



## Zoning Variance Application

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### PROPERTY INFORMATION

Address of subject property/properties

PIN(s) of subject property/properties

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### APPLICANT / OWNER INFORMATION

Name of applicant/ owner

Address of applicant / owner

Contact information (tel) (e-mail)

Nature of applicant: ☐ Natural person ☐ Corporation  
☐ Trust/Trustee ☐ Land Trust/Trustee  
☐ Partnership ☐ Joint Venture

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### AGENT / POINT OF CONTACT INFORMATION (IF APPLICABLE)

Name of agent / point of contact duly appointed by owner

Address of agent / point of contact

Contact information (tel) (e-mail)

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### SUMMARY OF REQUESTED ZONING VARIANCE

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### REQUIRED DOCUMENTS

See page 2 of this form for a checklist of required materials for a complete application.

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**APPLICATION FEE AND ESCROW**

\_\_\_\_\_ A check payable to the City of Park Ridge shall accompany each application. The fee varies depending on type of application. Consult with CP&D staff for amount.

1. IN RESIDENTIAL DISTRICTS
  - a. To vary the intensity of use or yard requirements:
    - i. If City Council action required: \$250.
    - ii. If City Council action not required: \$200
  - b. All other variances: \$250
2. IN COMMERCIAL AND OFFICE DISTRICTS
  - a. If City Council action required: \$450.
  - b. If City Council action not required: \$400.
3. OTHER
  - a. Public notice sign: \$50.
  - b. Additional variances: \$100.
4. ESCROW The actual amount deposited with the City shall exceed the flat fee by an amount to be determined by the City based on an estimate of the costs to be incurred which will be held in escrow to cover the cost of publishing legal notices, court reporter fees, and preparation of the transcript. Any balance remaining after all such costs are paid will be returned to the petitioner.

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**AFFIRMATION**

I hereby affirm that I have full legal capacity to file this application and that all information and exhibits are true and correct to the best of my knowledge. I permit City representatives to make all reasonable inspections and investigations of the subject property during the period of processing this application. I understand that the fee submitted is non-refundable.

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Signature of applicant/agent

Date

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**MINIMUM FILING REQUIREMENTS**

A complete application for a variance must include all of the following items, unless otherwise indicated. An application that does not include all of the required items will not be considered complete, and the Community Preservation and Development Department will not schedule a public hearing for a variance until a complete application has been submitted.

- \_\_\_\_\_ **Application Form.** Provide all required information and appropriate signature(s).
- \_\_\_\_\_ **Application Fee.** See page 2 for fee schedule.
- \_\_\_\_\_ **Proof of Ownership.** Applies to the subject property or properties, consisting of a warranty deed, title certificate or title insurance verification (photocopy).
- \_\_\_\_\_ **Applicant Disclosure Statement.** Submit this form regarding ownership interest (per Municipal Code, Art 2, Ch 24) *attached at the end of this application packet.*
- \_\_\_\_\_ **Agent Authorization (if applicable).** If an agent is acting on behalf of the owner, a letter of consent from the owner must be attached. If the agent is acting on behalf of the beneficiary of a trust, a letter from an authorized trust officer identifying the agent as an authorized individual acting in behalf of the beneficiaries must be attached.
- \_\_\_\_\_ **Legal Description of Property.** A legal description of the property plus the P.I.N., indicated either on a plat of survey or on a separate document.
- \_\_\_\_\_ **Plat of Survey or Site Plan.** Submit a plat or, in lieu of a plat, a site plan drawn to scale, showing all parcels or lots comprising the subject properties, with actual dimensions and all existing structures. Indicate / illustrate variance request.
- \_\_\_\_\_ **Plans and Documents.** Submit, where applicable, plans and documents that clearly illustrate the nature, extent and location of the requested variance. For example, if a variance for maximum height is being requested, building elevations showing height should be submitted. If a home addition is being requested, a site plan showing location of the addition with dimensions to lot lines should be submitted.
- \_\_\_\_\_ **Additional Documents as Required by Zoning Administrator.** Department staff will advise if any additional materials are required, e.g. traffic circulation plan, landscaping plan.
- \_\_\_\_\_ **Variation Criteria Worksheet.** Address the standards and information listed on the attached Variation Criteria Worksheet.
- \_\_\_\_\_ **Submittal Packet.** Send a single PDF with all required documents/exhibits to the staff liaison.

The City of Park Ridge Zoning Ordinance establishes the criteria that all applications for variances must meet. These criteria are used by the ZBA in evaluating the application and in deciding findings of fact and making recommendations to the City Council.

The three criteria are found in Section 4.4, Paragraph E.1. of the Zoning Ordinance and are re-stated below. Please describe how your variance request meets these criteria. **Attach additional sheets if necessary, or, if you prefer, re-type criteria and answers on separate sheet(s).**

- a. The strict application of the terms of the Zoning Ordinance will result in undue hardship.

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- b. The plight of the owner is due to unique circumstances.

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- c. The variance, if granted, will not alter the essential character of the locality.

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Additionally, the Zoning Ordinance lists other issues the ZBA or Zoning Administrator may take into consideration (Section 4.4., Paragraph E.2.) when making findings, determinations or recommendations. These are listed below, and you may wish to include information regarding these other considerations.

- The particular physical surroundings, shape or topographical conditions of the specific property impose a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.
- The alleged difficulty or hardship has not been created by any person presently having an interest in the property
- The granting of the variance will not be detrimental to the public welfare in the neighborhood in which the property is located.
- The proposed variance is consistent with the spirit and intent of the Zoning Ordinance and the Comprehensive Plan.
- The value of the subject property will be substantially reduced if permitted to be used only under the conditions allowed by the regulations of the district in which it is located.

**Applicant Disclosure Statement (Section 2-24-1)**

Name of Applicant: \_\_\_\_\_

Subject Property Information:

Address: \_\_\_\_\_

\_\_\_\_\_

P.I.N.: \_\_\_\_\_

Name and business address of any and all current holders of legal or beneficial title to the subject property (attach additional sheets if necessary):

\_\_\_\_\_

If there is a pending contract for the sale of the subject property, list the purchasing party's name:

\_\_\_\_\_

List any entities, other than a natural person, that hold legal or beneficial title and that have a greater than 3% interest in the entity:

\_\_\_\_\_

For each entity listed above that, list every director, officer and manager of the entity:

\_\_\_\_\_

For each entity listed above that is a limited partnership or limited liability company, list the name of every limited or general partner or member:

\_\_\_\_\_

For each limited partner or general partner that is a corporate entity, list the name of every person who holds a greater than 3% interest in the corporation:

\_\_\_\_\_

I acknowledge that I have read and understand the requirements of Article 2, Chapter 24 of the Park Ridge Municipal Code ("Code"). I understand that as the applicant, I am required to keep all of the information on this form current and updated until the City Council takes final action on my request. I also understand that if I fail to comply with this requirement, the City Council may declare the action it has taken with respect to my request null and void. In addition, the City Council may direct the initiation of legal action for a violation of the Code and may seek the penalties set forth in Section 2-24-4 of the Code, including daily monetary fines. I understand that this disclosure statement will be open for public inspection and posted on the City's website prior to any meeting when my request will be acted upon. I understand that if the subject property is assigned, transferred or if an agreement is entered into to transfer any right, interest, or permit within one year of the City Council's final action, there will be a rebuttable presumption that the assignee or transferee had constructive control of the subject property at the time of my application. The penalty discussed above will be imposed for any failure to disclose any such assignee or transferee.

**I, the undersigned applicant, hereby certify that above statements are true and correct to the best of my knowledge.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date