



APPEALS & REVIEW BOARD PROCEDURES

The Appeals & Review Board meet the **fourth Tuesday of January, March, May, July, September, and November at 7:00pm** in the second floor auditorium of the Municipal Center located at 9446 Raymond Avenue. The petitioner is required to be in attendance at the Appeals & Review Board meeting to discuss his/her request.

Submit completed documents to the Department of Engineering, Planning and Development in order to be placed on the Appeals & Review Board next available agenda **no later than 20 days prior to the date of the Appeals & Review Board meeting**. There is a \$50.00 filing fee due upon submittal of the documents. Upon approval from the Appeals & Review Board the petition will be forwarded to the Village Board of Trustees for final review.

Petition Form: begin filling out the petition form by writing in the full legal description of the subject property where the variation(s) is being requested. (*The legal description may be found on a Plat of Survey or other legal document relating to the property.*) Then fill in the address of said property (*common description*). The petitioner needs to fill in his/her name, address, and relationship to the subject property, and also fill in the Owner of Record portion of the Petition. (*If the Owner of Record is not the Petitioner, the signature of the Owner of Record is required.*) Answer the two questions at the bottom of said form, sign and date.

Findings of Fact Form: this is a questionnaire pertaining to the variation(s) being requested. Please keep this in mind when answering the questions. Fill in the top portion of this form with the name and address of petitioner, the address of the property, and the variation(s) being requested. This form also requires the petitioner's signature and date.

Notification Process: whenever appearing before the Appeals & Review Board with a variation request, the petitioner is required to notify the abutting property owners (*taxpayers of record*) in writing of his/her variation(s). **It is important that this notification is done correctly, and that the right person is notified.** In order to find out who the taxpayer of record is of the property that abuts the subject property, the petitioner should contact the Assessor's Office at the Worth Township at 708/371-2900. The Township is located at 11601 Pulaski Rd., Alsip, IL. Let the Assessor's Office know that he/she will be appearing before the Board of Appeals, and that he/she is required to notify the abutting taxpayers of record of the property located at ... (*give them the address of the subject property*). The Assessor's Office will provide you with the taxpayer's name, address, and PIN number.

After you receive the information from the Assessor's Office, prepare a brief letter addressed to each abutting taxpayer of record. Include in the context of the letter, the address of the subject property, a brief statement of the variation(s) being requested, the date (*leave a blank line to fill in after the documents are submitted to the Department of Engineering, Planning and Development*) and time (*7:00pm*) of the Appeals & Review Board meeting where the variation will be discussed, and the location (*second floor auditorium of the Municipal Center at 9446 Raymond Avenue*) of the Appeals & Review Board meeting. Also include that additional information may be obtained from the Department of Engineering, Planning and Development at 708/499-7814. **After documents have been submitted to our office, then notify the taxpayers of record.**

The petitioner has two options for notifying the abutting taxpayers of record. First, is by mailing your notification letter by **Certified Mail no later than 20 days prior to the date of the Appeals & Review Board meeting**. Second, is by **personal service no later than 15 days prior to the Appeals & Review Board meeting**, whereby the petitioner is required to personally hand his/her notification letter to the taxpayer of record. (Note: handing the notice to a relative or friend of the taxpayer of record, or placing in their mail box or inside the door is **not** correct notification.) For personal service, the taxpayer of record should be handed the notification letter by petitioner.

Trust Form: completed by Bank should property be in a trust. Disregard if property is not in a trust.

Affidavit of Service: this is a legal document which requires the petitioner to sign before a Notary Public. By signing this document, the petitioner is swearing to the fact that he/she notified the abutting taxpayers of record of his/her proposed variation(s). To complete, fill in the petitioner's name, and address of the subject property. Then fill in the information received from the Assessor's Office (*taxpayer's name, address & PIN (tax ID) number*). Only fill in #4 of the Affidavit if personal service was given to the taxpayer of record. Only fill in #5 if notices were sent via Certified Mail --- in which case, fill in the date notices were mailed. Please do not sign until before a Notary Public.

Drawing: also provide a copy of your Plat of Survey showing the requested variation.

If there are any questions on the above-mentioned procedures, you may contact the Department of Engineering, Planning and Development at 708/499-7800.



