



**Community Development Department
Procedures for Requesting a Hearing
Before the Zoning Board of Appeals
(847) 506-6030**

The following is a summary of the process for the Zoning Board of Appeals. The procedures hereby established are to assist all parties involved and do not modify, amend, repeal or otherwise affect the applicability of the ordinances of the City.

Requesting a Zoning Board of Appeals hearing involves these steps:

1. Application Process
2. Notification Process
3. Public Hearing
4. Zoning Board of Appeals Decision

Please note, due to notification timeframes, it will be necessary to submit your application one month in advance of the hearing date.

Application Process

1. The application process consists of submitting the application form, supporting documents and application fee. We would like to emphasize the importance of preparing a *complete*, accurate and neat application. You are asking the Zoning Board of Appeals to allow a variance to the Zoning Code of the city and the quality of your application may have an impact on the Board's decision.
2. When completing the "Grounds for Appeal" section, be sure to state facts not opinions. A good question to ask yourself is "What circumstances exist that should preclude me from having to comply with the Zoning Code?" "My family needs more room!" and similar statements are generally not sufficient grounds for allowing the structure to violate the Zoning Code.
3. If an agent is making the request, the property owner's written authorization must be included.
4. After you complete the application, return the application, with the fee and attachments to the Community Development Department. A letter will be sent to you advising that we have accepted your application and this letter will give you the date of your public hearing.

Note: Do not start the notification process before you receive this letter.

Notification Process

➤ **Applicant's Responsibility**

- ◆ Notification must be accomplished no later than seven (7) days prior to the hearing date.
- ◆ **Your township office will assist you in researching the names and addresses of the property owners.** The easiest method of notification is to photocopy the public notice.
- ◆ **Notification to condominiums need not be made to each condominium unit provided the notification is sent to the Board of Directors of the condominium association and the management company.**
- ◆ **15 days before the meeting**, the **notarized** township listing with names and addresses of the notified properties including the real estate numbers, a map depicting the notified surrounding properties and the white certified mailing receipts must be submitted to the Community Development Department for their review and verification.
- ◆ **48 hours before the meeting** the certified mail receipts (green cards) must be submitted to the Community Development Department.

Notification Requirements

Notification to all property owners or tax bill recipients within **250 feet (excluding right-of-ways)**.

Notification is to be accomplished either by mailing a copy of the public notice by certified mail, return receipt.

Notification must be accomplished no later than seven (7) days prior to the hearing.

Notification to condominiums need not be made to each condominium unit provided the notification is sent to the Board of Directors of the condominium association **and** the management company.

15 days before the meeting, the township listing, a map depicting the notified surrounding properties and the white certified mailing receipts must be submitted to the Community Development Department for their review and verification.

48 hours before the meeting the certified mail receipts (green cards) must be submitted to the Community Development Department.

**** Failure to comply with the above items may result in removal from the agenda. ****

➤ **City's Responsibility**

- ◆ The **City** will publish a public notice in the newspaper. A copy of the notice will be forwarded to you for your use in notifying surrounding property owners.

TOWNSHIP OFFICES

Elk Grove Township	Palatine Township	Schaumburg Township	Wheeling Township
Tax Assessor's Office	Tax Assessor's Office	Tax Assessor's Office	Tax Assessor's Office
2400 S. Arlington Hts. Rd.	721 S. Quentin Rd.	25 Illinois Blvd.	1616 N. Arlington Hts. Rd.
Arlington Hts., IL 60005	Palatine, IL 60067	Hoffman Estates, IL 60194	Arlington Hts., IL 60004
(847) 437-0300	(847) 358-6700	(847) 884-0030	(847) 259-1515

Public Hearing

Be prepared to present your case on the night of the hearing. You should give a brief oral overview of your proposal to the Zoning Board of Appeals. Be prepared to answer questions, especially regarding any neighbor or City staff concerns.

Decision

At the meeting the Zoning Board will vote on your request and give you a final decision.

Note: Please remember, should you receive a variance, it applies to the zoning issue only. The construction of the project is still governed by the building code and applicable permits and inspections should be obtained.

APPLICATION TO APPEAR BEFORE THE ZONING BOARD OF APPEALS

Property's Commonly Known Address:

Real Estate Tax Number: _____

Owner's Name: _____
(please print)

Petitioner's Name: _____
(please print)

Petitioner's Address: _____

City: _____ State: _____ IL: _____

Petitioner's Signature: _____

Interest of Petitioner: (check one)

Owner Lessee(s) Contract Purchaser Agent

Note: If you are not the owner, you must supply the owner's written authorization.

Description of Request: Describe the proposed improvement and the relationship to surrounding property and describe that portion which allegedly violates the Zoning Code. (Attach dimensional sketches and plat of survey.)

