



Department of Community & Economic Development (CED)
Zoning Board of Appeals (ZBA)

APPLICATION

For Department Use Only

Case Number:

1. PROPERTY

Address: _____

Permanent Identification Number(s): _____

PIN 1: _____ - _____ - _____ - _____ - _____ **PIN 2:** _____ - _____ - _____ - _____ - _____

Note: An accurate plat of survey for all properties that are subject to this application **must** be submitted with the application.

2. APPLICANT

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: Work: _____ Home: _____ Cell/Other: _____

Email: _____

What is the relationship of the applicant to the property owner?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Same | <input type="checkbox"/> Builder/Contractor | <input type="checkbox"/> Potential Purchaser | <input type="checkbox"/> Potential Lessee |
| <input type="checkbox"/> Architect | <input type="checkbox"/> Attorney | <input type="checkbox"/> Lessee | <input type="checkbox"/> Real Estate Agent |
| <input type="checkbox"/> Officer of Board of Directors | | <input type="checkbox"/> Other: _____ | |

3. PROPERTY OWNER (Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization: _____

Address: _____

City, State, Zip: _____

Phone: Work: _____ Home: _____ Cell/Other: _____

Email: _____

“By signing below, I give my permission for the Applicant named above to act as my agent in all matters concerning this application. I understand that the Applicant will be the primary contact for information and decisions during the processing of this application, and I may not be contacted directly by the City of Calumet City. I understand as well that I may change the Applicant for this application at any time by contacting the Community Development in writing.”

Property Owner(s) Signature(s) – **REQUIRED**

Date

4. SIGNATURE

“I certify that all the above information and all statements, information, and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge.”

Applicant Signature – **REQUIRED**

Date

5. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

- (This) Completed and Signed Application Form**
- Legal Description of the Property**
- Plat of Survey** Date of Survey: _____
- Project Site Plan** Date of Drawings: _____
- Plan or Graphic Drawings of Proposal** (If needed, see notes)
- Non-Compliant Zoning Analysis**
- Proof of Ownership** Document Submitted: _____
- Application Fee** Amount: \$ _____

Notes: Incomplete applications will not be accepted. Although some of these materials may be on file with another City application, individual City applications must be complete with their own required documents.

Plat of Survey

(1) One copy of plat of survey, **drawn to scale**, that accurately reflects current conditions.

Site Plan

(1) One copy of site plan or floor plans, **drawn to scale**, showing all dimensions.

Plan or Graphic Drawings of Proposal

A Special Use application requires graphic representations for any elevated proposal-- garages, home additions, roofed porches, etc. Applications for a/c units, driveways, concrete walks do not need graphic drawings; their proposed locations on the submitted site plan will suffice.

Proof of Ownership

Accepted documents for Proof of Ownership include: a deed, mortgage, contract to purchase, closing documents (price may be blacked out on submitted documents).

Tax bill will not be accepted as Proof of Ownership.

Non-Compliant Zoning Analysis

This document informed you that the proposed change of use is non-compliant with the Zoning Code and requires a variance.

Application Fee

The application fee is \$250. Acceptable forms of payment are: Cash, Check, or Credit Card.

Publication Costs

Zoning amendments, variances, and special uses require public notice. You will be required to pay for the cost of publication in the local newspaper.

6. PROPOSED PROJECT

A. Briefly describe what relief you are seeking:

7. SPECIAL USE QUESTIONS

A. Is the requested special use one of the special uses specifically listed in the Zoning Ordinance? What section of the Zoning Ordinance lists your proposed use as an allowed special use in the zoning district in which the subject property lies? (See Zoning Analysis Review Sheet)

B. Is the requested special use appropriate and compatible with the adjacent property uses and the character of the neighborhood.

C. Will the requested special use be adequately served by public facilities and services (utilities, access roads, drainage)?

D. What measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion?

E. Will the requested special use establishment of the special use impede the normal and orderly development and improvement of surrounding property for uses permitted in the district?

F. Will the requested special use preserve significant historical and architectural resources? Will the requested special use preserve significant natural and environmental features?

G. Will the requested special use comply with all other applicable regulations of the district in which it is located and other applicable ordinances? _____

8. ZONING AMENDMENT QUESTIONS

A. Are you seeking to rezone more than one parcel?

B. Is the zoning use you are seeking adjacent to your property?

C. Is the zoning use you are seeking consistent with the City's comprehensive plan?

9. VARIANCE QUESTIONS

A. Is the Variance you are seeking listed as a permissible variance under Sec. XII. – Administration, §12.6?

B. List your circumstances and explain why and how they are unique to your property. Explain how difficulty or hardship was created or came about.

C. Explain how the variance if granted will not alter the character of the neighborhood or community.

D. Will the variance affect the supply of light or air to adjacent properties; increase congestion, increase public safety or diminish property values in the neighborhood?



City of Calumet DISCLOURE STATEMENT

(This form is required for all ZBA Petitions)

The Calumet City Code, Section 13.1 requires any persons or entities who request the City Council to grant zoning amendments, variations, or special uses, including planned developments, to make this application with the City Clerk's Office. The applicant is responsible for keeping the disclosure information current until the City Council has taken action on the application. For all hearings, this information is used to avoid conflicts of interest on the part of decision-makers.

1. If applicant is an agent or designee, list the names, address, phone, fax, and any other contact information of the proposed user of the land for which this application for zoning relief is made: Does not apply.

2. If a person or organization owns or controls the proposed land user, list the name, address, phone, fax ,and any other contact information of person or entity having constructive control of the proposed land user.
Same as number _____ above, or indicated below. (An example of this situation is if the land user is a division or subsidiary of another person or organization.)

