



# Village of Brookfield Community Development Department

8820 Brookfield Avenue, Brookfield, Illinois 60513-1688  
(708) 485-7344 ext 3 • www.brookfieldil.gov

## Variance Application

### Applicant Information

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

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

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Is the applicant in the process of purchasing the property?  Yes  No

If yes, is the purchase contingent on approval of this request?  Yes  No

### Property Information

(This information can be found online on the [Community Portal](#).)

Address: \_\_\_\_\_ Brookfield IL, 60513

Zoning district: \_\_\_\_\_ Use type: \_\_\_\_\_

Property Index Number(s) (PIN): \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(attach if necessary) \_\_\_\_\_

The property is:  Conforming  Non-conforming \_\_\_\_\_  
explain non-conformity

What will the property be used for?  Personal  New Business  Rental  Resale

Surrounding zoning and land uses:

	Zoning District	Land Use (residential, commercial, industrial, etc.)
North:		
East:		
South:		
West:		

### Variance Request

List the variance(s) you are requesting:

1. Section \_\_\_\_\_ Variance request to \_\_\_\_\_

2. Section \_\_\_\_\_ Variance request to \_\_\_\_\_

3. Section \_\_\_\_\_ Variance request to \_\_\_\_\_

## Checklist for submittal

- Pre-application Meeting with Staff  
*A pre-application meeting with Village staff is strongly suggested prior to filling application.*
- Completed Application  
*Completed applications should be submitted at least 3 weeks before PZC meeting.*
- Application Fee  
*The \$675 application fee is due at the time of submittal. A \$75 deposit will also be collected for the public hearing sign. This deposit will be returned after the meeting.*
- Current Plat of Survey  
*A **LEGIBLE** plat of survey showing the property in its current conditions and improvements.*
- Signed Affidavit and Proof of Ownership  
*Affidavit of ownership completed and notarized submitted with a copy of a current tax bill, deed, or other official document showing current ownership.*
- Supporting Photos or Graphics  
*Any photos and/or drawings that illustrate the current condition, the request, and the resulting condition if the request is granted, as well as the dimensions of the sign(s).*
- Project Summary (optional)  
*A written statement describing why the request. Any background information that may help the staff and the Board understand the request should be included.*
- Public Notice (submitted subsequently)  
*In advance of public hearing, adjacent properties within 250 feet must be notified by mail. Once letters are mailed, an affidavit and letter must be submitted to the Village.*

## Signatures

I hereby affirm that I have full legal capacity to authorize the filing of this Petition and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites Village representatives to make all reasonable inspections, investigations and pictures of the subject property during the processing period of this Petition. I agree to pay all fees consistent with the Village payment policies and comply with the Village Codes. I understand these fees will include publication expenses and may include engineering expenses and attorney fees.

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Printed name of Applicant

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Signature of Applicant

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Date

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Printed name of Property Owner (if different)

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Signature of Property Owner (if different)

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Date

## Standards for Granting Zoning Variations

There are 7 standards that are considered and must be met in order to approve variances in the Village of Brookfield. (Sec. 62-760) Please describe how your request demonstrates compliance.

1. *"The hardship alleged as the basis for the variation must be derived from difficulties pertaining to the property itself which prevent full use of the property of the same extent other properties in close proximity in the same zoning district can be used;"*

How does this property itself create difficulties that other similar properties do not have?

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2. *"The hardship alleged as the basis for a variation must not be self-created or self-imposed by the applicant or his agent nor by unauthorized and unpermitted acts of any prior owner;"*

Owner shouldn't have created the alleged difficulties; how did these difficulties come to be?

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3. *"That there is no other means other than the requested variation by which the alleged hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the property;"*

Without the requested variance, why can't you use this property to its full extent?

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4. *"That the variation sought will not impair an adequate supply of light or air to adjacent property;"*

How will the neighbor's air and light supply remain unimpaired?

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5. *"That the variation sought will not unreasonably diminish the values of adjacent property;"*

If approved, how will this variance affect surrounding property values?

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6. *"That the variation sought will not unreasonably increase congestion in the public streets or otherwise endanger public safety;"*

If approved, how will this variance affect traffic congestion in the area?

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7. *"That the variation is in harmony with the general purpose and intent of this ordinance."*

This variance request aligns with the purpose and intent of the Zoning Ordinance because...

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## AFFIDAVIT OF OWNERSHIP & DISCLOSURE OF BENEFICIARIES

I, \_\_\_\_\_, under oath, state that I am:  the sole owner  
printed name  an owner  
 an authorized officer for the owner

of the property described as \_\_\_\_\_ and that such property  
property address

is owned by \_\_\_\_\_ as of this date.  
property owner's name

Further, the property to which this application relates IS / IS NOT the subject of a land trust as defined in Section 765 ILCS 405 of the Illinois Compiled Statutes, "The Land Trust Beneficial Interest Disclosure Act." If the foregoing statement was complete in the affirmative, the following statement shall be completed and verified:

I, \_\_\_\_\_, as the trustee/beneficiary of  
Printed name

\_\_\_\_\_ Trust Number, \_\_\_\_\_,  
Trust name

pursuant to Section 765 ILCS 405 of the Illinois Compiled Statutes, being first duly sworn, hereby state and represent that the person(s), body(ies) Politic, corporation(s), or other entity(ies) below are the beneficiary(ies) of said land trust, that the beneficiary(ies) designated by a checkmark hold(s) the power of direction created therein, and that no beneficiary hold a beneficial interest as nominee for a person, body, politic, corporation or other entity not named herein.

Name	Address	Interest

\_\_\_\_\_  
 Property Owner Signature

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_,  
Day Number Month year

\_\_\_\_\_  
 Public Notary

**AFFIDAVIT OF PUBLIC NOTICE**

The undersigned petitioner, on oath states that they notified, in writing, the owners of all property within 250 feet, excluding rights of way, in each direction of the property to which his petition relates, by personal delivery or by mail; that a public hearing would be held to consider such petition; that such notice was given no less than 15 days prior to such hearing; and that the owners so notified, are those shown on the last available tax records of the county. (Please attach a list of notified property owners).

\_\_\_\_\_  
Property owner name

\_\_\_\_\_  
Property owner signature

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS

\_\_\_\_\_  
Day Number DAY OF \_\_\_\_\_, \_\_\_\_\_  
Month year

\_\_\_\_\_  
Public Notary