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PROCEDURES

REQUEST FOR ZONING VARIANCE (VARIATION)

(See Zoning Code Article XII)

1. Request for Variance form received from homeowner, submitted with complete drawing(s) and \$75.00 fee (non refundable).
  - A. Request to be reviewed by Zoning Officer to determine the type of variance being requested. (setbacks, placement on property, % of coverage area/residence area.)
  - B. **Public Notice Sign** to be posted at the property address and Notice to be sent for **publication** in the local newspaper not less than 15 days nor more than thirty days prior to the date of the hearing.
  - C. Notification letters to adjacent homeowners of request for variance with time and place of Zoning Board meeting hearing sent out not less than 15 days nor more than thirty days prior to the date of the hearing..
  - D. Zoning Board Agenda posted in Village Hall with zoning variance request.

(If applicant wishes to have a special meeting of the Zoning Board of Appeals on a date other than the regular meeting date, an additional fee of \$200.00 will be payable to the Village of Durand. Must have at least 15 days to post notices.)
2. After Zoning Board reviews the request, they will send their recommendation to the Village Board of Trustees for their approval, rejection or modification. Their decision is to be returned to the Board of Appeals within 45 days of receipt of the recommendation.
3. If approved by the Village Board of Trustees, the variance should be added to the index of granted variances (by the Secretary).

(4/1/11)

Village of Durand, Illinois  
APPLICATION FOR A ZONING VARIATION

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

The applicant is the (check one):  
 Owner  
 Authorized representative of the owner of the property  
for which this zoning application is being filed.

Address or legal description of the property for which this zoning application is being filed:  
\_\_\_\_\_  
\_\_\_\_\_

Map: Attach to this petition an accurate scale drawing of the site and the surrounding area for a distance of at least three hundred (300) feet from each boundary of the site showing the location of streets and property lines.

State the precise nature of the variation requested, the practical difficulty and/or unnecessary physical hardships resulting from a strict interpretation of the Zoning Ordinance and any additional pertinent data.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fee Structure**  
A fee of \$75.00 shall accompany this application.

TO BE FILLED OUT BY THE ZONING ADMINISTRATOR  
**Existing Zoning District Classification of the property.**

\_\_\_\_\_

Date received: \_\_\_\_\_

**Action Taken:**  
Planning Commission \_\_\_\_\_  
Zoning Board of Appeals \_\_\_\_\_  
Village Board of Trustees \_\_\_\_\_

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Zoning Administrator

\_\_\_\_\_  
Date