

5. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

- (This) Completed and Signed Application Form**
- Plat of Survey** Date of Survey: _____
- Project Site Plan** Date of Drawings: _____
- Zoning Analysis** Date: _____
- Proof of Ownership** Document Submitted: _____
- Application Fee**

Notes:

- **Incomplete applications will not be accepted.** Applications lacking any required documents or materials will not be accepted.
- **Documents, drawings, or other materials submitted as part of other applications** (for example, building permit applications, or applications for Certificates of Appropriateness [Preservation Commission]) cannot be copied by the Planning & Zoning Division for submission with this application. You must provide separate copies.
- **Plats of survey** must accurately and completely reflect the current conditions of the property, must be dated and legible, and must be stamped by a licensed surveyor. Surveys must include dimensions of the property boundaries, the exteriors of all extant improvements, dimensions between structures and from structures to property boundaries.
- **Site Plans** must be legible when reproduced on letter-size paper, must be dated, and must include dimensions of all proposed improvements, dimensions between structures and from structures to property boundaries.
- **Project Zoning Analysis** - Prior to filing for a variation, you must have first applied for zoning certification (zoning analysis or by way of a building permit application), and received a “non-compliant” zoning analysis result that identified all non-complying elements of the proposed plan. You will need information from that document in order to fill out this application.
- **Proof of Ownership** - Accepted documents for proof of ownership include: deed, mortgage statement, contract to purchase, closing documents (price may be blacked out on submitted documents). **A tax bill cannot be accepted as proof of ownership.**
- **Application Fees:** Once the complete application materials are received a follow-up email will be sent with a link to pay the application fee online.
- **Public Notice Mailings** - A third party is used to mail notices of the application and of the determination, a total of two mailings. The applicant will be billed for these mailings by the third party.
- **Email this form and all required additional materials to:**

zoning@cityofevanston.org

Once the complete application materials are received a follow-up email will be sent with a link to pay the application fee online.

6. PROPOSED PROJECT

A. Briefly describe the proposed project:

B. Have you applied for a Building Permit for this project?

NO YES (Date: _____ Building Permit Application ID: _____)

8. REQUESTED VARIATIONS

What specific variations are you requesting? For each variation, indicate (A) the specific section of the Zoning Ordinance that identifies the requirement, (B) the requirement (minimum or maximum) from which you seek relief, and (C) the amount of the exception to this requirement you request the City to grant.

(A) Section (e.g. 6-8-3-4, see Zoning Analysis)	(B) Requirement to be Varied (e.g., "requires a minimum front yard setback of 27 feet")	(C) Requested Variation (e.g., "a front yard setback of 25.25 feet")
1		
<hr/>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
2		
<hr/>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
3		
<hr/>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>

9. PRACTICAL DIFFICULTY

What characteristic(s) of the property prevent compliance with the requirements of the Zoning Ordinance?

10. ALTERNATIVES

A. Have you considered revising the proposed project so that a variation is not necessary?

B. Have you considered revising the proposed project so that a smaller variation can be requested?

C. How have you minimized the impact that the variance will have on adjoining property owners?



MINOR VARIATION INFORMATION

A. GENERAL INFORMATION

1. Who can submit an application?

In order to submit an application for zoning relief, an applicant must either own, lease, or have legal or equitable interest in the subject property, or must be the representative of such a person (§6-3-8-4).

All persons or parties which have an ownership interest in the affected properties must be identified and must sign the application. The Property Owner(s) may, at his/her discretion, designate another person as Applicant to act on their behalf in processing this application. In that case, the designated Applicant will be considered the primary contact, until the application is closed or the Property Owner changes the designated Applicant by contacting the Planning & Zoning Division in writing.

2. How do I submit an application?

Email this form and all required additional materials to: zoning@cityofevanston.org

Once the complete application materials are received a follow-up email will be sent with a link to pay the application fee online. Applications must be complete, including all required documentation and fee. Application materials cannot be returned.

3. What forms of payment are accepted?

Credit Card, Check.

B. INFORMATION ABOUT MINOR VARIATIONS

1. What is a "Variation?"

The purpose of a variation is to relieve a particular hardship or practical difficulty that the regulations of the Zoning Ordinance may impose upon a land owner as a result of the special or peculiar characteristics of the property that make compliance with the Zoning Ordinance difficult or impossible (§6-3-8-1).

For detailed information, please refer to the Zoning Ordinance, Chapter 3, Section 6-3-8, "Implementation and Administration - Variations," and Appendix D, Section D.6, "Submission Requirements for Variation Applications."

The following are eligible for minor variations:

- single and two family uses only;
- up to a 35% increase beyond a numeric standard for maximum allowances; up to 35% decrease from minimum requirements;
- yards and setbacks; height; separation of principal and accessory structures; accessory structure requirements; lot width and depth; lot coverage; dormer size and location; and impervious surface coverage.

2. What is the Process?

- Once the application is complete, the Planning & Zoning Division sends notification of the application to property owners within 250 feet.
- Property owners have 10 working days to submit public comments in writing to the Planning & Zoning Division.
- Following the review period, the Zoning Administrator denies, approves, or approves with conditions the application.
- A notice of the determination is mailed to the applicant and property owners within 250 feet.

3. What is the timeframe?

The approximate time from when the Planning & Zoning Division receives a completed application for a minor variation to when the applicant can reasonably expect a decision on that application is 30 days.

4. What standards are used to decide? (§6-3-8-12(A)):

In order to grant a minor variation, the Administrator must find that:

- the applicant has a difficulty that is not self-created and relates to the characteristics of the property which prevents compliance with the regulation;
- if granted, the variation will not have a substantial adverse impact on adjoining properties;
- the request conforms to the Comprehensive General Plan and the purposes of the Zoning Ordinance; and
- the variation granted is the minimum change in the requirements of the Zoning Ordinance necessary to alleviate the property's practical difficulty.

5. Can I Appeal? (§6-3-8-6(E)): The applicant or the property owners within 250 feet may appeal the decision to the Land Use Commission (LUC) within 10 working days of the date of mailing of the notification.

CONTACT INFORMATION

Community Development Department – Planning & Zoning Division

909 Davis Street, Evanston, Illinois 60201

P. 847.448.4311

F.847.448.8120

E. zoning@cityofevanston.org

www.cityofevanston.org/zoning