



VILLAGE OF MATTESON
ZONING VARIATION
APPLICATION PROCEDURE

OUTLINE

1. Complete the application form;
2. Submit plans showing the proposed elevations, height above ground, and dimensions of proposed structure;
3. Submit the appropriate paperwork to be attached at the time of filing:
 - a. Legal description of property and the Property Identification Number (P.I.N).
 - b. Description of hardship (a brief letter to the board explaining the petitioners' hardship [**please refer to the note, as to what may constitute a hardship and what does not constitute a hardship**], why a variance is needed and the petitioners proposal).
 - c. Survey of the property including the following:
 - i. Dimensions of the parcel
 - ii. Location of existing structures
 - iii. Distance of buildings to the property lines
 - iv. Location of the proposed structure
 - d. A list of the adjacent property owners within 250 feet (excluding streets and alleys) must be included, with the P.I.N. of each property.
 - e. A statement indicating that the list of property owners is accurate to the best of the petitioner's knowledge.
4. Pay the required fee at the time of filing, all the paperwork must be submitted before the fee will be accepted and the variance petition will be processed.

Note: What constitutes a hardship?

The primary point in deciding whether a petition has a hardship is whether the petitioner is deprived of property rights, not desires. Financial hardship and personal health issues are not legitimate reasons for the granting of a variance.

A. The following may constitute a hardship:

1. An extra wide easement which interferes with the buildable area of a lot;
2. Unusual size or topography of a lot may justify some variance from what would normally be required under the zoning ordinance.

B. The following does not constitute a hardship:

1. A problem that was created by the current or previous landowner. For instance, if the house is built in such a manner that it cannot expand the living space without encroaching into the required yard setbacks, the owner of the property will be creating the situation/problem and the ordinance does not recognize that as a legitimate hardship.
2. Locating an addition in a required front yard might cost the petitioner less money, rather than adding to the house where the addition would be permitted by right, is not a legitimate hardship.

Please Note: Application for a variance does not guarantee the granting of the variance request.



VILLAGE OF MATTESON
ZONING VARIATION APPLICATION

To the Zoning Board of Appeals, Village of Matteson:

Application is hereby made for a variance from the regulation of the Village of Matteson's Zoning Ordinance for the property and reasons listed below:

Property Address: _____

Name of Applicant: _____

Contact Information:

Address of Applicant: _____

Business Phone: _____ Fax: _____

Cell/Home Phone: _____ Email: _____

Property Interest of Applicant: _____
(Owner, Contract Purchaser, Owner Representative)

Name of Owner: _____

Contact Information:

Address of Owner: _____

Business Phone: _____ Fax: _____

Cell/Home Phone: _____ Email: _____

NOTE TO APPLICANT: A variance is a zoning adjustment that permits minor changes of district requirements when individual properties are both harshly and uniquely burdened by the strict application of the law. The power to vary is restricted, and the degree of variation is limited to the minimum change necessary to overcome inequality inherent in the property. Use variations are specifically prohibited. "Variation" means the modification of the requirements of a zoning district and does not include the substitution of uses assigned to other districts.

- 1. A variance recognizes that the same district requirements do not affect all properties equally; it was invented to permit minor changes to allow hardship properties to enjoy equal opportunities with properties similarly zoned. The petitioner must prove that their property is affected by special circumstances or unusual conditions. These must result in uncommon**

hardship and unequal treatment under the strict application of the zoning ordinance. When hardship conditions extend to other properties, a variance cannot be granted. The remedy for general hardship is a change of the map or the text of the zoning ordinance.

2. The petitioner must prove that the combination of the zoning ordinance and the uncommon condition of the property prevents the petitioner from making the reasonable use of the property as permitted by the present zoning district.
3. Since zoning regulates land and not people, the following conditions cannot be considered pertinent to the application for a variance: (a) proof that a variation would increase the financial return from the land; (b) personal hardship; (c) self-imposed hardship. In the last case, the recognition of conditions created after the enactment of the zoning ordinance would encourage and condone violation of the law.
4. All variances must be in harmony with the intent and purposes of the zoning ordinance and must not adversely affect surrounding property or the general neighborhood.

REASON FOR REQUESTING FOR VARIANCE

Before answering these questions please read the “**Note to Applicant**” on the previous page.

1. What characteristic of your property prevents your from making use of it as otherwise permitted in the zoning district?

Too Narrow	_____	Elevation	_____	Soil	_____
Too Shallow	_____	Slope	_____	Subsurface	_____
Too Small	_____	Shape	_____	Other (specify)	_____
Other:	_____				

2. Describe the items checked, giving dimensions when appropriate:

3. How do the above site conditions prevent the reasonable use of the property under the terms of the zoning ordinance?

NAMES OF SURROUNDING PROPERTY OWNERS

The following are the names and addresses of surrounding property owners from the properties in question for a distance of two-hundred and fifty (250) feet in all directions, excluding any public right-of-way. Said names are as recorded in the Township Assessors Office and as appear from the authentic tax record of this county.

Name:	Address:	PIN:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I (We) certify that all the above statements and the statements contained in any paper or plans submitted herewith are true to the best of (my) (our) knowledge and belief.

I (We) consent to the entry in on the premises described in this application by any authorized official of the Village of Matteson for the purpose of posting, maintaining, and removing such notices as may be required by law.

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Matteson for the purpose of inspection.

I (We) consent to pay the Village of Matteson all costs incurred for transcribing the public hearing on this application.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of transcribing fees.

Signature of Applicant Date

Signature of Applicant Date

Note: The owner/applicant, by submission of this application, and construction of same by the Village of Matteson, acknowledges his/her responsibility for the payment of all fees and charges described therein and required in connection with the proceedings initiated by this application.

Please Note: If a variance is granted it is only valid for six (6) months. A building permit must be issued and construction began within that time.

Additionally Note: The application for a variance does not guarantee the granting of the variance petition.



Matteson Variance Submittals List - Subject: _____ **Date:** _____

Address: _____ **PIN(s):** _____

		(x) if	
Applications		Required	Fees
1.	Residential Variance	_____	_____
2.	Commercial Variance	_____	_____
Submission Materials		Yes	No
3.	Cover Letter Listing Attachments	_____	_____
4.	Variance Application	_____	_____
5.	Proof of Ownership	_____	_____
6.	Disclosure of Interest	_____	_____
7.	Affidavit of Authorization	_____	_____
8.	Quantitative Summary	_____	_____
9.	Plat of Survey/Legal Description	_____	_____
10.	Existing Conditions Plan	_____	_____
11.	Surrounding Conditions Plan	_____	_____
12.	Site Plan	_____	_____
13.	Landscape Plan	_____	_____
14.	Tree Survey & Analysis	_____	_____
15.	Building Elevation Drawings (4 sides)	_____	_____
16.	Trash Enclosure/Exterior Equipment/Fences/Screening	_____	_____
17.	Grading Plan (if new construction)	_____	_____
18.	Deed/Easement Agreements	_____	_____
19.	List of surrounding property owners and preaddressed labels	_____	_____
20.	Other	_____	_____
21.	Other	_____	_____