Grounds for Appeal: State reason(s) why the ordinance being appealed should not be complied with in this instance or why the decision of the Community Development Officer is considered improper in this case:

Contact Person: _____ Date: _____
(please print)

Phone: _____ Fax: _____

Email: _____

CHECKLIST FOR ATTACHMENTS TO APPLICATION

At the time of application submittal the following items are also required:

- Plans/Drawings. (15 copies)**
Plans/drawings larger than 8 ½" by 11" must be folded. Failure to do so may result in rejection of the application. If plans can be reduced to 11" x 17", (without loss of clarity and detail), this size would be preferred.
- Proof of Ownership, (1 copy)**
Legal document such as a deed, title policy, contract to purchase, etc. to show ownership.
Note: If you are not the owner of the property you must submit owner's written authorization.
- Legal Description of property, including real estate tax number.
(1 copy)**
- Plat of Survey for Parcel. (1 copy)**
- Filing Fee – please call our office for the current fee.**
- Reimbursement of Fees Agreement**

Review applicable code sections for specific requirements of information required.

The following must be supplied at the public hearing:

- ◆ **Visual Aids** (*if applicable*)
- ◆ **Traffic study** (*if applicable*)

Return this form with the green certified mail cards.

PETITIONER CERTIFICATION

I certify that I am familiar with the Code requirements which relate to this petition and I certify that this submittal is in conformance with such Code(s). I further understand that any late, incomplete and non-conforming submittals will not be scheduled on the agenda.

I, the undersigned owner or owner's agent, do hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Petitioner or Owner's Agent's Signature

Date

Name

Phone

Address

City

State

ZIP

=====

INFORMATION SOURCE

I, _____, hereby certify that the information source
(petitioner's name)

for the owners and/or tax recipients of records notified as required for my zoning variance request was obtained from the **appropriate township tax records.**

(Petitioner's Signature)

Date



Highlights of the Zoning Board of Appeals Procedure

Application Process

- Apply at least one month in advance of the hearing date. Meetings are held once a month.
- Approval of the variance request should not be assumed – hardship reason(s) must be demonstrated.
- It is important to prepare a complete, accurate and neat application.
- Attach the fee. Please call our office for current fee.
- Include a description of the case:
 - Describe proposed improvement that allegedly violates the Zoning Code.
- Include your grounds for appeal:
 - State reason(s) why the Code should not be complied with or why the decision of the Community Development Director is considered improper in your case.
 - Be sure to state facts, not opinions and demonstrate any hardship(s).
- Attach all the required documents:
 - Proof of ownership
 - 15 plats of survey of your property with a dimensional sketch of the appealed improvement or structure.
 - 15 copies of other plans or drawings as may be necessary to describe your case.

Notification Process

- Notification of surrounding property owners is to be accomplished no later than seven (7) days of your hearing date.
- The City will publish the public notice in the newspaper.
- You, as the petitioner, will notify the property owners within 250 feet, excluding the right-of-ways, of your home by certified mail/return receipt no later than seven (7) days of the hearing.

Failure to notify surrounding property owners may result in removal from the agenda.

Public Hearing & Decision

- The hearing date will be shown on your public notice.
- You should be prepared to present your case at this meeting.
- The meeting is held in the City Council Chambers.
- The board members are residents and/or business owners who volunteer their time.
- After hearing all the testimony and any concerns of surrounding property owners, the Board will make their decision at this meeting.

Board Visits to the Site

- Members of the Zoning Board may visit your home or business to visualize your request.
- They all carry City-issued picture identification cards.



***City of Rolling Meadows
Memorandum***

To: Applicants to Appear Before the Zoning Board of Appeals

From: Valerie J, Dehner, Community Development Director

Subject: Quality of Information to be Submitted

A concern of the Zoning Board of Appeals is the quality of information presented to them for review. You, as an applicant, can greatly reduce the possibility of your matter being "tabled" to the next meeting by making sure your information is complete and accurate.

Plans, drawings, plats and sketches should have sufficient detail and dimensions.

Narratives and correspondence should be typed, well organized with subject matter highlighted before each paragraph.

Each packet set of the fifteen (15) required should be neatly assembled.

Although the Zoning Board of Appeals will have your information, you should have the same information available at the meeting for your reference.

When your matter comes up on the agenda, the Chairman will ask you to make a presentation regarding your request. Be prepared to present your request in a thorough but concise manner.

**CITY OF ROLLING MEADOWS
REIMBURSEMENT OF FEES AGREEMENT**

By signing below, the petitioner and owner acknowledge that they have read and that they fully understand the provisions contained within Section 78-67 of the City Code and that they hereby agree to comply with the provisions of said Section 78-67 concerning "reimbursement of fees" and each agrees to comply with the terms set forth therein. Further, by signing below, each warrants that he/she/it possesses full authority to so sign. The owner and petitioner agree that owner and petitioner shall be jointly and severally liable for payment of fees referred to in Section 78-67 of the City of Rolling Meadows Municipal Code.

Please print the following information:

Location of Property: _____

Owner of Property: _____ Phone: _____

Owner Address: _____ City/State/Zip: _____

Name of Petitioner: _____ Phone: _____

Person to be billed: _____ Phone: _____

Address: _____ City/State/Zip: _____

Owner

Date

Petitioner

Date