

Village of Rantoul
APPLICATION FOR VARIANCE

Procedures:

- 1) Applicant and/or his agent shall meet with the Zoning Administrator to discuss a request for a Variance, obtain an application form and present preliminary information.
- 2) The applicant or his agent shall complete the application and shall prepare a site plan and other supporting materials that contain the information requested in the application.
- 3) The applicant or his agent shall file the completed application form, and the required site plan and exhibits, with the Zoning Administrator and pay the filing fee of \$50.00. The request will go to the Village attorney for review and to set the public hearing before the Planning & Zoning Commission.
- 4) The Village will have notice of the public hearing published one time in a local newspaper of general circulation at least 15 days but no more than 30 days prior to the hearing. You, as the applicant, will be responsible for the publication costs which you will be billed for by the Village. The publication costs usually run approximately \$100, however could be more depending on the type of request.
- 5) Notices of the public hearing will be mailed to all property owners within 250 feet of the outer boundaries of the property in question. Said mailing shall be completed at least 15 days but not more than 30 days prior to the public hearing. The failure of any property owner to receive such notification shall not invalidate the proceedings.
- 6) You, as the applicant, will receive a Notice of Meeting telling you when the meeting will be set for and the time. If for some reason you are unable to attend, please notify us immediately so that we can make arrangements to postpone, etc.
- 7) If the application is for a special variance, the Planning and Zoning Commission will conduct a public hearing and approve or deny the requested variance.
- 8) If the application is for a general variance the Planning & Zoning Commission will conduct a public hearing and make a recommendation to the Village Board for approval, conditional approval, or denial of the proposed Variance. The applicant(s) or a representative must be present at the public hearing. The Village Board will then take final action on the Variance Request at the next regularly scheduled village board meeting which are held the second Tuesday of each month. Once the Board has made its decision any building permits needed can be issued.

Any and all questions with regards to Variance Requests should be referred to Chris Milliken, Urban Planning Manager at (217) 892-6822.

**TO: The Planning & Zoning Commission
of the Village of Rantoul,
Champaign County, Illinois**

Zoning Case Number: _____ Date of Filing: _____ [For Village Use Only]
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APPLICATION FOR VARIANCE

1. **Applicant(s)**. Set forth the full name(s) of each of the Applicant(s) as appearing on the deed or other instrument of transfer for the property and specify the nature of the legal or equitable ownership interest of the Applicant(s) in the property and the date any such interest was acquired.

Name(s): _____

Address(es): _____

Daytime Phone #: _____

Email Address: _____

Nature of Property Interests: _____

Date Property Interests Acquired: _____

2. **Property**. Set forth the legal description, common address and current zoning classification of the property.

Legal Description (Attach additional sheet, if necessary):

Common Address: _____

Current Zoning Classification: _____

3. **Variance Request.** Set forth specifically the applicable Section(s) of the Zoning Ordinance from which a variance is requested as well as the nature and purpose of such variance.
Section(s):

Nature (e.g., to reduce the side yard requirement from 10 feet to 5 feet, or to vary the height limitation from 35 feet to 38 feet):

Purpose (e.g., to construct, reconstruct, enlarge or modify any structure(s); generally describe any structure(s) so affected):

4. **Reasons for Request.** Set forth in detail the reasons for requesting such variance so as to demonstrate each of the four (4) criteria listed below. (No variance can be granted under the provisions of the Rantoul Zoning Ordinance unless each of these four (4) criteria are satisfactorily demonstrated by the Applicant).

- A. That the variance requested is necessary due to special conditions and circumstances relating to the property or structure(s) involved, or to the use or occupancy thereof, which are not generally applicable to other properties or structures in the same zoning district so that the proposed variance will not serve as a special privilege but will alleviate some demonstrable and unusual condition or circumstance:

- B. That the literal interpretation of the provisions of the Zoning Ordinance would impose a hardship by depriving the Applicant(s) of rights commonly enjoyed by other properties or structures in the same zoning district under the terms of the Zoning Ordinance:

- C. That the variance requested will not alter the essential character of the neighborhood, impair an adequate supply of light or air to adjacent property, substantially increase congestion in the streets, increase the danger of crime, diminish the value of nearby property, or impair the public health, safety and welfare:

- D. That the special conditions, circumstances or hardships are not the result of the actions of the Applicant(s):

5. **Site Plan.** Submit with this application a site plan, approximately to scale, of the property showing the lot lines, dimensions, the location of any existing structure(s) and/or any other improvements to be constructed on the property, and the area where the variance is sought. The site plan should be on paper no larger than 11" x 17". At least 10 copies of such site plan shall submitted with this application.

6. **List of names and address of all adjacent property owners within 250 feet.** Submit a list that contains the common addresses, owner names and mailing addresses for all properties located within 250 feet of the subject property. (the width of any public street or alley should be excluded in determining such 250 foot requirement). You should be able to obtain this information through the Champaign County Supervisor of Assessments office via their website at <http://www.co.champaign.il.us/ccao/propsearch.php>.

7. **Filing Fee and Cost of Publication**. Attach the filing fee in the form of a check made payable to the Village of Rantoul in the amount of \$50.00. The costs of publishing any notice(s) of the public hearing to be held in connection with this application must also be paid by the Applicant(s) in the form of a check made payable to the Village of Rantoul upon being billed by the Village of Rantoul for such costs.
8. **Authorization or Consent of Others Having Ownership Interests**. If the Applicant(s) signing this application below do not include all persons or entities having a legal or equitable ownership interest in the property, submit with this application the written authorization or consent of any such other persons or entities to make application for the variance requested.

Each of the undersigned, being first duly sworn, do hereby state that each knows the contents of this Application and the matters and things therein set forth, and that the same are true and correct to the best of the knowledge and belief of each of the undersigned.

DATED this ____ day of _____, 20____.

Signature of Applicant

Signature of Applicant

Subscribed and sworn to before me this
____ day of _____ 20____.

Notary Public