



VARIANCE REQUEST

TO: Planning and Zoning Commission, City of DeKalb, Illinois

FROM: Petitioner Name(s) _____

Telephone _____ Cell _____

Mailing Address _____

City _____ State _____ ZIP _____

Email _____

Property Owner Name(s) _____

Telephone _____ Cell _____

Mailing Address _____

City _____ State _____ ZIP _____

Email _____

A. The petitioner hereby petitions the Planning and Zoning Commission to approve a Variance Request for the following property:

1. Common Address of Property _____

2. Parcel Identification Number (PIN) _____

3. Legal Description – attach additional page(s) if necessary _____

B. Current Zoning District _____ Current Use _____

C. Property Features

Lot Size _____ # of Dwelling Units _____

Main Building Size _____ Accessory Building Size _____

Off-Street Parking? Yes / No

Set-backs Front _____ Rear _____ Side _____ Side _____

D. From what portion of the Unified Development Ordinance are you requesting a variance?

Article _____ Section _____ Paragraph _____

E. The petitioner hereby submits the following:

- Variance Fee (\$500.00)
- Plat of Survey of the property showing lot lines, location of existing buildings, structures, and other improvements, and a scale drawing of the proposed addition(s) or change(s) requiring the variance
- Documentation attached on additional page(s) that supplies the following:
 1. Explain the nature of the variance requested and attach a scale drawing of the survey of the property showing lot lines, location of existing buildings, structures and other improvements, and showing the proposed addition or change requiring the variance.
 2. Describe in detail how the strict application of the terms of the ordinance relating to the request for a variance imposes practical difficulties or particular hardship while not serving merely as a convenience to the application as required in #3 & #4.
 3. Demonstrate the request for a variance will be in harmony with the general purpose and intent of the ordinance by clarifying the request will NOT:
 - a. Impair an adequate supply of light and air to adjacent property,
 - b. Unreasonably increase congestion upon public streets,
 - c. Increase the danger of fire or endanger public safety,
 - d. Unreasonably diminish or impair established property values within the surrounding area,
 - e. In any other respect impair the public health, safety, comfort, morals, or welfare of the inhabitants of the City of DeKalb.
 4. Demonstrate that denial of the request for a variance will:
 - a. Prevent the property in question from yielding a reasonable return if only permitted to be used under the conditions allowed by ordinance,
 - b. Prove the exceptional conditions were not caused by the applicant,
 - c. Prove the proposed variance will deprive the applicant the use of the property in a manner equivalent to the use permitted to be made by owners of property in the area,
 - d. Result in a structure that is appropriate to and compatible with the character and scale of structures in the area.

*The petitioner hereby states that a pre-application conference (was / was not) held with City staff prior to the submittal of this petition

Date of meeting _____

Those in attendance _____

***Note to Petitioner:** *A pre-application conference with staff is highly encouraged to avoid delays and help in the timely processing of this petition.*



I hereby swear that all statements contained herein, and any plans and papers submitted herewith, are true to the best of my knowledge and belief.

Petitioner Signature

Date

Property Owner Signature

Date

Subscribed and sworn to before me

this _____ day of _____, 20____.

stamp

Notary Public Signature