject property can be obtained from the plat of survey. Please provide the legal description in electronic format.

Adjacent Property Owner List

You can obtain the adjacent property ownership mailing address information from either the Hanover Township Assessor's Office or Schaumburg Township Assessor's Office. The list must include all property owners within two hundred fifty feet (250') of the subject property, exclusive of any rights-of-way. The list will be used in conjunction with the Public Notice mailing. Please submit one (1) copy of the list with your application submittal and keep one (1) copy for yourself.

Hanover Township Assessor's Office
Hanover Town Hall
250 S. IL Route 59
Bartlett, IL 60103
(630) 837-0301
assessor@hanover-township.org

Schaumburg Township Assessor's Office
1 Illinois Boulevard
Hoffman Estates, IL 60109
(847) 884-0030
assessor@schaumburgtownship.org

Variance Standards

A variance shall be authorized by the Planning and Zoning Board only when the following findings of fact are evaluated:

1. That the requested variation does not permit a use otherwise excluded from that particular zoning district.
2. That the relief sought cannot be accomplished except by the granting of the requested variation and that said variation is the minimum relief necessary to accomplish the relief sought.
3. That the proposed variation will not impair an adequate supply of light or air to any other properties or uses, nor will it substantially increase the potential spread of fire or in any way endanger the public health or safety.
4. That the proposed variation will not adversely impact the value of other properties in the vicinity, nor will the granting of the variation adversely impact upon the ability of surrounding properties to be used and enjoyed for the purposes for which they have been planned and zoned.