



PLANNING DEPARTMENT

VARIANCE APPLICATION

(Requires Public Hearing)

PLEASE READ THE DEVELOPMENT REVIEW PROCESS DOCUMENTS BEFORE COMPLETING THIS APPLICATION.

PETITION/DEVELOPMENT NAME:

PETITIONER INFORMATION:		
PRIMARY CONTACT	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (E-MAIL, CELL, ETC.)
SITE INFORMATION:		
ACRES	SITE ADDRESS OR LOCATION	PROPERTY IDENTIFICATION NUMBER (PIN)
EXISTING LAND USE	CURRENT ZONING	
BRIEF DESCRIPTION OF VARIANCE (REQUESTED ACTION)		

OTHER INTERESTED PARTIES:		
LAND OWNER		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
ATTORNEY		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
DEVELOPER		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
ENGINEER		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)
OTHER		
NAME	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER (CELL, E-MAIL ETC.)

ADJACENT PROPERTIES:**	OWNER	ADDRESS	ZONING

*** Attach additional sheets if necessary.*

I hereby affirm that I have full legal capacity to authorize the filing of this Petition and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites Village representatives to make all reasonable inspections, investigations and pictures of the subject property during the processing period of this Petition. I agree to pay all fees consistent with the Village payment policies and comply with the Village Codes. I understand these fees will include publication expenses and may include engineering expenses and attorney fees.

I further understand that it is the applicant's responsibility to notify adjacent landowners via certified mail with return receipt of the time, place, and date of any Plan Commission public hearings regarding this petition. I realize that the date of the meeting will be established & the primary contact will be notified after a complete application is accepted by the Community Development Director.

I understand that all correspondence from the Village staff, including Village consultants, will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the petition.

SIGNATURE OF OWNER OR AUTHORIZED AGENT

DATE

CHECKLIST OF REQUIRED VARIANCE APPLICATION ITEMS:**

One (1) original completed variance application form.

30 copies of a plat of survey of the subject property prepared and signed by an Illinois licensed land surveyor with dimensions accurately portraying the proposed request. **Folded or reduced to a legible 8½ x 11 copy.** (Additional copies will be required at a later date to distribute to the Village Board for review.)

Legal description of property.

The Village welcomes legal descriptions in electronic format. These can be on a CD or e-mailed to the Community Development Department at planning@goplainfield.com

One copy of a cover letter stating the nature of the variance requested including the hardships and unique conditions involved in this case.

List of names and addresses of each adjacent property owner as found at either the Will County Recorder's Office (58 Clinton St., Joliet, IL 60432) OR Kendall County Recorder's Office (111 W. Fox St., Yorkville, IL 60560)

Service of written notice by certified letter with certified receipts of notification to adjacent property owners (excluding public right-of-ways) as found in the

Will County Recorder's Office (58 Clinton St. Joliet, IL 60432) OR
Kendall County Recorder's Office (111 W. Fox St., Yorkville, IL 60560)

Submit an example of the public notice.

If the public notice document is revised by the applicant, please submit a copy of the notice sent to the Village upon sending the notice.

Payment of appropriate fees, plus an additional \$250.00 publication notice and notification sign fee.

Residential (R-1 to R-4) = \$175 + \$250
Business (B-1 to B-5 & BTD) = \$225 + \$250
ORI, OCI = \$225 + \$250
Industrial = \$225 + \$250

Authorized Signature Acknowledgement.

If the owner of the property in question will not be the primary contact or is not the applicant, then an acknowledgement must be signed by the owner designating an authorized agent for the petition. It shall state the authorized agent has the authority to deal with the property in all aspects with regards to the petition.

**** All items must be submitted together. Failure to do so may result in a delay or disposal of items submitted.**

NOTES:

- In cases involving sensitive environmental areas, (such projects close to Lake Renwick or other heron foraging areas) an IDNR and a WILL COUNTY FOREST PRESERVE review will be required.



**VILLAGE OF PLAINFIELD
DISCLOSURE OF BENEFICIARIES**

1. Applicant: _____
Address: _____

2. Name of Benefit Sought: _____

3. Nature of Applicant (Please check one):

- | | |
|--|------------------|
| a. Individual | d. Trust/Trustee |
| b. Corporation/
Limited Liability Co. | e. Partnership |
| c. Land Trust/Trustee | f. Joint Venture |

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of applicant:

5. If in your answer to Section 3 you checked box b, c, d, e, or f, identify by name and address each person or entity which is a 5% or more shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

- a. _____
- b. _____
- c. _____
- d. _____

6. Name, address, and capacity of person making this disclosure on behalf of the applicant:

IMPORTANT NOTE: In the event your answer to Section 5 identifies entities other than an individual, additional disclosures are required for each entity.

VERIFICATION

I, _____, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature _____

Subscribed and Sworn to before me this _____ day of _____, 20__

Notary Public

Development Review Process

The Village has created this step-by-step process to help ensure that all development reviews are being performed fairly and consistently. While there are many variations on each of the following steps, all applications/petitions shall be submitted to the Village, on forms provided by the Planning Department.

