



ZONING APPLICATION

Development Services Department

PART A - APPLICANT INFORMATION

Property Owner Information			
Full Name			
Owner Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Petitioner Information (if different from above)			
Full Name	<i>Last:</i>	<i>First:</i>	
Petitioner Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Agency/Firm Name			
Attorney Information			
Full Name	<i>Last:</i>	<i>First:</i>	
Attorney Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Agency/Firm Name			
Agent Information (if different from above)			
Full Name	<i>Last:</i>	<i>First:</i>	
Agent Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Agency/Firm Name			

PART B - EXISTING PROPERTY INFORMATION

Existing Property Information			
PIN(s)			
Property Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Current Zoning		Current Land Use	

PART C – ZONING REQUEST(S)

Administrative Variance

Final Subdivision Plat

Preliminary Subdivision Plat

Annexation

Map Amendment

Special Use Permit

Appeal of Administrative Decision

Major Change to Planned Unit Development

Variance

Final Planned Unit Development

Minor Change to Planned Unit Development

Text Amendment

Preliminary Planned Unit Development

Purpose of request:

Is the purpose of this application to address an ordinance or code violation?

YES

NO

If yes, what is the violation?

PART D – TO BE COMPLETED FOR ALL COMMERCIAL APPLICATIONS

What is the current or previous use of the property? _____

What is the proposed intended use of the property? _____

If the proposed use is currently in operation at another location, what is the location's address?

What is the business website? _____

What are the days and hours of operation? _____

Will there be employees? Yes No

If yes, how many employees will there be? _____

Is there any proposed construction or alteration of existing buildings? Yes No

If yes, explain: _____

Is there any proposed grading, fill, or other site development activities? Yes No

If yes, explain: _____

Will the intended use be open to the public? Yes No

If yes, the estimated average number of customers per day is: _____

Will the intended use include any outdoor storage of materials, supplies, merchandise, vehicles, equipment, or other similar materials? Yes No

Will the intended use require outdoor lighting? Yes No

Will the intended use require a new signage on the property? Yes No

What is the estimated number of average daily vehicle trips the proposed use will generate? _____

What is the anticipate noise generation of the intended use?

 No different than existing conditions

 Minimal increase – If checked, explain: _____

 Significant increase – If checked, explain: _____

Do you intend on requesting an economic development incentive from the Village of Lisle? Yes No

If yes, the type of incentive is: _____

The dollar amount of the requested incentive is: _____

If this application relates to a Planned Unit Development, does the tax impact analysis submitted reflect the potential economic development incentive? Yes No

PART E - FINDINGS OF FACT FOR GRANTING A SPECIAL USE PERMIT

All petitions for a special use permit shall be accompanied by a statement of Findings of Fact. Provide responses to each applicable criteria below. All applicable criteria must be met for approval of a zoning petition. The Findings of Fact shall conform with the applicable provisions of the Illinois State Statutes and the Village of Lisle Zoning Ordinance pertaining to special uses.

In accordance with 5-19-1-B of the Village of Lisle Village Code, no special use shall be recommended by the Planning and Zoning Commission unless it finds:

1a. It is necessary for the public convenience at that location;

1b. It is so designated, located and proposed to be operated that the public health, safety and welfare will be protected; and

2. Will not cause substantial injury to the value of other property in the neighborhood in which it is to be located; and

3. Such special use shall conform to the applicable regulations of the district in which it is to be located.

PART F - FINDINGS OF FACT FOR GRANTING ZONING VARIANCES

All petitions for zoning variance shall be accompanied by a statement of Findings of Fact. The Findings of Fact shall include specific examples demonstrating the proposed project would result in practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of the land or buildings involved if strict application of the zoning regulations were applied.

