



LaSalle County
Land Use Department
119 W Madison St., Room 107, Ottawa, IL 61350

T. 815.434.8666
F. 815.433.9303
E. landuse@lasallecountyil.gov

Zoning Variance Application

Contact Information:

Date of Application: _____

Property Owner Name(s): _____ Property Address: _____

Applicant's Name if Different: _____ Address: _____

Phone Number: _____ Cell Number: _____ Email: _____

Township: _____ Property Pin Number(s): _____

Agent/Attorney Name: _____ Agent/Attorney Firm: _____

Agent/Attorney Phone Number: _____ Email: _____

Has any Governmental Body denied a Zoning Variance for this property? ____ Yes ____ No

If Yes, Please Explain: _____

Current Zoning of Property:

<input type="checkbox"/> A-1 Agriculture	<input type="checkbox"/> I-1 Industrial
<input type="checkbox"/> A-C Conservation	<input type="checkbox"/> R-2 Single Family Residential
<input type="checkbox"/> B-1 Local Business	<input type="checkbox"/> R-3 General Residence
<input type="checkbox"/> B-2 General Business	<input type="checkbox"/> R-R Rural Residence

Variance Requested For:

- ☐ Decrease Yard or Structure Setback
- ☐ Height of Structure
- ☐ Off Street Parking Requirement for Dual Purpose Lot
- ☐ Off Street Parking Requirement Reduction
- ☐ Fence Height
- ☐ Other _____

Current Zoning and Land Uses of Adjoining Property:

	Zoning (i.e. A-1, R-R, B-2, etc.)	Land Use (Farm, Single Family House, Factory, etc.)
North		
South		
East		
West		

For Office Use

Permit # _____

Application Fee: \$100.00

*Publication costs are the responsibility of the owner/applicant.

Zoning Variance

Permit # _____

Please provide a narrative explaining the reasoning and justification for the variance to the ***LaSalle County Zoning Ordinance*** (*this may be attached*). The narrative should focus on the existing uses and zoning classification of the property and the general area surrounding the parcel. Discussion of the variance and its general suitability to the current zoning designation and the future development vision of the area should also be addressed. Please be prepared to discuss these and other related concepts at the public hearing. For a complete list of factors considered by the Zoning Board of Appeals, refer to Section 14.8-3 of the LaSalle County Zoning Ordinance.

Attachments and Certifications

All required attachments and certifications must accompany the application before a zoning official can certify the application to be complete. Such attachments and certifications required:

- ☐ Copy of recorded deed
- ☐ Narrative describing and justifying proposed use
- ☐ Application/filing fee
- ☐ Plat of survey developed by professional engineer or land surveyor
- ☐ Site plan showing existing structures, proposed structures, and setbacks
- ☐ Notarized completed application package (if not owner/applicant, notarized letter of authorization is required from owner)
- ☐ List of adjoining property owner names and addresses
- ☐ Trust Disclosure (*applicable if property is in a trust*)
- ☐ Signage Application (*if applicable*)
- ☐ Parking lot layout (*if applicable*)
- ☐ Floodplain Map (*if applicable*)
- ☐ Natural Resource Inventory or Land Evaluation and Site Assessment (*if applicable*)
- ☐ Land Evaluation and Site Assessment (*if applicable*)
- ☐ EcoCAT (*if applicable*)

Notification of the Petition (*For office use*)

All adjoining property owners will be notified of this petition by certified mail. When applicable, notification will also be sent to the following entities:

- ☐ School Districts Effected
- ☐ Adjoining Property Owners
- ☐ Municipal Review Authority (1.5 mile)
- ☐ Township Review Authority (Supervisor, Clerk, and/or Planning Commission)
- ☐ Fire Protection District
- ☐ Road Jurisdiction (State, County, Township)
- ☐ LaSalle County Health Department
- ☐ LaSalle County Soil and Water Conservation District

Notarization of Completed Application Authenticity

I, We consent that all of 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 or upon the premises described in this application by any authorized official of LaSalle County for the purposes of completing any reviews or for the reports deemed necessary by the submittal of this application or for the purpose of posting, maintaining, or removing such notices as may be required by law.

I, We have read and are familiar with the *LaSalle County Comprehensive Plan* and that the petitioners have read Section 14 of the *LaSalle County Zoning Ordinance* and are familiar with each of the criteria for a variance and understand that all applicable criteria must be met for approval of the petition.

I, We understand that I, We will provide the names and addresses of all adjacent owners of the said property to the LaSalle County Land Use Department and allow the LaSalle County Environmental Services and Land Use Department to notify all required stakeholders, adjacent landowners, and the press announcing the public hearing. This ad must be in the local newspaper 15 days prior to the scheduled public hearing. I, We understand that the LaSalle County Land Use Department will post required signage for the property in question at least 15 days prior to the public hearing. I/We understand that all the costs associated with the hosting of the public meeting will be paid on or before the date in which the LaSalle County Board will take action on this petition (mailing costs, notification to newspaper, meeting room expenses, court reporter, and any other costs needed to hold such a hearing).

Owner and/or agent/attorney printed Names and signatures:

Name (Printed)

Signature

1. _____
2. _____
3. _____
4. _____

Dated at _____, Illinois, this day of _____

State of Illinois)
) SS
County of LaSalle)

I, _____, a Notary Public in and for the County and State of aforesaid, do hereby certify that _____, personally known to me is (are) the person(s) who executed the foregoing instrument bearing on the date of _____, 20____, and appeared before me this day in person and acknowledged that he/she (they) signed sealed, and delivered the same instrument for the uses and purposes therein set forth.

Given under my hand and Notary Seal this _____ day of _____, 20____. (Seal)

My commission expires _____, 20____.

Signature of Notary

The LaSalle County Land Use Department certifies this application package is complete and capable of being forwarded to the LaSalle County Zoning Board of Appeals.

LaSalle County Zoning Officer

Date

Variance Request

A variance can be requested for yard setbacks, height requirements, lot coverage, off-street parking lot requirements, and fencing requirements.

Application

Must be received a minimum 30 days prior to scheduled ZBA Hearing. All attachments must accompany application.



Public Notification

Legal in local newspaper, adjacent property owners sent certified letter, property staked with sign. County takes care of notification; however, the owner is responsible for these fees.



Public Hearing Zoning Board of Appeals

Owner or applicant must attend. Room 250 of LaSalle County Governmental Complex.



County Board Vote

Full county board votes on the ZBA recommendation at the next scheduled County Board Meeting.