



ZONING & PLANNING COMMISSION PROCEDURES

For Public Hearings: (rezonings, parking variations, special uses)

The Zoning & Planning Commission meets twice a month, the **first and third Monday of each month at 7:30pm** in the second floor auditorium of the Municipal Center located at 9446 Raymond Avenue. The petitioner, and/or his/her representative, is required to be in attendance at the Zoning & Planning Commission meeting(s) where the request will be discussed and voted on for recommendation to the Board of Trustees.

Parking variation, rezoning, and special use requests require a public hearing before the Zoning & Planning Commission, and referral to the Board of Trustees for approval. The **Board of Trustees** meets twice a month, the **second and fourth Tuesday of each month at 7:30pm & 9:00am** respectively in the second floor auditorium of the Municipal Center. The petitioner, and/or his/her representative, is asked to be in attendance at this meeting should there be any additional questions.

The Vote: a unanimous vote will forward the petitioner's request to the next Board of Trustees meeting for approval. Should the petitioner's request receive a split vote then the petitioner will need to wait until approval of the prior meeting minutes at the next Zoning and Planning Commission meeting. The petitioner's request will be forwarded to the Board of Trustees for final approval.

Deadline: submit completed documents, along with any additional documentation (such as any drawings, plans, elevations, renderings, etc.), to the Department of Engineering, Planning and Development in order to be placed on the next available agenda **no later than 20 days prior to the date of the meeting**. Should the petitioner submit any additional paperwork as mentioned earlier, 15 copies of same are required.

Fees: there is a **\$300.00** filing fee required upon submittal of the documents. In addition the petitioner is required to pay for a legal notice, which the Village publishes in a local newspaper. The cost for said notice is due at a later time when the Village is invoiced, at which time the petitioner will be contacted to make payment.

Petition Form: begin filling out the petition form by writing in the full legal description of the subject property. *(The legal description may be found on a Plat of Survey or other legal document relating to the subject property.)* Then fill in the address of the subject property *(common description)*. The petitioner is required to fill in his/her name, address, relationship to the subject property, and 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. **Please Note:** if the public hearing is for a rezoning request, please fill in the blank lines at the top portion of the form where it states "present zoning" and "requested zoning."

Findings of Fact Form: this is a questionnaire pertaining to all public hearing requests. Please keep your request 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 subject property, and the request. This form also requires the petitioner's signature and date.

Notification Process: whenever a petitioner is appearing before the Zoning & Planning Commission for a public hearing, the Village is responsible for mailing notifications of his/her request to the taxpayers of record who own property located within a 300' radius of the boundary line of the subject property.

Affidavit: complete this form and submit to the Department of Engineering, Planning and Development. The petitioner is responsible for placing a sign (22" x 28") on the subject property not less than 15 days prior to the date of the Public Hearing. It must be visible from the street, stating the purpose *(petitioner's request)*, date and time *(7:30pm)*, and place *(the second floor auditorium of the Municipal Center at 9446 Raymond Avenue)* of the Public Hearing. Do not post a sign on the subject property until documents are submitted to the Department of Engineering, Planning and Development, and a date is given for the Public Hearing. This form requires the petitioner's signature to be notarized. The Village provides Notary Publics to notarize signatures.

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

Should there be 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"/> | BOARD OF APPEALS | <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.**



AFFIDAVIT

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

_____, petitioner, being duly sworn on oath, state:

- 1.) That I am the petitioner on behalf of _____ (*property owner*)
in the matter of _____ (*rezoning, variation of zoning, or special use*)
of the property legally described as follows:

(see attached legal description)

- 2.) That said property is also commonly known as _____.
- 3.) That in accordance with Section 2-1-8-1C-5 of the Village of Oak Lawn Zoning Code, I
have caused a sign of not less than 22" x 28" carrying notice of the application for change,
purpose of change, date, time and place of the scheduled Public Hearing, to be posted in a
position on the property which is conspicuously visible and readable **at least fifteen (15)**
days prior to the date of the Public Hearing. This sign was posted on _____
(month, day & year).

Dated this ____ day of _____, A.D., 20____.

/s/ _____
Petitioner

Subscribed and sworn to before me this ____ day of _____ A.D., 20____.

Notary Public

My commission expires the _____
day of _____, A.D., 20____.