In accordance with 5-19-1-C of the Village of Lisle Village Code, the use of variances is generally intended for cases of exceptional conditions whereby such strict application would result in practical difficulty or unnecessary hardship that would deprive the owner of reasonable use of the land or building involved. The Planning and Zoning Commission shall suggest any conditions that it deems to be necessary or desirable. The Planning and Zoning Commission shall not recommend approval of a variance unless it finds:

1. That there are special circumstances or conditions, fully described in the findings, applying to the property (properties) for which the variance is sought, which circumstances or conditions are peculiar to such property (properties) and do not apply generally to properties in the zoning district, and that said circumstances or conditions are such that the strict application of the Village code would deprive the applicant of the reasonable use of the subject property (properties).

2. That, for reasons fully set forth in the findings, the granting of the variance is necessary for the reasonable use of the property (properties) and that the variance proposed is the minimum variance that will accomplish this purpose.

3. That the result of granting by the corporate authorities of the variance will be in harmony with the general purpose and intent of standards set forth within this code and in harmony with the configuration and shape of lots within the subdivision in which the subject property lies, and will not be injurious to adjacent property or otherwise detrimental to the public welfare.

PART G - SIGNATURE AND NOTARIZATION

I consent that all above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

I consent to the entry in or upon the premises described in this application by any authorized official of the Village of Lisle 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, or for the purpose of inspecting the premises and uses thereon for compliance with the terms and conditions of any special use permit approval issued as a result of this application.

I have read and I am familiar with the recommendations of the 2004 Village of Lisle Comprehensive Land Use Plan and subplans; and I have read Title 5 of the Village of Lisle Village Code and I am familiar with each of the criteria for a map amendment, special use permit and/or variance and understand that each applicable criteria must be met for approval of a zoning request.

If a public hearing is required, I understand that the Village of Lisle will publish a legal notice and notify property owners within 250 feet of the subject property via regular U.S. Mail. I further understand that I am responsible for all fees incurred by the Village as part of the public notification process.

I understand that application fees shall not be refunded or waived, except as may be determined on a case-by-case basis, by the Village of Lisle Board of Trustees.

The owner and petitioner agrees that the owner and petitioner shall be jointly and severally liable for payment of fees referred to in Section 1-14-1 of the Village Code (Recovery of Professional Fees). Professional fees may be assessed in conjunction with engineering plan reviews, landscape architect plan reviews, and Village Attorney related legal work.

Name (identify owner/petitioner/attorney/agent) Signature Date

SUBSCRIBED AND SWORN TO BEFORE ME

this _____ day of _____, 20 ____.

Notary Public

PART H - APPLICATION CHECKLIST

Filing checklist:

- Completed application (Pages 1 – 4)
- Copy of recorded deed
- Electronic copy of legal description (Flash Drive or Email), Microsoft Word compatible text format
- Plat of survey (to scale) from a professional land surveyor showing existing structures on paper size not exceeding 11" x 17". Survey must include a scale, north arrow and dimensions of the subject parcel.
- Site plan – the plat of survey is a useful base map. The site plan must be to scale and must include the proposed structure(s), setbacks from all existing and proposed improvements to all property lines, and site and land use details.
- Preliminary Engineering Plans (3 copies (24" x 36"), 7 copies (11" x 17") and PDF if applicable)
- Preliminary Planned Unit Development Plat (3 copies (24" x 36"), 7 copies (11" x 17") and PDF, if applicable)
- Preliminary landscape plan (3 copies (24" x 36"), 7 copies (11" x 17") and PDF, if applicable)
- Final Planned Unit Development Plat (3 copies (24" x 36"), 7 copies (11" x 17") and PDF, if applicable)
- Preliminary Plat of Subdivision (3 copies (24" x 36"), 7 copies (11" x 17") and PDF, if applicable)
- Final Plat of Subdivision (3 copies (24" x 36"), 7 copies (11" x 17") and PDF, if applicable)
- Annexation Plat (3 copies (24" x 36"), 7 copies (11" x 17") and PDF, if applicable)
- Affidavit of owner's consent (if applicable)
- Disclosure of beneficiaries (if applicable)

Once the application is reviewed and accepted for filing, staff will notify the applicant of the required fees as established by the [Annual Fee Ordinance](#). Upon payment of the required fees, the application will be assigned a hearing date. The applicant will receive an email notification of the hearing date with instructions.