

LIVINGSTON COUNTY REGIONAL PLANNING COMMISSION

110 W. WATER ST., SUITE 3, PONTIAC, ILLINOIS 61764

VARIATIONS

APPLICANT FILING PROCEDURES

1. Complete the original application and any required attachments. Attachments are considered a part of the application.
2. File the application in the office of the Livingston county Regional Planning Commission, accompanied with the required fee. The Commission shall assign a case number to the application.
3. The original copy of the application will be filed with the county Clerk accompanied by the required fee. All fees shall be payable to the General Fund of Livingston County. (The required fee is \$125.00)
4. The Livingston County Regional Planning Commission shall advertise the notice of public hearing for each case to be held before the Board of Appeals.
5. The Livingston County Regional Planning Commission shall serve notice to the applicant and owners or occupants of property abutting the affected area not less than five (5) days prior to the hearing advising the location and nature of the subject matter contained in the application and the date, time and place of the hearing.
6. The applicant shall be billed by the Livingston County Regional Planning Commission for the cost of the required notice of public hearing. No final action shall be taken on any case until the cost of advertising the required notice of public hearing has been paid.

You may refer to the sheet that is part of the application package that refers to the example of fees that provides you with more information on the potential costs of proceeding with this property development.

LIVINGSTON COUNTY REGIONAL PLANNING COMMISSION

110 W. WATER ST., SUITE 3, PONTIAC, ILLINOIS 61764

APPLICATION FOR VARIATION – LIVINGSTON COUNTY ZONING ORDINANCE

Applicant

For Office Use Only

Name
Address

Filed Date
Fee

Case No. V-

Phone

(Owners)

Receipt No.
Publication Cost
Receipt No.
Hearing Date
Decision Date

Name
Address

County Clerk
File Stamp

Approved Denied

Phone

(attach list if necessary)

For Office Use Only

Legal Description of property

Street address
Property interest of applicant
Present Use

Zoning District

A variation in

requirements is requested to allow

on the above described property.

Specific distances (if applicable):

Attachment No. 1 – Submit a map drawn to scale (as required by the Zoning Administrator) of the area included in the application and the abutting area within 200 feet (additional area may be required by the Zoning Administrator) showing the zoning classification; dimensions and use of all buildings and/or structures (existing and proposed); driveways; parking areas; right-of-way lines for streets and roads; easements; provision for surface drainage; proposals for sewage disposal systems; distance of building(s) and/or structure(s) from front, side and rear property lines; and distance of building(s) and/or structure(s) from center of public access road(s).

Additional Attachments – Submit additional attachments as required by the Zoning Administrator.

I (we) certify that all of the information presented above is true to the best of my (our) knowledge and belief.

Applicant (s) Signature (s)

Date

STATEMENT OF APPLICANT – OWNER STATUS

APPLICANT

OWNER

Individual (s)

Alter ego or representative of individual (s)

(List the name (s) and address (es) of the actual and true principal)

Corporation

(List the names and addresses of all officers and directors and identify by title; also list the names and addresses of all stockholders and shareholders owning an interest in excess of 20% of all outstanding stock)

Business or entity doing business under an assumed name

(List the names and addresses of all true and actual owners)

Partnership

(List the names and addresses of all partners)

Joint Venture

(List the names and addresses of all joint venturers)

Syndicate

(List the names and addresses of all syndicate members)

Unincorporated Voluntary Association

(List the names and addresses of all members)

LIST OF NAMES AND ADDRESSES REQUIRED ABOVE

APPLICATION EXPLANATION

Project Name:

Requested Zoning:

Explanation and description of request or project:

EXAMPLE OF FEES FOR VARIATIONS

Application Filing Fee: \$125.00

Publication Fee: On average around \$30.00 (The exact amount varies according to the length of the notice.)

Location Improvement Permit Fee: \$20.00 - \$100.00+ (The exact amount varies according to the type and size of the improvement.

Other fees *may* be applicable, such as fees to the Livingston County Health Department.

STANDARDS FOR VARIATIONS

Members of the Board of Appeals shall require evidence that the proposed variation will not:

1. Conflict in any respect with the Livingston County Comprehensive Plan;
2. Impair an adequate supply of light and air to adjacent property;
3. Increase the hazard from fire and other dangers to said property;
4. Diminish the taxable value of land and buildings in the vicinity and throughout the Jurisdictional Area;
5. Increase or cause congestion in the public streets;
6. Otherwise impair the public health, safety, comfort, morals and welfare of the inhabitants of the Jurisdictional Area;
7. Give the owner or occupant of the property in question privileges not generally held by other property owners or occupants in the same vicinity and district.

The Board of Appeals will also consider the following criteria in reviewing the proposed variation.

8. The plight of the owner is due to unique circumstances.
9. The variation, if granted, will not alter the essential character of the locality.
10. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the district in which it is located.
11. The particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.
12. The purpose of the variation is not based exclusively upon a desire to increase the value of the property.
13. The alleged difficulty or hardship has not been created by any person presently having an interest in the property.

