



City of Batavia
Community Development Department
100 North Island Avenue
Batavia IL 60510
Phone (630) 454-2700

Application for a Zoning Variance

Applicant Name: _____
Subject Property: _____
Applicant Address: _____
Applicant Phone: _____ Applicant E-mail: _____
Signature of Applicant: _____ Signature Date: _____
Property Zoning: _____ Historic District or Landmarked Structure Yes No
Present Use: _____

Property Owner Information (Owner Authorization Required for Application)

Same as Applicant
Property Owner Name: _____
Subject Property: _____
Applicant Address: _____
Applicant Phone: _____ Applicant E-mail: _____
Signature of Owner: _____ Signature Date: _____

Office Use Only:
Filing Date: _____
Approval Date: _____
LAMA Case: _____
Fee Paid: _____

Instructions for Filing Variances

- Provide 6 copies of all submittals, such as drawings or supporting documents (excluding the application). Provide these documents to Community Development Staff in electronically in PDF format.
- Application shall include the submittal fee as required by Title 3, Chapter 20, Section 2 of the Municipal Code.
- Staff may request the applicant provide additional material in order to process and complete application review.
- Applicant is required to provide a written notice to properties within 500' and post a sign on the property providing notice of a Public Hearing for the request. The sign must meet standards provided by the Community Development Department.
- Applicant will provide written affidavits, pursuant to Chapter 5.2 of the Zoning Code for the Mailing (5.205.D.3) and Sign (5.205.C.5) Notices
- City will submit a legal notice to the Newspaper. The applicant shall reimburse the cost of to the city.

Additional Information for Completing a Variance Application

File a Complete Application Submittal, that includes the following items:

- Plans or drawings depicting the proposed improvement. Include elevations for proposed structures.
- Current Plat of survey depicting the property with a Legal Description and Property Identification Number for the parcel.
- Provide a written narrative and additional evidence that provides the following information (See also Zoning Code Sections 5.502.A and 5.503):
 - Evidence showing why, due to unique circumstances applicable to the property, including its size, shape, topography, location or surroundings, strict application of the Zoning Code would create a hardship or other practical difficulty, as distinguished from a mere inconvenience, and deprive the property owner of property rights enjoyed by other property owners in the same zoning district
 - Evidence showing that the requested variance will not constitute a grant of special privileges inconsistent with limitations upon other properties in the vicinity and district in which the property is located.
 - Evidence that the unique circumstances applicable to the property were or are not self-imposed by the current or previous property owners.
 - Evidence showing why granting the variance:
 - A. Substantially meets the intent and purpose of the zoning district in which the property is located.
 - B. Will not be detrimental to the health, safety, and general welfare of persons living or working in the neighborhood.
 - C. Will not be detrimental to the general welfare of the City; and
 - D. Is the least amount of relief necessary to permit use of the property similar to other properties in the district.
- Complete and submit to the Kane DuPage Soil Water Conservation District a Land Use Opinion Application. (provide a submitted copy to City of Batavia)