



VILLAGE OF SCHAUMBURG

Community Development Department
SINGLE-FAMILY RESIDENTIAL VARIATION
101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.4430 (Fax) 847.923.4474

The following instructions are presented to help you in preparing your petition in the most complete form possible for presentation at a public hearing before the Plan Commission. Failure to supply the required information or consult with the Community Development Department may result in unnecessary delays.

In preparing the petitioner for variation, the petitioner should consult the Village Zoning Ordinance to insure conformity with intent and compliance with all regulatory requirements. This can be found on the Village's website www.villageofschaumburg.org. Questions regarding these documents or any requirements contained therein should be directed to the Community Development Department.

The variation review process involves a three phase procedure which first requires Staff review of the petition, followed by a public hearing before the Plan Commission for their review and recommendation, and ultimately Village Board of Trustees determination. The process can be anticipated to require approximately six to eight weeks from the time of initial application to Village Board adoption of the ordinance authorizing the variation. Procedurally, the variation review process involves the following:

1. Preapplication meeting.

It is highly recommended that the petitioner schedule a meeting with the Community Development Department and other appropriate Village Staff to discuss the feasibility of the proposal and familiarize himself/herself with Village requirements and procedures.

2. Submittal of petition.

See attached checklist for submittal requirements.

3. Staff review.

Upon receipt of the petition for variation as required herein, the proposal will be reviewed by the Community Development Department and other interdepartmental staff. After it has completed its review, Staff will then submit a written report summarizing its comments to the petitioner and the Plan Commission for their inspection.

4. Plan Commission action.

At a scheduled public hearing, the Plan Commission will conduct a public review of the petition. All persons desiring to express an opinion regarding the petition will be given an opportunity to be heard. Upon the conclusion of its review, the Plan Commission, upon majority vote of its entire membership, will submit a written recommendation to the Village Board to grant, deny, wholly or in part, or modify the petition. The Plan Commission may require such special conditions in the approval of the petition as it deems necessary to insure conformity with the intent of all established Village policies and ordinances.

5. Village Board action.

Upon receipt of the recommendation from the Plan Commission, the Village Board, upon the majority vote of its entire membership, will then grant, deny, wholly or in part, or modify the petition as it determines appropriate. The Village Board may require such special conditions in the approval of the petition as it may deem necessary to insure conformity with the intent of all established Village policies and ordinances.

The Community Development Department shall prepare an ordinance authorizing the development plan and including any special conditions as deemed necessary. The enabling ordinance and a *Certificate of Content and Form* shall be prepared and forwarded to the owner of the subject property for review and execution, signifying acceptance of the terms and conditions. Said ordinance shall then be forwarded to the Village Board who, acting upon the majority vote of its entire membership, will then adopt the ordinance authorizing the .

6. Permits.

You may now apply to the Engineering and Building Divisions for the necessary permits. Please note, the Engineering and Building Divisions will *not* accept any plans for review until Village Board determination.

Please note: The recommendations and technical assistance provided by Village Staff during the course of the review process is purely advisory in nature. The authority to approve or deny a petition lies solely with the Village Board.

SUBMISSION REQUIREMENTS

All required items, including all plans, shall be FOLDED not to exceed 8 1/2" by 14" in area and shall prominently indicate the following basic information:

1. Original executed petition for Single-Family Residence Variation _____
2. Applicable zoning fee, payable to the Village of Schaumburg _____
3. Plat of Survey (including the following information)
 - a. Name of the preparer _____
 - b. Legible legal description _____
 - c. The date of preparation and any subsequent revisions _____
 - d. A scale of one inch to 30 feet or larger _____
 - e. A north arrow _____
 - f. Boundary lines, dimensions and lot number of the site _____
 - g. The location and dimensions of all existing structures and drives located on the site _____
 - h. The location and dimensions of all existing easements on the site, including a statement of their general purpose. _____
 - i. The location and dimensions of all required building setbacks _____
 - j. The location and name of all immediately adjacent streets _____
 - k. The location and distance from property line of any structures on the immediately adjacent property located nearest to the requested variation _____
 - l. The location and dimensions, including distance from property line, of any proposed structures, drives, patios, fences, swimming pools, and other freestanding structural features as determined necessary by the Community Development Department _____
4. Proposed building elevations, if applicable _____
5. Other information as may be determined necessary by the Community Development Department to complete the evaluation of the petition _____

UNFOLDED PLANS WILL BE RETURNED TO THE PETITIONER.

Project Type	Number of Copies for PRG Review	Number of Copies for Board Review
<ul style="list-style-type: none"> • Single Family Residential Variations 	n/a	<ul style="list-style-type: none"> • 1 scaled plan – no larger than 24" x 36" (if possible) • 13 reduced plans – no smaller than 11" x 17" <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • 14 reduced plans – no smaller than 11" x 17"



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NOTIFICATION PROCEDURES

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The Village of Schaumburg Zoning Ordinance specifies certain notification procedures for petitions where a variation is required. Specifically, such procedures include:

1. Publication of a legal notice in a newspaper of general circulation in the Village; and
2. Notification of all property owners within 150 feet of the perimeter boundaries of the subject property;

NEWSPAPER LEGAL NOTICE:

The Schaumburg Community Development Department will publish a legal notice in a newspaper of general circulation in the Village not more than 30 days nor less than 15 days prior to the scheduled Plan Commission public hearing. The secretary to the Plan Commission will prepare and file the legal notice with the newspaper from the information contained in the petition. Thus, the petitioner should be sure the petition has been accurately completed when submitted to the Community Development Department. A faulty legal notice will invalidate the hearing and necessitate its rescheduling at a later date.

WRITTEN NOTIFICATION TO SURROUNDING PROPERTY OWNERS:

A petitioner requesting approval of a variation **must provide written notification by certified mail, return receipt requested** to all property owners located within 150 feet of the subject property, as measured from the exterior edges of the property. Only property owners of record must be notified, including homeowner's associations when common property falls within the required 150 foot limit. This also includes all property owners within a multiple-family development falling within the required 150 foot limit. THE COMMUNITY DEVELOPMENT DEPARTMENT WILL PROVIDE THE PETITIONER WITH A COMPLETED WRITTEN NOTIFICATION LETTER WHICH MUST BE SIGNED AND MAILED AS DESCRIBED HEREIN.

Written notification of the scheduled public hearing must be sent not more than 30 days nor less than 15 days prior to the Plan Commission public hearing. One copy of the notice must be filed with the Community Development Department. . All return receipts (either green cards or copies of electronic receipts) as well as a list of the property owners receiving notification must be submitted to the Community Development Department no later than **5:00 p.m. on the Friday** prior to the scheduled public hearing. Failure to notify surrounding property owners will necessitate rescheduling of the public hearing until a later date. The names and addresses of property owners of record may be obtained from:

Schaumburg Township Assessor's Office
One Illinois Boulevard
Hoffman Estates, Illinois 60194
(847) 884-0030

Palatine Township Assessor's Office
721 S. Quentin Road
Palatine, Illinois 60067
(847) 358-6700

A visit to the township office is the most effective method of obtaining "owners of record." In most cases, the townships will not provide this information over the telephone. If necessary, the Community Development Department will determine which township the subject property is located in. It is recommended that all of the owners be ascertained from the use of a map, and that the map showing all the properties be taken along to the Assessor's Office.