Village of Oak Lawn
9446 South Raymond Avenue
Oak Lawn, IL 60453-2449
Phone #: 708/499-7800
FAX #: 708/499-7823

FOR OFFICE USE ONLY	
Petition # _____	Fee Paid _____
Meeting Day & Date: _____	

PETITION

- | | | | |
|---|--------------------------|-----------------------------------|--------------------------|
| ZONING & PLANNING COMMISSION | <input type="checkbox"/> | APPEALS & REVIEW BOARD | <input type="checkbox"/> |
| Rezoning | <input type="checkbox"/> | | |
| Variation of Zoning (Use) | <input type="checkbox"/> | | |
| Variation of Ordinance | <input type="checkbox"/> | | |
| Other | <input type="checkbox"/> | | |

DESCRIPTION OF PROPERTY

Present Zoning _____ Requested Zoning _____
Legal Description _____

Common Description of Property (Street Address or Location) _____

NAME OF PETITIONER AND OWNER

Petitioner

Name: _____ Phone #: _____
Address: _____
Relationship to the Subject Property: _____
Relationship to the Owner of Record: _____
Petitioner is: Owner _____ Contractor _____ Architect _____ Attorney _____ Other _____

Owner of Record

Name: _____ Phone #: _____
Address: _____

The undersigned being the Owner(s) of the subject property as identified above, hereby certifies that I/we are aware of the filing of the Petition by the Petitioner and have given the Petitioner consent to do so relative to the subject property.

What change of land use or variation of ordinance are you requesting?

What unique circumstances and hardships cause you to request the above change?

(Additional pages or supplementary sketches or plans may be attached.)

SIGNATURE OF PETITIONER: _____ **DATE:** _____

(It is understood that only those points specifically mentioned are affected by action of this appeal.)



Village of Oak Lawn
9446 South Raymond Avenue
Oak Lawn, IL 60453-2449
Phone #: 708/499-7800
FAX #: 708/499-7823

**FINDINGS OF FACT - JUSTIFICATION
FOR THE GRANTING OF A VARIATION**

PETITIONER:
(Name & Address)

COMMON ADDRESS OF PROPERTY THAT IS SUBJECT TO YOUR VARIATION REQUEST:

VARIATION(S) BEING REQUESTED:

PURSUANT TO STATE STATUTE AND THE OAK LAWN VILLAGE CODE, CERTAIN FINDINGS OF FACT MUST BE MADE BEFORE A VARIATION CAN BE GRANTED. IN THAT REGARD, PLEASE PROVIDE A DETAILED RESPONSE TO EACH OF THE FOLLOWING QUESTIONS:

1.) What practical difficulties or particular hardship prevents you from fully complying with all applicable requirements of the Village Code without the variation(s)? _____

2.) Why can the property not yield a reasonable return without the requested variation(s)? _____

3.) What unique circumstances, not caused by your own actions, make the requested variation(s) necessary? _____

4.) Why will the requested variation(s), if granted, not alter the essential character of the surrounding neighborhood? _____

THIS COMPLETED FORM MUST BE SUBMITTED WITH YOUR VARIATION PETITION.

Signature of Petitioner: _____

Date: _____



Village of Oak Lawn
 9446 South Raymond Avenue
 Oak Lawn, IL 60453-2449
 Phone #: 708/499-7800
 FAX #: 708/499-7823

**AFFIDAVIT OF DISCLOSURE
 OF PROPERTY INTEREST**

STATE OF ILLINOIS)
) SS
 COUNTY OF COOK)

In accordance with Chapter 148, Section 72, of the Illinois Revised Statutes, the undersigned, one of the corporate officers of the trust or a beneficiary thereof, being first duly sworn on oath deposes and states:

- 1.) That the name of the trust is _____
- 2.) That the exact street address of the property is _____
- 3.) That the legal description of the property affected in the trust is _____

- 4.) That the following are names of the beneficiaries, their residence address, and the percentage of interest held by each in said trust.

Name of Beneficiary	Residence Address	% of Beneficial Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Affiant makes this Affidavit for the purpose of inducing the Village of Oak Lawn for benefit, authorization, license, permit or zoning relief on the above premises.

 * (Trust Officer) * (Beneficiary)

SUBSCRIBED AND SWORN TO
 before me this _____ day of
 _____, 20____.

 Notary Public

NOTE: This form must be signed by one of the corporate officers of the land trust under oath or by a beneficiary of the trust under oath. If additional space is needed, attach a separate sheet.

NOTE: A person making a false statement is guilty of perjury or subordination of perjury, as the case may be, under Section 32-2 or 32-3, respectively of the criminal code of 1961, as amended.

* **Strike out portion not applicable.**