3. List the name, address, fax, and any other contact information of the person or entity holding title to the subject property. Same as number _____ above, or indicated below.

4. List the name, address, fax, and any other contact information of the person or entity having construction control of the subject property. Same as number _____ above, or indicated below.



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If Applicant or Proposed Land User is a Corporation

Any corporation required by law to file a statement with any other governmental agency providing substantially the information required below may submit a copy of this statement in lieu of completing a and b below.

- a) Names and addresses of all officers and directors.

- b) Names, addresses, and percentage of interest of all shareholders. If there are fewer than 33 shareholders or shareholders holding 3% or more of the ownership interest in the corporation or if there are more than 33 shareholders.

If Applicant or Proposed Land User is not a Corporation

Names, address, percentage of interest, and relationship to applicant, of each partner, associate, person holding a beneficial interest, or other person having an interest in the entity applying, or in whose interest one is applying, for the zoning relief.



Special Use Information

A. GENERAL INFORMATION

1. What projects are eligible for a Special Use Permit?

Projects are eligible per zoning District. Please check the Zoning District to see if your proposed project is listed as a permitted Special Use per zoning District.

2. Who can submit an application?

The applicant must either own, lease, or have legal or equitable interest in the subject property, or must be the representative of such a person. All persons or parties which have an ownership interest in the affected properties must be identified and must sign the application. The Property Owner(s) may, at their discretion, designate another person as Applicant to act on their behalf in processing this application. In that case, the designated Applicant will be considered the primary contact, until the application is closed or the Property Owner changes the designated Applicant by contacting the Zoning Office in writing.

3. How do I submit an application?

Applications must be submitted in person to the Community & Economic Development Office, City of Calumet City, 204 Pulaski Rd, Calumet City, Illinois 60409. Our office hours are Monday through Friday (excluding Holidays) from 9:00 am until 5:00 pm.

Applications must be complete, including all required documentation and fee paid to the City Clerk's Office. Applications are not accepted by mail or e-mail.

Application materials cannot be returned and should be copies.

4. What forms of payment are accepted?

Cash, Credit Card, Check.

5. Can I withdraw my application?

Yes, an application can be withdrawn any time prior to a vote, but no fees are refundable.

6. When are Zoning Board of Appeals(ZBA) meetings held?

Zoning Board of Appeals (ZBA) meetings are held on the first Tuesday of the first month of each quarter.

7. Who has access to my application materials?

The application becomes a public document, and as such, may be reviewed by the general public upon request.

B. INFORMATION ABOUT SPECIAL USES

What is a Special Use Permit?

For each zoning district, the Zoning Ordinance identifies **permitted uses** (also called "by right" uses) and **special uses** which may be allowed depending upon the circumstances. In order to legally operate a special use, a property owner must apply for a Special Use Permit from the Community & Economic Development Office. The application is reviewed at a public hearing by the Zoning Board of Appeals (ZBA), which makes a recommendation to the City Council. The ZBA can also recommend conditions on a granted special use. The City Council is the deciding body for all Special Users in the City of Calumet City.



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The Special Use Application Process

- The City reviews the project by the Zoning Administrator who determines if it is eligible to apply for a special use. If the project is extensive a separate plan review may be warranted and there are additional costs.
- The Applicant files a Special Use Application.
- The city publishes a notice of the hearing in the local newspaper between 15 and 30 days prior to hearing. The owner of the property must post a sign issued by the City describing the public hearing on the property no less than 10 working days before the hearing.
- The owner of record, or their representative, must mail notification of the public hearing to all properties that are within 300 feet of any point on the subject property. (The applicant is responsible for the accuracy of the list used and must provide a notarized certification of mailing.) This information may be obtained through Cook County's Geographic Information System or produce his or her own list of names and addresses of property owners within 300 feet of the subject property. These must be mailed Certified Mail, and all return receipts must be provided to the Zoning Board of Appeals as an Exhibit and any returned notices must be unopened.
- The City encourages all applicants to discuss their proposal with their neighbors prior to the public hearing.
- The applicant should be prepared to have a Site Plan & Appearance plan prepared for the Public Hearing for review by the ZBA.
- The ZBA recommends denial, approval, or approval with conditions of the application to City Council.
- City Council considers the ZBA recommendation and may introduce an ordinance granting the requested zoning relief or may refer the matter to the appropriate City Council Committee for further consideration.
- City Council may adopt an ordinance granting the requested zoning relief at the following or any subsequent City Council meeting.

The approximate time from when Zoning Office receives a complete application to a decision is **three to four months**.

To recommend approval for a special use, the ZBA must find that the proposed special use meets all of the following criteria:

- a. Is one of the listed special uses for the zoning district in which the property lies;
- b. Complies with the purposes and policies of the Comprehensive General Plan and the Zoning Ordinance;
- c. Does not cause a negative cumulative effect in combination with existing special uses or as a category of land use;
- d. Does not interfere with or diminish the value of property in the neighborhood;
- e. Is adequately served by public facilities and services;
- f. Does not cause undue traffic congestion;
- g. Preserves significant historical and architectural resources;
- h. Preserves significant natural and environmental resources; and
- i. Complies with all other applicable regulations.

Expiration

Within one year of obtaining a special use permit, the recipient must either obtain a building permit and commence construction, or obtain a certificate of occupancy and commence the use. City Council may extend this one-year limitation upon request.

ZBA CONTACT INFORMATION: The CED (Community & Economic Development)

City Hall, 204 Pulaski Road, Calumet City, IL 60409
Office: (708) 891-8139