



## RULES FOR FILING VARIANCE APPLICATION

### Definition

A "variance" means a grant of relief from the requirements of the Cook County Zoning Ordinance which permits construction in a manner that would otherwise be prohibited by the Ordinance

### Application

- A. Notice of application. Applicants shall, not less than 15 days nor more than 30 days before filing an application, serve written notice of intent to apply for a variance by certified mail with return receipt requested, to the property owners of adjoining lots, whose names appear on the Cook County tax records. For condominium developments that are located on adjoining lots, only the condominium association shall be served with notice.
- B. Application. An application for a variance shall be filed with the Department of Building and Zoning. The following documents shall accompany the application. Electronic submission of application and supporting documents in PDF format on a CD or portable USB drive is required.

### The variance application must be filed in digital format.

- One (1) original Plat of Survey will be submitted with the application.** Plat of Survey will state the acreage of the tract, include a Legal Description, and bear the raised seal of an Illinois Registered Land Surveyor. **The Plat of Survey must be dated within the last five (5) years.** If possible, the Plat of Survey should also show the nearest dedicated east/west and north/south streets, the right of way width and distance of each street from the property in question.
- One (1) Site Plan of proposed construction must also accompany the application.**
- One (1) photocopy of Proof of Ownership must accompany the application.** Proof of ownership may be copy of deed with document #, Title Policy –“Schedule A”, Letter from Bank when in trust, (**Please note: A Real Estate Tax Bill is not Proof of Ownership.**)
- Certified Mail Receipts or Return Receipts from the Notice of Application Letter must be submitted.
- Notarized Affidavit of Property Owner Names and Addresses** must be submitted in entirety at time of application. The form (included in this packet) must contain the names and addresses of surrounding property owners from the property in questions, for a distance of 150 feet in all directions from the property lines. The Variance will not be accepted or processed until this Notification is accurately and completely submitted.
- Filing fees must be submitted at the time of filing by check or money order, payable to the **Cook County Collector** OR by credit card online. When applying via email, an invoice will be sent to you and you can pay online at <http://bzpermits.cookcountyil.gov/web-payments/>). Fees are established by the County Board and are predicated upon the type of application involved. **Filing fees are not refundable.**
- Only the title owners of the property, their attorney, or an authorized agent may file the application and only in the owner's name. **Persons other' than the land owner or their attorney must present a letter of authorization from the owner.** If the property is in a trust or LLC, all people should be identified along with their % of ownership
- On the application for Variance, please type or print answers to all questions.
- Photos are required for variances on existing, non-conforming structures.

When ready to file, please telephone or email the Zoning Administrator's Office

**MAKE AN APPOINTMENT**

(312) 603-0503 | [rubina.alam@cookcountyil.gov](mailto:rubina.alam@cookcountyil.gov)

## APPLICATION FOR VARIANCE FOR UNINCORPORATED COOK COUNTY

### APPLICANT INFORMATION

Name		
Address		
City	State	Zip
Phone	Email	
Applicant Is: <input type="checkbox"/> Owner <input type="checkbox"/> Attorney <input type="checkbox"/> Expediter <input type="checkbox"/> Other (specify)		

### OWNER INFORMATION

Name		
Address		
City	State	Zip
Phone	Email	
Date that present owner acquired legal title on subject property		

### PROPERTY INFORMATION

Property Address		
City	Zip	Acreage of Property
Location _____ _____		
PIN# -    -    -    -    -    -    -    -    -    -    -    -	Township	
Legal Description of Subject Property: See attached Survey		
To your knowledge, have any previous applications for variances been filed in connection with this premises? <div style="text-align: right;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </div>		
Present Zoning Classification		

**REQUEST**

A variance is being requested for the following reason(s):

- |  |   |
|--|---|
| <input type="checkbox"/> To reduce yard requirement  | <input type="checkbox"/> To reduce off-street parking facilities                                    |
| <input type="checkbox"/> To reduce setback requirement                                       | <input type="checkbox"/> To reduce off-street loading facilities                                    |
| <input type="checkbox"/> Insufficient lot area and/or lot width                              | <input type="checkbox"/> To increase maximum distance between off-street parking facilities and use |
| <input type="checkbox"/> To increase the height of a fence                                   | <input type="checkbox"/> To increase gross area of signs  |
| <input type="checkbox"/> To decrease the distance between principal and accessory structures | <input type="checkbox"/> To increase gross floor area   |
| <input type="checkbox"/> To request same off-street parking for two or more uses.            | <input type="checkbox"/> To increase height of freestanding Cell Tower Facility.                    |
| <input type="checkbox"/> To increase the height of an accessory structure.                   |   |

State in detail the Variance requested and reasons for the above mentioned items checked

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Explanation of purpose to which property will be put

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Is public sewer available

- Yes       No

Is public water available?

