



**Land Use Department**  
**Grundy County Variance**  
**Petition Application**

<i>Date Filed:</i> _____
<i>Fee:</i> _____ <i>Receipt:</i> _____
<i>Petition No.:</i> _____

The following application shall be used to petition for a variance. The information provided below will be used to assist staff, and the Zoning Board of Appeals who will be holding the Public Hearing for the Variance.

Please complete the following:

Date: \_\_\_\_\_ Name of Petitioner: \_\_\_\_\_

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

Phone number and Email: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

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

Phone number and Email: \_\_\_\_\_

Signature of Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Plat of Survey with Legal Description shall be included with submission.**

Township: \_\_\_\_\_ PIN#: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Address: \_\_\_\_\_

Floodplain: \_\_\_\_\_ Number of buildings on lot: \_\_\_\_\_ Number of Acres: \_\_\_\_\_

Request:

Reason for Variance:

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Decision of the Zoning Board of Appeals:

After closure of the public hearing, the Zoning Board of Appeals shall approve, approve with conditions, or deny the variance. The concurring vote of four (4) members of the Zoning Board of Appeals is required to approve the variance or approve the variance with conditions.

1. The Zoning Board of Appeals shall not vary the regulations of this title unless it shall make findings based on the evidence presented to it in each specific case that:
  - a. The plight of the owner is due to unique circumstances.
  - b. The variation, if granted, will not alter the essential character of the locality.
2. For the purpose of implementing the above rules, the Zoning Board of Appeals shall also, in making its determination, establish whether there are practical difficulties or particular hardships and take into consideration the extent to which the following facts favorable to the applicant have been established by evidence:
  - a. The particular physical surroundings, shape, or topographical condition of the specific property involved would result in a particular hardship on the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.
  - b. The conditions on which the petition for a variance is based would not be applicable, generally, to other property within the same zoning district classification.
  - c. The purpose of the variance is not based exclusively on a desire to make more money out of the property.
  - d. The alleged difficulty or hardship has not been created by the owner of the property or by a previous owner.
  - e. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
  - f. The proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.



Land Use Department  
1320 Union Street  
Morris, IL  
(815) 941-3229  
hmiller@grundyco.org

**Legal Notification for Public Hearing with the Zoning Board of Appeals:**

All variance petitions are required to have a legal public hearing before the Zoning Board of Appeals who will provide a recommendation of the request. By Illinois State Statute proper notification needs to be provided to the public:

- Adjacent parcel owners within 500 feet
- Fire Department
- Villages that are within the vicinity of the petitioned parcel
- General legal notice in newspaper
- Schools in the District
- Road Commissioners
- Highway Engineer
- Township Supervisor

As the petitioner your responsibility is to send certified mail notification to all parcel owners within 500 feet of your property and pay for prior to the public hearing the newspaper legal notice. An example of this notice to the neighboring parcel owners within 500 feet is attached for your use. We will provide you a listing of those owners and their addresses for your use.

Our Assistant will provide notification to the public entities within the district in which your petitioned parcel is located. Our Assistant will also post the legal notice in the newspaper and provide the petitioner the costs for that publications. All publications shall be paid directly to the newspaper in which the notice is placed.

Once all green cards are returned for your mailers, take a copy and provide that to our office to show as proof that legal notice was provided.

*Please note that in order to have a public hearing the following must be completed by you the petitioner:*

- *Payment to the newspaper for the legal notice*
- *Return of all certified return cards*

***Failure to complete those two items will cause your petition to be pulled from the Zoning Board of Appeals meeting.***

Please feel free to contact my office by phone at (815) 941-3229 or email at [hmiller@grundyco.org](mailto:hmiller@grundyco.org).

Example of a notification letter to parcel owners within 500 feet from parcel property lines.

DATE: (Date Sent)

TO: [Parcel owner within 500 feet of petitioned parcel]

FROM: [Petitioner]

RE: Petition Number # \_\_\_\_\_ for a Variance

The Grundy County Zoning Board of Appeals will be holding its public hearing on [date of meeting] at 7:00 PM in the County Board Room in the Grundy County Administration Building located at 1320 Union Street, Morris, IL 60450.

During the public hearing the Zoning Board of Appeals will be making either approving or denying a request for a variance in petition number # \_\_\_\_\_ for parcel that is located at [address or pin#, Township] for [name of owner and petitioner including address].

Attached are details of the petition for your review (include a site survey and details of petition).

A copy of the aforementioned petition may be obtained or reviewed at the Land Use Department of Grundy County located at the Administration Building 1320 Union Street, Morris, IL 60450.

Persons wishing to be heard either in support or opposition to the aforementioned petition number \_\_\_\_ shall be afforded the opportunity, and may submit their statements orally at the public hearing, in writing or both.

All petitions will be heard at the Zoning Board of Appeals who will either approve or deny the variance.

If there are any questions in regard to this petition you may reach the petitioner at [petitioner's phone number] or the Land Use Director at (815) 941-3229.

Thank you.

[Attach details of petition]