Village of Maple Park
Plan Commission and Zoning Board of Appeals Process

This packet provides the typical process for a public hearing before the Zoning Board of Appeals (ZBA). Not all conditions are exactly the same and the applicant is encouraged to work seek advice from a legal professional to assure a correct and efficient process in obtained. Anyone seeking a variance or wishing to petition the Zoning Board of Appeals because a building permit was denied shall follow the procedure as outlined in this packet.

1) The applicant shall schedule a preliminary meeting with the building official prior to proceeding with a public hearing. This meeting is intended to explain the process and what documentation will required for the submittal. A list of required documents can be found in this application packet.

2) The applicant shall submit all information to the Village Clerk in a packet form. All information must be submitted in its entirety – partial submittals will not be accepted.

3) The Village Clerk will forward a copy of the packet to the building official for review. Upon verifying all information is correct, the building official will notify the Village Clerk. The Village Clerk will contact the ZBA and confirm a date in which a quorum will be present to here the request.

4) The petitioner shall prepare the legal notice and submit it at least twenty (20) days before the scheduled hearing. Once received by the Village Clerk, the Village Clerk shall cause the notice to be published in a local newspaper at least 15 days prior but not more than 30 days before the hearing. A sample public notice template is included with this packet.

5) The petitioner or his agent shall prepare a petition. The petition or application shall include a list of all owners of all properties within a 250 feet in each direction of the parcel, exclusive of road right of ways.

6) Based on the list of all property owners, the petitioner shall cause notice of public hearing to be mailed by certified mail, return receipt requested to the property owners at the addresses identified on the list not less than 15 days but not more than 30 days before the hearing. Such mailing will be at the petitioner’s expense.

7) The petitioner shall furnish a copy of the legal notice mailed to the adjacent property owners, the certified mail receipts, and a written statement certifying that he has complied with these requirements.

8) The petitioner shall post a placard on the subject property for a period of not less than 15 days. The placard shall be designed and placed as follows:
   A) The placard shall be installed not more than 15 from the front yard property line. The placard shall be at least 4 feet above the ground but not more than 6 feet above the ground.
   B) The copy “NOTICE OF PUBLIC HEARING” shall fix to the placard at a size large enough to read from the street.

List of Required Documents

1) Completed application from this packet
2) Plat of Survey
3) Applicable drawings
4) Variance Worksheet
5) Copy of Legal Notice
6) Proof of Service to properties within 250 feet of zoning lot
7) A letter of intent
8) Any other pertinent information
Sample of Public Hearing Notice

Notice of Public Hearing

A public hearing before the Board of Zoning Appeals of the Village of Maple Park will be held on <DATE> at 7 P.M. at 302 Willow Street to consider the following application:

Application <FILE NUMBER> of the property located at <ADDRESS>, for a Variance of Article <SECTION NUMBER> of the Zoning Ordinance to permit <DETAILED DESCRIPTION OF variance REQUEST>.

The above application is open to inspection at the Maple Park Village Hall, 302 Willow Street, Maple Park, IL. Persons wishing to appear at such hearing may do so in person or by attorney or other representative. Communications in writing in relation thereto may be filed with the Board, or at such hearing.

Liz Peerboom
Clerk, Village of Maple Park
Request for Variance Criteria

The questions in this section must be answered and submitted with the application.

Property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that district.

Will the property lose value if the requested variation is not granted? Yes___ No___

Plight of the owner is due to unique circumstances.

What are the unique circumstances?_________________________________________________________
_________________________________________________________

Variation, if granted will not alter the essential character of the locality.

How will the variation impact the neighborhood?_____________________________________________________
_____________________________________________________

The particular physical surroundings, shape or topography of the property involved would bring a particular hardship other than a mere inconvenience on the owner.

Particular physical surroundings are generally defined as topography issues such as a step hill or body of water within the lot, or a unique lot shape.

Are there any physical surroundings, shape or topography of the property involved? Yes___ No___
If so describe the condition ____________________________
_____________________________________________________
_____________________________________________________

The conditions upon which the variation is based on will not be applicable to other properties in the same zoning district.

Are there other lots with the same zoning that have the same or similar conditions to which the variance could be applied if the property owner of the lot were to seek a variance? Yes___ No___

The purpose of the variation is not based on a desire to make more money out of the property.

Will the property realize a profitable value? Yes___ No___

The person or applicant presently having an interest in the property has not created the difficulty or hardship.

Was there a reconfiguration to the lot such as road widening or utility encroachment? Yes___ No___

Was there a change in the zoning code that created more restrictive lot coverage or setbacks? Yes___ No___

Is the variation request the minimum variation necessary to make possible use of the land or structure? Yes___ No___
APPLICATION FOR ZONING APPEAL

To have a complete application for a zoning appeal, you must submit the following to the Village Clerk:
• Signed and completed application.
• Ownership documentation (lease, deed, mortgage, etc.).
• Accurate legal description obtained from the Warranty Deed.
• Plat of Survey.
• Application fee of $500 payable to the Village of Maple Park.
• Any other pertinent information relevant to this appeal.

Address or location of property: ____________________________________________
Property Tax ID (PIN) number: ______________________ Date Acquired: _____________
Current zoning of the property: __________________ Current use of the property: ______
Name of Applicant: __________________________ Phone Number of Applicant: __________
Address of Applicant: __________________________ City________________________ State_____
Email address of Applicant: __________________________
Owner of Property: __________________________ Phone Number of Owner: __________
Address of Owner: __________________________________________________________
Describe the variance requested or specific decision being appealed:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Describe the reasons why the decision appealed from was inconsistent with any sections of the Zoning Code. Identify each section and the specific facts and arguments in support of your position (attach copies of notices or claims):

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

1. Explain in detail the manner wherein the strict application of the provisions of the Zoning Ordinance to your case would result in practical difficulties or unnecessary hardships inconsistent with its general purpose and intent.

__________________________________________________________________________
__________________________________________________________________________

2. State fully the exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same

__________________________________________________________________________
zone or neighborhood.

3. State fully your reasons for contending that the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the zone or neighborhood in which the property is located.

4. Do you understand and agree that if a variation is granted pursuant to this appeal, the Building Permit must be issued in the name of the owner of the property, as stated in the first paragraph of this appeal?

The person signing this application is the:

☑ Individual Owner
☑ Trust Officer
☑ Partner in Title
☑ Beneficiary in Trust
☑ Officer of the Corporation

The Petitioner(s) and/or Owner(s) of record of the Subject Property hereby state that the information contained in and/or attached to this Application for Variance(s) is true and correct.

Subscribed and sworn before me
This ___ day of ______, 20___

Notary Public

Applicant (title holder/owner)

Attorney for Applicant

Phone number
List of all property owners within 250 feet of the zoning lot

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Lot Address</th>
<th>Mailing Address</th>
<th>City, State &amp; zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach additional sheets if necessary