



Supplemental Information Packet



Meeting Schedule:

Zoning Board, second Tuesday of each month

7:00 PM

Village Hall Meeting Room

Village Board of Trustees, second and fourth Monday of each month

7:00 PM

Village Hall Meeting Room

Village of Lincolnshire

One Olde Half Day Road

Lincolnshire, IL 60069

847.883.8600

847.883.8608 fx

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PRELIMINARY STAFF REVIEW

Before a request can be placed on agenda for consideration, Department of Community Development Staff review must occur first. The documents identified below must accompany the Application for Village Board Consideration at the time of submittal. An incomplete submittal may result in the delay of a request being scheduled on an agenda. Additional quantities and review of the submitted materials may be required, as determined by Department Staff.

Additional information pertaining to the administration process for Zoning Variations, please refer to Section 6-14-11: Variations, of Title 6 of the Lincolnshire Village Code.

- Description of Request** – A brief written description of the variation request and the reason(s) for the request.
- Conceptual Site Plan** – The site plan must be drawn to scale (i.e., 1"=20', 1"=30', 1"=40', etc.) and should clearly indicate the location and extent of the requested variation.

COMMITTEE OF THE WHOLE PRESENTATION PACKET

Once the Variation request has been reviewed for completeness, it will be docketed on a regularly scheduled agenda of the Committee of the Whole (second and fourth Monday of the month) for their determination if such request is appropriate to be referred for a public hearing by the Zoning Board.

22 copies of the following documents must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. ***The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.***

- Letter of Request** – A letter to the attention of the Mayor and Board of Trustees, which describes the Variation request and outlines the reason(s) for the request.
- Conceptual Site Plan** – The plan should clearly indicate the location and extent of the requested variation.

Please note that the period of time between Staff review and the COW meeting will vary based upon the documents to be reviewed and accepted for presentation by the Planning Project Manager.

ZONING BOARD PRESENTATION PACKET

Once the proposed Variation request has been referred by the COW, it will be docketed on a regularly scheduled agenda of the Zoning Board (second Tuesday of the month). Public Notice must also be provided in accordance with Section 6-14-11(B) of the Lincolnshire Village Code.

- Standards for Variation** – The Applicant must submit detailed written evidence to support the Standards for Variation (next page) that the Zoning Board must consider at a Public Hearing regarding a variation request. Each standard must be specifically addressed in the written submittal. The Zoning Board must find that each one of the Standards have been or will be satisfied based on the evidence presented by the Applicant at the Public Hearing in order to recommend approval to the Village Board.



The following Variation Standards must be provided along with the written responses

1. *Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out;*
2. *The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the zoning district in which it is located;*
3. *The conditions upon which an application for a variation is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification;*
4. *The purpose of the variation is not based primarily upon a desire to increase financial gain;*
5. *The alleged difficulty is caused by this Title and has not been created by any persons presently having an interest in the property;*
6. *The granting of the variations will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;*
7. *The granting of the variation will not alter the essential character of the neighborhood or locality;*
8. *The proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion of public streets, or increase the danger of fire, or impair natural drainage or create drainage problems on adjacent properties, or endanger the public safety, or substantially diminish or impair property values within the neighborhood;*
9. *The proposed variation is consistent with the Official Comprehensive Policies Plan of the Village and other development codes of the Village.*

- Site Plan or Plat of Survey** – The plan should clearly indicate the location and extent of the requested variation.

VILLAGE BOARD PRESENTATION PACKET

Upon receiving a recommendation from the Zoning Board, the recommendation and Variation Findings of Fact will be forwarded to the Village Board of Trustees for their final review and decision; two separate meetings, 1) Committee of the Whole and 2) Village Board.

22 copies of all the documents submitted to and recommended by the Zoning Board must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. ***The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.***

ADDITIONAL INFORMATION

- ▶ On occasion, a petition considered at a Public Meeting with the Zoning Board or Village Board of Trustees may be continued to their next regularly scheduled meeting if further revisions are requested by either Board. If more than one Board meeting is required, **22 copies** of the abovementioned documents, with the requested revisions, must be submitted a minimum of **1 week** prior to the scheduled meeting.

