



VILLAGE OF HOFFMAN ESTATES PLANNING AND ZONING VARIATION ADDENDUM

REQUIRED SUBMITTALS

	General Application
	Variation Hearing Fee <i>Commercial: \$500 per variation</i> <i>Residential: \$175</i> <i>Sign: \$500 per sign</i>
	Legal Description typically found on the tax bill, deed, or plat of survey.
	Current Plat of Survey drawn to scale showing the proposed improvement(s) and distance(s) from existing structures and property lines. For sign variations, ALL signs should be shown and labeled on the plat including the sign(s) for which the variation is being requested.
	A scale drawing of the floor plan and elevations, including windows and door locations.
	A project narrative detailing the request including whether there are other options that would not require a variation, proposed construction materials, whether removal/relocation of trees or utilities will be required and the estimated total project cost. Include any relevant plans, documents, and photos to support the request.
	If any part of your existing and/or proposed use is located in any part of a utility easement, written release(s) from the Village or utility company may be required.
	A Statement of Awareness from directly impacted neighbors acknowledging their awareness of your proposal (residential variations only) .

STANDARDS OF VARIATION

Zoning Code Section 9-1-15-C-2 of the Municipal Code requires that the Planning and Zoning Commission shall, in making its determination 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 presented. All standards must be answered in full. A separate piece of paper may be used if more room is required.

1. The particular physical surroundings and shape of topographical conditions 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. Please provide an explanation.

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. Please provide an explanation.

3. The purpose of the Variation is not based exclusively upon a desire to increase the value of the property. Please provide an explanation.

4. The alleged difficulty or hardship has not been created by any person presently having an interest in the property; Please provide an explanation.

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. Please provide an explanation.

6. The proposed variation will not impair an adequate supply of light and air to adjacent properties, or substantially increase the congestion in the public streets, or increase the danger of fires, or endanger the public safety, or substantially diminish or impair property values in the neighborhood. Please provide an explanation.