- Yes       No

**REQUIREMENTS**

**One (1) original plat of survey** signed and sealed by a registered Illinois surveyor must accompany this application:

COUNTY OF COOK    )  
                                   )  
 STATE OF ILLINOIS )      s.s.

\_\_\_\_\_, being first duly sworn, on oath deposes and says that all of the above statements and the statements contained in the documents submitted herewith are true.

\_\_\_\_\_  
 Signature of applicant

\_\_\_\_\_  
*Signature of applicant*

Subscribed and sworn to before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
 Notary Public

### STATEMENT OF EXISTING CONDITIONS ON PROPERTY

PIN# _____ - _____ - _____ - _____ - _____		
Address		
Township		
Are there existing structures or buildings on the site? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, describe _____ _____		
Height (number of stories)	Area (cover the ground)	Type of Construction
Will this building(s) be used if Variance is granted <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what will be the intended use? _____ _____		
Will the intended use of the building(s) conform to the occupancy requirements of the Cook County Building Ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No		

COUNTY OF COOK    )  
                                  )  
STATE OF ILLINOIS  )      s.s.

\_\_\_\_\_, being first duly sworn, on oath deposes and says that all of the above statements and the statements contained in the documents submitted herewith are true.

Subscribed and sworn to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
*Signature of applicant*

<b>Office Use Only</b>
Is the Property in a floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is a TOPO available <input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
Notary Public



## Department of Building and Zoning Applicant's Statement

1. I have in my possession a copy of the "Rules of Practice and Procedure" issued by the Zoning Board of Appeals.
2. I am aware that filing fees may not be refunded.
3. To the best of my knowledge, violation of the Cook County Zoning Ordinance now  
\_\_\_ DOES \_\_\_ DOES NOT exist on the subject property. If it does Violation # \_\_\_\_\_
4. To the best of my knowledge, no deed restrictions or private covenants prevent the use, change of zone, special use, or variation sought in this application.
5. As an applicant, I am a lawyer or have been advised of the recommendation of the Zoning Board of Appeals that I obtain legal counsel of my choice to assist me in the preparation and presentation of my case.
6. I have been informed that Public Hearing dates are set by the Zoning Board of Appeals and that I will receive Notice of that date by certified mail at least fifteen (15) days before the Public Hearing.
7. I am aware that I may arrange, or request the assistance of the Secretary of the Zoning Board in arranging for the attendance of a court reporter at the hearing at my expense. I understand that if a court reporter is not present or is unable to make a complex transcript of the entire hearing, regardless of length; my case might be adversely affected by the lack of a complete record of the hearing.
8. I acknowledge that it is my responsibility to prepare all exhibits, arrange for the appearance of qualified witnesses and to have at the Hearing all documents relevant to this case.
9. With respect to soil, water and fire matters:
  - a. For the proposed P.U.D. (planned unit development), I am aware of the applicable ordinance, rules and regulations pertaining to water retention and run-off and understand that failure to prove compliance herewith, will result in denial of my P.U.D. application.
  - b. Except in variation cases, at the hearing I will present evidence of having informed the jurisdictional fire protection district of my plans.
10. Planned Unit Development Applications: Applicant must submit a copy of the preliminary site plan, showing ingress, egress, drainage and parking to the Chief Engineer of the Transportation and Planning Bureau of the Cook County Highway Department for preliminary approval. A public hearing date will be set only upon the submission and approval of said plat.
11. I have been informed of the Zoning Board's presumption of the general desirability of planned developments, where appropriate, and will either seek a planned development, where appropriate, or will offer reasons at the hearing for its inappropriateness in my case.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Department of Building and Zoning Fee Schedule

