

VILLAGE OF LINCOLNSHIRE

VARIATION

Supplemental Information Packet



(Place Date Stamp Here)

1. PRELIMINARY STAFF REVIEW

Prior to be placed on agenda for consideration, all documents outlined below must accompany the Application for Village Board Consideration and be submitted to the Department of Community Development for Staff review. Failure to provide a complete submittal may result in the request being deferred to the next regularly scheduled agenda. Additional quantities and review of the submitted materials may be required, as determined by the Department of Community Development.

- ▶ For additional information pertaining to the administration process for a request for:
 - Zoning Variations, please refer to Section 6-14-11: *Variations*, of Title 6 of the Lincolnshire Village Code.
 - Sign Variations, please refer to Section 12-5: *Sign Variance*, of Title 12 of the Lincolnshire Village Code.

2. COMMITTEE OF THE WHOLE PRESENTATION PACKET (Zoning Variations Only)

Once the proposed Variation request(s) have been reviewed and docketed on a regularly scheduled agenda of the Committee of the Whole meeting (second and fourth Monday of the month), **twenty-two (22) copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. The C.O.W. will review the request(s) and determine if such request(s) is appropriate to be referred for further review by the Zoning Board or Architectural Review Board (sign variations only). ***The plan sets must be in the order identified below and be bound together into a formal presentation packet. The presentation packet size must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.***

- Letter of Request** – A letter to the attention of the Mayor and Board of Trustees, which describes the Variation request(s) in detail and outlines the reason(s) for such a request.
- Site Plan** – The plan should clearly indicate the location and extent of the requested variation(s) and shall not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.
- ▶ Please note that the period of time between Step 2 and Step 3 will vary based upon the documents to be reviewed and accepted for presentation by the Planning Project Manager.

3. ZONING BOARD PRESENTATION PACKET (Zoning Variations Only)

Once the proposed Variation request(s) have been referred and docketed on a regularly scheduled agenda of the Zoning Board (second Tuesday of the month), **twenty-two (22) copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. ***If the presentation packet consists of multiple pages, it must be bound together into a formal presentation packet for Staff distribution to the members of the Board. The presentation packet format must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.*** Public Notice must also be provided in accordance with Section 6-14-11(B) of the Lincolnshire Village Code.

Standards for Variation

The Applicant must submit detailed written evidence to support the Standards for Variation (below) that the Zoning Board must consider at a Public Hearing regarding a request for a variation. Each item below must be specifically addressed in the written submittal. The Zoning Board must find that each one of the Standards have been or will be satisfied based on the evidence presented by the Applicant at the Public Hearing in order to recommend approval to the Village Board.

See Standards on next page

ZONING BOARD PRESENTATION PACKET CONTINUED

The Standards for Variation below must be included with the Applicant's written response

- 1. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out;*
- 2. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the zoning district in which it is located;*
- 3. The conditions upon which an application for a variation is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification;*
- 4. The purpose of the variation is not based primarily upon a desire to increase financial gain;*
- 5. The alleged difficulty is caused by this Title and has not been created by any persons presently having an interest in the property;*
- 6. The granting of the variations will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;*
- 7. The granting of the variation will not alter the essential character of the neighborhood or locality;*
- 8. The proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion of public streets, or increase the danger of fire, or impair natural drainage or create drainage problems on adjacent properties, or endanger the public safety, or substantially diminish or impair property values within the neighborhood;*
- 9. The proposed variation is consistent with the Official Comprehensive Policies Plan of the Village and other development codes of the Village.*

Site Plan or Plat of Survey

- The plan should clearly indicate the location and extent of the requested variation(s) and shall not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.

3. ARCHITECTURAL REVIEW BOARD PRESENTATION PACKET (Sign Variations Only)

Once the proposed Variation request(s) have been referred and docketed on a regularly scheduled agenda of the Architectural Review Board (third Tuesday of the month), **twenty-two (22) copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. ***If the presentation packet consists of multiple pages, it must be bound together into a formal presentation packet for Staff distribution to the members of the Board. The presentation packet format must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.*** Public Notice must also be provided in accordance with Section 12-17-1(C) of the Lincolnshire Village Code.

Standards for Variation

The Applicant must submit detailed written evidence to support the Standards for Variation (below) that the Architectural Review Board must consider at a Public Hearing regarding a request for a variation. Each item below must be specifically addressed in the written submittal. The ARB must find that each one of the Standards have been or will be satisfied based on the evidence presented by the Applicant at the Public Hearing in order to recommend approval to the Village Board.

- 1. The Applicant's plans are substantially consistent with the design criteria of Title 12 of the Lincolnshire Village Code.*
- 2. The proposed exterior design features of the sign are suitable and compatible with the character of neighboring buildings and structures existing or under construction and with the character of the neighborhood and the applicable zoning district, and enhance the environment of the Village.*
- 3. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.*
- 4. The exterior design features of the sign will not cause a substantial depreciation in the property values in the neighborhood.*
- 5. The alleged difficulty or hardship is caused by Title 12 of the Lincolnshire Village Code and has not been created by any persons presently having an interest in the property.*
- 6. The conditions upon which an application for a variation is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification.*

ARB PRESENTATION PACKET CONTINUED

Sign Design Documents

- Indicate the location, setback measurement from the nearest pavement edge, and type of each sign on the site plan and building elevations.
- Provide full color and dimensioned sign plan elevations (front and side) of each sign, indicating materials, colors, sign area, and type of illumination.
- A landscape plan is required for all ground-mounted signs, in compliance with Section 12-8-1-E of the Lincolnshire Village Code. All easements and adjacent utility structures in proximity to the ground sign(s) must also be shown on the plan.
- Provide manufacturer's catalogue cut sheets and color of all lighting fixtures proposed.

4. VILLAGE BOARD PRESENTATION PACKET

Upon receiving a recommendation from the Zoning Board or Architectural Review Board, the recommendation and Variation Findings of Fact will be forwarded to the Village Board of Trustees for their final review and decision; two separate meetings, 1) Committee of the Whole and 2) Village Board.

- Twenty-two (22) copies** of all the documents as recommended by the Zoning Board or ARB must be submitted a minimum of **one week** prior to the scheduled meeting. ***Again, the presentation packets must be bound into a formal packet for distribution and not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.***

ADDITIONAL INFORMATION

- ▶ On occasion, a petition considered at a Public Meeting with the Zoning Board, ARB or Village Board of Trustees may be continued to their next regularly scheduled meeting if further revisions are requested by either Board. If more than one Board meeting is required, **twenty-two (22) copies** of the abovementioned documents, with the requested Board revisions, must be submitted a minimum of **one week** prior to the scheduled meeting. As before, the presentation packets must be bound into a formal packet for distribution and not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.

Village of Lincolnshire

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