



7607 W College Drive
Palos Heights, IL. 60463
Ph: (708) 361-1804 Fax: (708) 923-7112

ZONING APPLICATION CITY OF PALOS HEIGHTS

Applicant Information:

NAME: _____ PHONE _____ -- _____ -- _____

ADDRESS: _____

Subject Property Information:

ADDRESS: _____

P.I.N _____ - _____ - _____ - _____ - _____

CURRENT ZONING CLASSIFICATION _____ CURRENT USE _____

PROPERTY OWNER(S) _____

TENANT (If Applicable) _____

ATTACH LEGAL DESCRIPTION: A Legal Description must be provided prior to the public hearing. Please NOTE: The authorizing City ordinance and the issuance of any permits require a legal description. The legal description can be obtained from a Plat of Survey.

REQUESTED ZONING CHANGE or VARIANCE

A) AMENDMENT ___ **B) VARIATION** ___ **C) SPECIAL USE** ___

A public hearing will be held at an appointed time not less than 15 days from receipt of this application.

DESCRIPTION OF PROPOSED USE / ZONING VARIANCE: _____

COST & TIMING OF IMPROVEMENT: _____

NUMBER OF DEDICATED OFF-STREET PARKING SPACES PROVIDED FOR PROPOSED USE: _____

Fees

Make check payable to the City of Palos Heights

TOTAL CHARGES: Amendment, \$300; Variation, \$600; Special Use, \$300; Other, \$700

Which includes:

APPLICATION FEE: Amendment, \$100; Variation, \$400; Special Use, \$100; Other, \$500

SIGN DEPOSIT: \$150 (refundable); SIGN INSERTS: \$50 (2 @ \$25)

Additional Requirements of Submission:

- A) Proof of Ownership/Tenancy
- B) Evidence of Need (see applicable STANDARDS OF SPECIAL USE / VARIANCE)
- C) Plat of Survey & Legal Description
- D) Drawings/Plans/Proposal



§ 153.202 STANDARDS FOR VARIATIONS

(A) The zoning board of appeals shall not recommend the variation of the regulations of this chapter, as authorized in § 153.203, unless it shall make findings based upon the evidence presented to it in each specific case that:

- (1) The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the district in which it is located.
- (2) The plight of the owner is due to unique circumstances.
- (3) The variation, if granted, will not alter the essential character of the locality.

(B) For the purpose of implementing the above rules, the board shall also, in making its determination as to whether there are practical difficulties or particular hardships, take into consideration the extent to which the following facts favorable to the applicant have been established by the evidence:

- (1) The particular physical surroundings, shape, or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.
- (2) The conditions upon which the petition for a variation is based would not be applicable, generally, to other property within the same zoning classification.
- (3) The purpose of the variation is not based exclusively upon a desire to make more money out of the property.
- (4) The alleged difficulty or hardship has not been created by any person presently having an interest in the property.
- (5) The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
- (6) The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fires, endanger the public safety, or substantially diminish or impair property values in the neighborhood.

(C) The zoning board of appeals may recommend to the city council that the conditions and restrictions be imposed upon the premises benefited by a variation which may be necessary, to comply with the standards set forth in this section to reduce or minimize the injurious effect of the variation upon other property in the neighborhood, and better to carry out the general intent of this chapter.

('69 Code, App. A, § 10.5-3)



§ 153.221 STANDARDS FOR SPECIAL USES

No special use shall be recommended by the Zoning Board of Appeals unless the ZBA shall find:

- (A) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
 - (B) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
 - (C) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
 - (D) That adequate utilities, access roads, drainage, or necessary facilities have been or are being provided.
 - (E) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
 - (F) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except in each instance as the regulations may be modified by the city council pursuant to the recommendation of the zoning board of appeals.
- ('69 Code, App. A, § 10.8-6; amend. Ord. 87-10, passed 4-21-87)

§ 153.222 PROVISIONS RELATING TO CERTAIN OFF-STREET PARKING

Off-street parking facilities serving any nonresidential use in a district adjoining the R, R-1, R-2, R-3, R-4, or R-5 Dwelling Districts may be allowed as a special use in any such dwelling district, subject to the general requirements applicable to special uses under §§ 153.216 through 153.224, and to the following additional requirements:

- (A) The parking facilities shall be accessory to, and for use in connection with, one or more nonresidential uses established in the adjoining district.
- (B) The parking facilities shall be used solely for the parking of passenger automobiles.
- (C) No commercial repair work or service of any kind shall be conducted in or upon the said facilities.
- (D) No sign of any kind other than signs designating entrances, exits, and conditions of use shall be maintained in or upon the facilities.
- (E) Each entrance to and exit from the parking facilities shall be at least 20 feet distant from any adjacent property located in any dwelling district, except where the ingress to the parking facilities is provided from a public alley or public way separating the residential areas from the proposed parking facilities.
- (F) The parking facilities shall conform to further conditions and requirements as the city council may prescribe for the protection of properties adjacent to and in the vicinity of the proposed parking facilities.

('69 Code, App. A, § 10.8-7)



7607 W College Drive
Palos Heights, IL. 60463
Ph: (708) 361-1804 Fax: (708) 923-7112

Variance Process

- 1. A Date and Time is established for the hearing**
 - A quorum will be established for that date and time 15 days prior to the meeting
- 2. A notice must be posted in the newspaper 15 days prior to Zoning Boards of Appeal meeting**
- 3. Official Zoning Boards of Appeal Meeting will be held**
 - Meetings are held at City Hall for that posted date and time.
 - This is a recommending body that may approve or deny
- 4. Planning and Zoning Committee**
 - Meeting is scheduled the 4th Tuesday of every month at 7pm
 - Variance request will be on agenda regardless of approval or denial
- 5. First City Council Meeting**
 - Meeting held 1st & 3rd Tuesday of every month at 7pm
 - If voted and approved an ordinance will be drafted for variance request
- 6. Second City Council Meeting**
 - At the next City Council Meeting an Ordinance may be adopted

***Typical time frame for variance request 6 to 8 weeks**