



**THE CITY OF LAKE FOREST
ZONING BOARD OF APPEALS APPLICATION OF ZONING VARIANCE**

PROJECT ADDRESS _____

ZONING DISTRICT _____

Property Owner (s) Name _____
(may be different from project address) Address _____
 Phone _____ Fax _____
 Email _____

Applicant/Representative Name _____
 Title _____
(if different from Property Owner) Address _____
 Phone _____ Fax _____
 Email _____

Beneficial Interests
 Corporation See Exhibit A
 Partnership See Exhibit B
 Trust, land or other See Exhibit C

<i>Staff Reports are Available the Friday before the Meeting</i>				
<i>Email Report:</i>	<i>Owner</i>	<input type="checkbox"/>	<i>Representative</i>	<input type="checkbox"/>
<i>Fax Report:</i>	<i>Owner</i>	<input type="checkbox"/>	<i>Representative</i>	<input type="checkbox"/>
<i>Pick Up Report:</i>	<i>Owner</i>	<input type="checkbox"/>	<i>Representative</i>	<input type="checkbox"/>

Signatures

I have read the complete application packet and understand the variance process and criteria. I understand that this matter will be scheduled for a public hearing when a determination has been made that my application is complete.

 Owner Date

 Owner Date

 Applicant/Representative Date

CORPORATE OWNERSHIP (EXHIBIT A)

Please list the names and addresses of all officers and directors of the Corporation and all shareholders who own individually or beneficially 5% or more of the outstanding stock of the corporation. In addition, this application must be accompanied by a resolution of the Corporation authorizing the execution and submittal of this application.

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

PARTNERSHIP OWNERSHIP (EXHIBIT B)

Please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

TRUST OWNERSHIP (EXHIBIT C)

Please list the Trust number and name and address of the Trustee, as well as the names and addresses of all beneficiaries of the Trust, together with their respective interests in the Trust. The application shall be further verified by the applicant in his capacity as Trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the trust.

TRUST NUMBER _____	TRUSTEE INFORMATION
	Name _____
	Firm _____
	Address _____
	Phone _____

Beneficiaries

Name _____	Name _____
Address _____	Address _____
Trust Interest _____ %	Trust Interest _____ %

Name _____	Name _____
Address _____	Address _____
Trust Interest _____ %	Trust Interest _____ %

Name _____	Name _____
Address _____	Address _____
Trust Interest _____ %	Trust Interest _____ %



THE CITY OF LAKE FOREST
ZONING BOARD OF APPEALS APPLICATION CHECKLIST
VARIANCE REQUESTS

Zoning Board of Appeals Submittal Requirements

All of the following items must be submitted before your petition will be scheduled for consideration by the Zoning Board at an upcoming meeting. Please review the attached submittal schedule for the necessary deadlines. The following checklist (2 pages) should be completed and submitted with your application.

NOTE: Packets of information and drawings should be generally arranged in the following order

Board Filing Fees – see fee schedule at www.cityoflakeforest.com

- Zoning Board of Appeals Filing Fee.**

General

- Application Form** (Attached)
- Title Report.** Current ownership of the property is verified by the submittal of this document.
- Legal Description.** Include a Word document of the typed description in the electronic submittal or type on an 8.5x11 sheet of paper, ready for publication.
- Statement of Intent** describing the proposed project. The description should explain how the project satisfies the variance criteria in the Code (see attached), identify existing site and building conditions, the design rationale for the project and any unique limitations of the project.
- Impervious Surface Calculation** of the current amount of impervious surface and the proposed amount, including all building footprints, driveways, patios, terraces, pool decks, tennis courts etc.

At the Site

- Stake the Footprint** of all new residences and all additions. Ribbon at least two inches wide and of a bright color must be erected to represent the perimeter or outline of the building. The site must be staked at least two weeks prior to the meeting. *Staff and Board members will visit the site during that two-week period.*
- Roofline Mock-Up.** Depending on the type of project, *staff may require* a roofline mock-up on the site. The mock-up should be erected to represent the roofline of the structure or addition, and strong enough to accurately maintain the proposed roof outline and height.

Plans & Drawings

- Official Plat of Survey** showing the exact location of all existing buildings, parking areas, public improvements, easements, required setbacks, trees and other key features of the site.
- Site Plan of Proposed Improvements.** The site plan shall show the property lines, zoning setbacks, any utility and access easements, conservation easements, preservation and no disturbance areas, the location of all existing and proposed buildings or additions including roof overhangs, all patios, terraces, tennis courts, swimming pools and other accessory structures. All existing trees 8" DBH or larger and all clusters of 6 or more trees of at least 4" DBH shall be reflected on the plan.
- Grading Plan (Planning staff may waive this requirement for the ZBA meeting if no grade change is proposed.)** If grade changes are proposed, a plan shall be submitted showing the existing elevation of the site and the location and amount of all proposed grading and fill. All existing trees 8" DBH or larger and all clusters of 6 or more trees of at least 4" DBH shall be reflected on this plan.
- Site Grading Cross Section (if grade change is proposed.)** The cross section should show the existing grade on the site, the proposed grade, the proposed top of first floor and a measurement to the highest roof ridge. In cases where significant change to the existing grade is proposed, multiple sections may be necessary to clearly explain the project.
- Tree Survey.** The survey shall include information on all existing trees 8" DBH or larger and cluster of 6 or more trees at least 4" DBH. Information shall include the location, size, species and conditions of each tree. Each tree shown on the survey shall be tagged on the site. The plan should indicate any trees proposed for removal.
- Proposed Elevations.** Elevations should include a 6 ft figure on each elevation to show human scale. Additions should be drawn as they relate to the original structure and should be clearly illustrated as new building versus existing structure. Elevations should show both the existing and new buildings.
- Proposed Floor Plans.** Additions should be drawn as they relate to the original structure.
- Proposed Roof Plan**
- Cross Sections** showing attic heights and existing grade on the site.
- Photographs** of the site, existing buildings and the immediate neighborhood.
- Supporting Documentation** related to the project including background or historical information on the property, streetscape elevations or letters from neighboring residents.
- Concept Studies** of alternative designs and siting options for additions, new construction, and accessory structures to better explain the proposed project. Providing a list of pros and cons of the alternative concept studies is encouraged.