1. Pre-Application Meeting

A pre-application meeting, while not required, is strongly suggested. It should be scheduled with the Village's planning staff as soon as possible in order to explain and answer any questions the applicant may have on the Village's review process.

During the meeting, staff will outline the application process and steps. Reviewing the Subdivision Regulations, Zoning Ordinance, Comprehensive Plan and Official Map, and other applicable documents will assist with the process. All of these documents are available on the Village's website: www.painfield-il.org or for review or purchase from the Village.

2. Applicant Submittal

Applicant submits all required forms, plats, plans, and letters to the Planning Department per applicable application and attached checklist. Submittals must comply with Village Ordinances as well. The Planning Department assigns a case number and opens a case file which will include copies of all submittals, copies of all reports and/or letters, planner and engineer comments and recommendations. *All required items must be submitted together. Failure to do so will constitute an incomplete submittal and may result in a delay or disposal of items submitted.*

3. Public Hearings

Annexation, rezoning, special use, and variance cases require notification of the public through a public notification process.

The public notification process includes three (3) forms of public notification, as follows:

- Notice is published in a newspaper of general circulation a minimum of fifteen (15) days prior to the scheduled public hearing meeting, with certificate of publication. *(Completed by the Village.)*
- **Service of written notice to adjacent property owners (excluding public right-of-ways) as found in the Will or Kendall County Recorder's Office by certified letter with certified return receipts of notification. *(Completed by applicant. A sample letter is attached.)***

The applicant shall submit certified letter return receipts to staff no later than the Wednesday before the scheduled public hearing. These will be filed in the appropriate case file as kept by the Planning Department and will be presented at the public hearing before the Plan Commission or Zoning Board of Appeals and if necessary, the Village President and Board of Trustees.
- Posting of "Public Hearing" sign on the property. *(Completed by the Village.)*

4. Preliminary Staff Review

The planning staff determines whether the application is in proper form and shall not receive or consider the application as filed until all documents are submitted in accordance

with the requirements as listed on the application form checklist as well as any other applicable ordinances such as the Subdivision Ordinance, Zoning Ordinance, etc. Staff will notify the primary contact, as indicated on the application, of the petition status.

Once a complete application has been received by all appropriate staff members and applicable outside review agencies (i.e. Village Engineer, Fire Department, Police Department, etc.), the designated planner schedules an appearance before the Plan Commission, typically within 30 days of a complete submittal. The Plan Commission meets the first and third Tuesdays of each month. The primary contact will receive a copy of the staff report, as prepared for the Plan Commission, several days prior to the scheduled meeting.

5. Plan Commission and/or Zoning Board of Appeals

The Plan Commission meets the first and third Tuesdays of each month. The Plan Commission will review the application, all submittals, and the staff report and recommend one of the following: approval; denial; approval with stipulations; or continuance. Staff will submit a written report and recommendation of the Plan Commission to the Board of Trustees. All recommendations of the Commission on any application shall be advisory in nature and shall be subject to final consideration, evaluation, and determination by the Village Board. The Village Board of Trustees meets the first and third Monday of each month. The primary contact will receive a copy of the staff report, as prepared for the Village Board, several days prior to the scheduled meeting.

6. Village Board

The Village Board of Trustees meets the first and third Monday of each month. The Village Board of Trustees will review the application, all submittals, staff report and Plan Commission report with recommendation and will approve, deny, approve with stipulations, table, or continue a petition. All decisions and findings of the Village Board shall be the final administrative decision and shall be subject to judicial review as may be provided by law.

7. Additional Comments

Written comments from the following roadway agencies may be necessary if the traffic to be generated will be accessing roadways under their jurisdictions. One or both of these agencies may require access permits. Check to see if your site is located in Will or Kendall Counties.

Illinois Department of
Transportation
210 W. Center Ct.
Schaumburg, IL 60196
P: (847) 705-4131
F: (847) 705-4489

Will County Highway
Department
16841 W. Laraway Rd.
Joliet, IL 60433
P: (815) 727-8476
F: (815) 727-9806

Kendall County Highway
Department
6780 Route 47
Yorkville, IL 60560
P: (630) 553-7616
F: (630) 553-9583

8. Miscellaneous

Additional steps will depend on what type of application is being filed. Staff will enumerate additional steps during pre-application meeting. The checklists also provide references to other applicable regulations as they pertain to the particular application being filed.

Development Review Outline

This form is to be filled out by staff and the applicant during the pre-application meeting. The tasks and dates may vary from case to case.

