

## **VARIANCE APPLICATION GENERAL INFORMATION:**

- Complete the entire Variance Request Form including:
  - Owner or Applicant Information (Please check appropriate box. However, if you are the applicant, contact information is needed for you and the owner.)
  - Legal Description of the Property (If you do not know the property's legal description contact Macon County or access the information on the Macon County website.)
  - Existing zoning of the property (if unsure please verify with Village Hall)
  - List the requested variation(s) to the Development Ordinance (Example – Section 4.9: Front Yard variance of 5 feet to allow a home addition to within 25 feet of the property line in an R-1 zoning district.)
  - Describe what your plans are for the property.
  - Provide a dimensioned site plan or plat to depict the proposed variation(s). The site plan or plat should include the location of any current or proposed structures on the property.
  - Thoroughly answer the five mandatory questions for the Variance Standards that the Planning and Zoning Commission and Village Board will be basing their recommendation and decision on for the variance request.
    1. Special or unique circumstances exist that are unique to the property seeking the variance (examples of special circumstances include, but are not limited to the physical character of the land or buildings, dimensions, topography, and soil conditions); and
    2. The special circumstances are not of so general or recurring a nature throughout the entire Village as to make it reasonably practical to provide for a general regulation; and
    3. Strict application of the Development Ordinance will deprive the applicant of right and/or uses commonly enjoyed by other owners of property in the immediate area under the regulations of this Development Ordinance; and
    4. The authorization of such variance will not be of substantial detriment to adjacent property and the granting of the variance will not change the character of the district; and
    5. The variance is the minimum variance that will make possible the reasonable use of the property, building, or structure.
- Note: The Commission or Board may also recommend denial or deny an application for a variance if evidence is submitted and substantiated demonstrating any of the following:
  - The need for the variance was created by the applicant or another party with an interest in the property;
  - The granting of the variance will impair neighboring property values; and/or
  - The granting of the variance will cause substantial detriment to the public good.
- Pay the required \$90 application fee; make check out to Village of Forsyth
- Sign and date the form and return to Village Hall

Village Staff will then review the application to ensure completeness. Once the application is deemed complete, Village Staff will notify the applicant of the meeting dates for the Planning and Zoning Commission meeting/Public Hearing and the Board of Trustees meeting.

\* Planning and Zoning Commission meetings are held every 4<sup>th</sup> Thursday of the month and Board of Trustee meetings are held every 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month. Village Staff will inform you of the date your application will go before the Commission and Board.

\*\* If a Variance Request gets approved, an applicant has **18 months** from the date the ordinance is approved to apply for a **building permit**. An extension may be granted by the Village Board of Trustees to the 18 month timeframe if an applicant requests an extension prior to the 18 month time limitation. Should a building permit not be issued or an extension not be granted prior to the 18 month time limitation, the variance shall be considered null and void.

VILLAGE OF FORSYTH

301 S. Route 51  
Forsyth, IL 62535

Phone: (217) 877-9445 / Fax: (217) 877-9863



**VARIANCE REQUEST APPLICATION**

OWNER:

APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_ PIN #: \_\_\_\_\_

Legal Description of the Property:

Zoning District: \_\_\_\_\_

Requested variation(s) to the Development Ordinance (include reference to provisions of the Development Ordinance being affected):

Brief description of what the proposed plan is for the property:

\*Attach a dimensioned site plan or plat to depict the proposed variation(s) and plan for the property.

**The questions below shall be answered completely, otherwise the Planning and Zoning Commission shall not recommend a variation and the Village Board shall not grant a variation to the provisions of this Ordinance (for multiple variance requests provide answers for each request):**

1. What special or unique circumstances exist that are unique to the property seeking the variance (examples of special circumstances include, but are not limited to the physical character of the land or buildings, dimensions, topography, and soil conditions)?

2. Are the special circumstances not of so general or recurring a nature throughout the entire Village as to make it reasonably practical to provide for a general regulation?

3. Will the strict application of the Development Ordinance deprive the applicant of rights and/or uses commonly enjoyed by other owners of property in the immediate area under the regulations of this Development Ordinance? Please explain and give examples if available.

4. Will the authorization of such variance not be of substantial detriment to adjacent property and will the granting of the variance not change the character of the district? Please explain.

5. Is the variance the minimum variance that will make possible the reasonable use of the property, building, or structure? Please explain.

\$90.00 Application Fee: Required at time of the application. The fee will not be refunded if the request is denied by the Village Board of Trustees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For office use only</b>	
Date Received: _____	PZC Meeting Date: _____
Application Fee Paid: _____	Board Meeting Date: _____
Approved (Y/N): _____	Ordinance # _____