



United City of Yorkville
800 Game Farm Road
Yorkville, Illinois 60560
Telephone: 630-553-4350
cFax: 630-553-3436

ZBA # _____

**APPLICATION
VARIANCE REQUEST**

Date of Submission: _____

1. Name of Petitioner(s): _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

2. Name of holder of legal title, if different from #1: _____

If legal title is held in a land trust, list the names of all holders of any beneficial interest therein: _____

4. a. Street address and physical location of subject property: _____

b. Proposed name of subdivision (if any): _____

c. Legal description of property for which zoning variance is sought: _____

(If more space is needed, attach as "Exhibit A".)

d. Kendall County Parcel Number(s) of property for which variance is sought: _____

5. Names and addresses of any adjoining or contiguous landowners and property owners within 500 feet of subject parcel for which variance is requested entitled to notice of petition under any applicable City ordinance or State Statute: (Attach a separate list as “Exhibit B”.)

6. State the variance requested and the City ordinance including the section numbers to be varied: _____

7. Name, address, phone number, fax number, and email address of person to whom inquiries regarding this petition may be directed:

Attorney: Name: _____
Address: _____
Phone Number: _____ Fax Number: _____
Email Address: _____

8. Submit application with a filing fee in the amount of \$85.00.

Note: Owner/Developer will be responsible for payment of \$500 deposit for consultants (i.e. legal review, land planner, zoning coordinator, environmental, etc.). In addition, owner /developer will be responsible for payment of recording fees and costs, public hearing costs including a written transcription of public hearing. Should owner/developer not pay these fees directly, they will be responsible for reimbursing the United City of Yorkville for the aforementioned fees and costs.

9. Submit 35 copies of each of the application, proposed drawings, location map, site plan, and any other pertinent materials, and one **CD containing electronic copies (pdf)** of each of the application (complete with exhibits), drawings, map, and site plan to the Community Development Department. Large items must be folded to fit in a 10” x 13” envelope.

In witness whereof the following petitioner(s) have submitted this application under oath and verify that to the best of their knowledge its contents are true and correct:

Petitioner(s) or legal property owner's signature must appear on this application.

_____	_____
_____	_____
_____	_____

Subscribed and sworn before me this _____ day of _____, 200_____.

Notary Public

Notary Stamp

THIS APPLICATION MUST BE NOTARIZED.

**VARIANCE REQUEST
PETITIONER ROUTE**

Step 1: Petitioner must submit a completed application, fees and all pertinent materials to the Community Development Department. Upon receipt the variance request will be forwarded to the Zoning Coordinator for review and to coordinate setting a meeting date for the public hearing in front of the Zoning Board of Appeals.

Note: You must present your request at each of the meetings below as indicated.

Step 2: Zoning Board of Appeals: The Zoning Board of Appeals meets on an as needed basis, the 1st Wednesday of the month at 7 P.M., in the City Council Chambers. The Zoning Board of Appeals will make its recommendation to the City Council in writing within 30 days of the public hearing. The Zoning Board of Appeals consists of 7 members appointed by the Mayor.

A public hearing will be held at this time for the variance request. Notice will be by the United City of Yorkville in the Kendall County Record and certified mail by the petitioner to adjacent property owners within 500 ft.of the subject property no less than fifteen days and no more than 30 days prior to the public hearing date. Prior to the public hearing, a certified affidavit must be filed by the petitioner with the Community Development Department containing the names, addresses and permanent parcel numbers of all parties that were notified.

Step 3: City Council: The City Council meets the 2nd and 4th fourth Tuesdays of the month at 7:00 p.m. in the Council Chambers at City Hall. This session considers recommendations of the Zoning Official and Zoning Board of Appeals. This is where all City Council voting takes place.

Agreement:

I understand and accept all requirements, fees as outlined as well as any incurred administrative and planning consultant fees which must be current before this project can proceed to the next scheduled committee meeting.

Please sign and return this original (retaining a copy for your records) to the Community Development Department, United City of Yorkville, 800 Game Farm Road, Yorkville, Illinois 60560.

Date: _____