Task	Responsibility	Date
Pre-application Meeting	Applicant schedules with Village Staff	
Application Submittal – Application and fee submitted to Planning. One set of plans each to Baxter & Woodman, Public Works, and the Fire Protection District.	Applicant	
Public Hearing notice published in Enterprise or HeraldNews (Annexation, Special Use, Rezoning, and Variance only).	Village Staff	
Notice of Public Hearing delivered or mailed via certified mail to adjacent property owners not more than 30 and no less than 15 days prior to the public hearing (Annexation, Special Use, Rezoning, and Variance only).	Applicant	
Technical Review Letter	Village Staff	
Affidavit Submitted	Applicant	
Plan Commission/Zoning Board of Appeals Report	Drafted by Village Staff, sent to Applicant prior to meeting.	
Plan Commission/Zoning Board of Appeals (Public Hearing – Annexation, Special Use, Rezoning or Variance)	Recommendation made by Plan Commission, Staff and Applicant typically present.	
Village Board (Public Hearing – Annexation only)	Decision made by Village Board, Staff and Applicant typically present.	
Village Ordinance Approval	If applicable (annexation, special use, rezoning, or variance) the Village Board will approve an ordinance for the case. Staff and applicant typically present.	
Final Submittals	Digital Submittals are required for Site Plan Review, Preliminary Plats, and Final Plats. Ten (10) copies of the recorded Final Plat must be submitted to the Village. See the Subdivision Code in the Municipal Code for additional information.	

Contact Information

If you have any questions on the procedures or requirements of the Village or other agencies, the following may be contacted to provide further assistance:

PLANNING (815) 439-2824
24401 W. Lockport Street
Plainfield, IL 60544

BUILDING (815) 439-2937
PUBLIC WORKS (815) 436-3577
14400 Coil Plus Drive
Plainfield, IL 60544

POLICE
Code Enforcement (815) 267-7210
Business Licenses (815) 439-4805
14300 S. Coil Plus Drive
Plainfield, IL 60544

FIRE DEPARTMENT/FIRE PREVENTION
Plainfield Fire Protection District (815) 436-5335
23748 W 135th Street
PO Box 911
Plainfield, IL 60544

Oswego Fire Protection District (630) 554-2110
(630) 906-OFPD

Plans sent via USPS:
59 Main Street
P.O. Box 631
Oswego, IL 60543

Plans sent via hand delivery, UPS, FedEx:
2200 Weisbrook Drive
Oswego, IL 60543

VILLAGE ENGINEER**
Baxter and Woodman (708) 478-2090
8840 W 192nd Street
Mokena, IL 60448

***Please note the Village Engineer is an outside consulting firm. The Village Engineer will not start any work until they have received authorization from the Village. Any consulting fees will be billed to the applicant.*

DIRECTIONS

This letter serves a written notice to the adjacent property owner(s). These letters are required to be sent by the applicant. It is necessary to send them via certified mail in order to obtain the return receipts of notification as proof of notification. This is only an example. Please send your own, typewritten, copy with all italicized areas substituted with the indicated information.

**DO NOT SEND LETTER UNTIL
HEARING DATE HAS BEEN
CONFIRMED WITH VILLAGE STAFF.**

Dear Adjacent Landowner:

___(*Applicant Name*)___ has submitted an application to the Village of Plainfield requesting ___(*Brief Description of Request*)___ regarding land adjoining your property. A location map is attached for your reference.

A public hearing will be held on ___(*Day*)___, ___(*Month, Date*)___, 20___, at 7:00 p.m. in the Plainfield Village Hall Board Room, 24401 W. Lockport St., Plainfield, IL 60544 to consider this matter.

Should you have any questions regarding this matter, feel free to contact the Village Planning Department office at (815) 439-2824 or the undersigned attorney for the Petitioner.

Sincerely,

___(*Attorney/Petitioner*)___

Attachments: Location Map

DIRECTIONS

A minimum of five (5) days prior to the public hearing, the applicant shall file a sworn affidavit (sample provided below) with a copy of the notice (letter) to surrounding property owners showing the names and address of the persons to whom the notices were sent. If after a bona fide effort to provide written notice, the owner of a property on which the notice is served cannot be found at the owner's last known address, or mailed notice is returned because the owner cannot be found at the owner's last known address, then the requirement for written notice of that owner will be deemed satisfied.

SAMPLE AFFIDAVIT

AFFIDAVIT

Re: **(NAME OF CASE)**

Case No.: _____

The undersigned, being first duly sworn on oath, deposes and says that the attached notice, marked Exhibit A and made a part hereof, has been, in accordance with the procedures of the Village of Plainfield, served by certified mail, return receipt requested, or hand-delivered to all persons listed in Exhibit B attached hereto and made a part hereof. Said mailings being post marked **[enter date of posting]**, which is between fifteen (15) and thirty (30) days prior to the meeting date of **[enter meeting date]**, are to the best of the Affiant's knowledge, a true and complete list containing the names of all the persons to whom the current real estate tax bills are sent of those premises lying adjacent to or across public right-of-way from the property lines of the premises for which the application has been made.

Further, Affiant says that a sign setting forth notice of the application and the meeting date was posted on said premises by **[enter date of posting]**, which is between fifteen (15) and thirty (30) days prior to the meeting date of **[enter meeting date]**, all in accordance with the procedures of the Village of Plainfield. **(If no sign is required, delete this paragraph.)**

Further, this Affiant sayeth not.

By: _____ **[Type Name of Applicant or Attorney Filing the Affidavit]**

SUBSCRIBED and SWORN to before me
This **[enter date]** day of **[enter month]**, **[enter year]**

Notary Public

[Affix Seal]