- |    |  |   |
|----|--|---|
| A) | Petition for a Text Amendment:   | \$525.00  |
| B) | Petition for Map Amendment:  |   |
|    | 1. Less than one acre  | \$1,000.00  |
|    | 2. One acre to five acres  | \$1,750.00  |
|    | 3. Five acres to ten acres   | \$2,500.00  |
|    | 4. Ten acres to twenty acres   | \$3,250.00  |
| C) | Petitions for the following Special Uses:  |   |
|    | 1. Excavations for Artificial Lake on which sub-division is proposed   | \$2,100.00  |
|    | 2. If sand, gravel, rock or fill to be sold from above item, additional  | \$4,200.00  |
|    | 3. Extraction of rock, sand, gravel, peat or any type of Borrow Pit  | \$4,200.00  |
|    | 4. Extraction of Top Soil  | \$1,050.00  |
|    | 5. Sanitary Land Fill  | \$6,300.00  |
|    | 6. Dry Land Fill   |   |
|    | a. Under five acres  | \$525.00  |
|    | b. Over five acres   | \$4,200.00  |
|    | 7. All hospitals, sanitariums, convalescent homes, nursing and rest homes for profit   | \$2,100.00  |
|    | 8. Planned Developments  |   |
|    | a. Five acres and under  | \$1,000.00  |
|    | b. Over five acres to ten acres  | \$1,750.00  |
|    | c. Over ten acres to fifteen acres   | \$2,500.00  |
|    | d. over fifteen acres  | \$3,250.00  |
|    | 9. All other listed Special Uses as provided for in the Zoning Ordinance   | \$525.00  |
| D) | Petitions for Variations:  |   |
|    | 1. All variations in all residential districts, regardless of number of different variations sought  | <u>\$225.00*</u> or <u>\$50.00 per lot</u> whichever is greater |
|    | 2. All variations in all commercial and industrial districts, regardless of number of variations sought<br>* plus cost of court reporter transcript  | <u>\$425.00*</u>  |
| E) | Any combination of petitions, such as an Amendment, Special Use and Variation, if requested by the applicant, will be treated as individual petitions as far as fees are concerned, but will be consolidated and heard at the designated time for the Public Hearing, before the Zoning Board of Appeals of Cook County. |   |
| F) | Fees for any other uses not included in this list or new uses not yet conceived, shall be determined by the Commissioner of Building and Zoning until such time as a resolution can be presented to the Board of Commissioners of Cook County.   |   |

## Variance Checklist

Please check each box ensuring documents and drawings are included in the submittal.

If the items in 10-12 are not applicable, indicate "NA"

Item#	Description	Checklist
1.	Completed Variance Application (Pages 1-3).	
2.	Application documents are notarized.	
3.	Plat of Survey, no older than 5 years of age, showing surveyor's seal.	
4.	Site Plan (showing dimensions) of proposed / existing construction.	
5.	Recorded Deed or Title Policy proving ownership.	
6.	Copy of the letter of notification sent to neighbors.	
7.	Certified Mail Receipts to confirm mailings. (Please keep the return receipts).	
8.	Affidavit of Property Owner Names and Addresses within 150' of lot lines, notarized.	
9.	Check made payable to "Cook County Collector" (see fee schedule).	
10.	Cook County Health Dept. approval for variances due to insufficient lot area / width on septic.	
11.	Photos when a variance is for existing non-conforming structures.	
12.	Letter of Authorization if the applicant is a party other than the property owner.	

Notice of Variance Application

SAMPLE LETTER  
PLEASE RE-TYPE

Jolly Builders Inc.  
c/o Sonny Manster –owner  
312-666-2222 office

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

MM/DD/YYYY

Subject property: 1234 Main Street, City, IL  
PIN# 00-00-000-000-0000

Dear Neighbor,

In accordance with Article 13.6.2 (A) Notice of Application, of Cook County Zoning Ordinance please be informed that on or about MM/DD/YYYY, we, the property owner/authorized agent of the above reference property will file an application with Cook County Department of Building and Zoning for a Variance to XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

Please understand that we are not seeking to purchase or rezone your property. As applicant we are required by law to send this notice because you own property located adjacent to the subject property.

Please feel free to contact us with any questions or concerns. You may email us at [jollybuilders@yahoo.com](mailto:jollybuilders@yahoo.com) or call (312) 666-2222

Best regards,

Dolly Jolly  
Jolly Builders Inc.