



VARIANCE, CONDITIONAL USE, & AMENDMENT REQUEST APPLICATION

Office of the City Planner
850 N. Hobbie Avenue
Kankakee, IL 60901
P: 815-436-9485

Instructions:

1. Application Procedure:

The applicant requesting a variance, conditional use permit or zoning map amendment (re-zoning) shall submit all items required by this application in a completed format and with original signatures.

The Following Items Must Be Submitted With Application:

- (This) Completed and Signed Application Form
- Ownership Letter (if needed)
- Aerial Map, Plat of Survey, - AND/OR - Site Plan (required to submit at least one)
- Site photo of posted sign, newspaper publisher's certificate and certified mail receipts
(can be submitted up to 24 hours prior to public hearing)
- Application Fee
- Policy For Reimbursement of Costs and Professional Fees Form
(required for commercial or industrial PUDs, conditional use permit, and/or map amendment)

The applicant shall be responsible for providing all information specified on this application form. Said information shall include, but not be limited to, the following:

- A. Ownership and/or Operating Interest.** Applicant should provide the name, address and telephone number of the applicant; owners of record and/or developer.
- B. Affected Parties.** Applicant should provide a list of names and addresses of all persons to whom the current real estate tax bills are sent, as shown on the tax records of the Kankakee County Assessor (including corresponding ten-digit parcel index numbers) as follows:
 - All lots abutting the property lines of the lot or lots for which the **Variance** is requested; or,
 - All lots lying within two-hundred (200) feet of the property lines of the lot or lots for which the **Conditional Use Permit or Re-zoning** is requested.
- C. Identification of the Subject Property.** Applicant should identify the subject property by providing the following information: a common street address, a tax parcel identification number, and a base map showing the location of the subject property, with reference to abutting zoning lots, public rights-of-way, designated historic landmarks and/or districts, and the corporate limits of applicable jurisdictions. This should one or more of the following:
 - Aerial Map,
 - Plat of Survey, *and/or*

➤ Site Plan

- D. **List of Existing Uses and Improvements.** Applicant should provide a list of all principal and/or accessory uses, currently existing on the subject property.
- E. **Descriptive Narrative.** Applicant should provide a brief narrative, describing the changes in the operation of existing uses and/or the nature of improvements proposed for said zoning lot, which support the applicant's request.

Helpful links/tools for obtaining information for this application:

- Kankakee County Assessor's Office - <http://www.co.kankakee.il.us/assessor.html>
- Kankakee County Online Tax Portal - <http://treasurer.k3county.net/>
- Kankakee County GIS Web Map - <http://k3gis.com/>
- City of Kankakee Zoning Ordinance - <https://citykankakee-il.gov/perch/resources/zoning-ordinance-feb04.pdf>

2. **Fees:**

Every application shall be accompanied by a filing fee, as follows:

Type of Application	Zoning Classification	
	Residential	Commercial/Industrial
Variance	(Minor) \$100 (Major) \$200	\$500
Amendment	\$200	\$600 *
Conditional Use Permit	(R1) \$200 (R2/R3) \$400	(1-acre or less) \$300 * (over 1-acre) \$600 *

*If an applicant is submitting a request for a commercial or industrial planned unit development, conditional use permit, and/or map amendment, they agree to pay to the City of Kankakee, by reimbursement, the reasonable fees incurred by the City for such services (i.e. engineering, planning, legal, court reporting, and other professional consultants) pertaining to the request for a commercial or industrial planned unit development, conditional use permit, and/or map amendment. All invoices for such services shall be paid promptly when submitted, but not later than thirty (30) days, and that the obligation to reimburse the City is binding whether or not the proposal is in fact approved.

3. **Public Notification Procedure:**

Not less than ten days nor more than twenty days prior to the scheduled public hearing, the applicant shall provide notice (*see enclosed "Notice of Public Hearing"*) of the public hearing in the following manner:

- A. By publishing notice of the public hearing in a newspaper of general circulation within the City of Kankakee. The applicant shall be responsible for payment of such notice and shall be required to submit to the City Planner, prior to the public hearing, a publisher's certificate as proof of such notice.
- B. By giving notice of the public hearing by certified mail to all persons to whom the current real estate tax bills are sent as shown on the tax records of the Kankakee County Assessor, as follows:
 - i. All lots abutting the property lines of the lot or lots for which the **Variance** is requested.
 - ii. All lots lying within two-hundred (200) feet of the property lines of the lot or lots for which the **Conditional Use Permit or Re-zoning** is requested.

The applicant shall be responsible for payment of such notices and shall be required to submit to the City Planner, prior to the public hearing, all certified mailing receipts as proof of such notice.

- C. By posting a sign on the property under consideration for the variance, conditional use permit or re-zoning. The sign should be a readable sign, with either a red background and white lettering or a yellow background and black lettering. The sign should be constructed of weatherproof material, and shall be no smaller than two (2) feet by three (3) feet in size for subject zoning lots greater than 12,000 square feet in size, and no smaller than eleven (11) inches by seven (7) inches in size for subject zoning lots less than 12,000 square feet. The applicant shall be responsible for payment of such sign and shall be required to submit to the City Planner, prior to the public hearing, a site photo of the posted sign on the property as proof of such notice.

4. Public Hearing Procedure:

Upon submittal of all required documents, the City Planner will schedule the applicant's request for a public hearing before the Planning Board. The purpose of the public hearing is to provide an opportunity to obtain citizen input on the applicant's request. At the public hearing, the applicant, all proponents, and all opponents will be given an opportunity to speak concerning the request. After completion of the public hearing, the Planning Board shall:

- A. Render a final administrative decision regarding the request for a **Variance**. All decisions made by the Planning Board in granting a variance shall be valid for a period of one year from the effective date of the Board's decision; or
- B. Forward it's recommendation to either grant or deny the requested **Conditional Use Permit or Re-zoning** to the City Council for final consideration.

5. City Council Action on Application:

No **Conditional Use Permit or Re-zoning** shall become effective until approved by an ordinance passed by the City Council. If the City Council denies the request, no application for a **Conditional Use Permit or Re-zoning** of the subject property to the same classification as originally requested, shall be considered within one year from the date of the Council's denial.

Application FAQs:

➤ **Who can submit an application?**

The applicant must either own, lease, or have a 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.

➤ **Who should I contact if I have questions about the application?**

All questions should be directed to the City Planner, 815-436-9485.

➤ **How do I submit an application?**

Applications must be submitted either in person to the Office of the City Planner, City of Kankakee, 850 N. Hobbie Avenue, unless otherwise authorized by the City Planner. All applications must be complete and must include all required documentation.

➤ **Where do I pay my filing fee?**

Filing fees can be paid at either the City of Kankakee Collection's Department, 304 S. Indiana Avenue, or the Kankakee Code Enforcement Division, 850 N. Hobbie Avenue. If applicable, a copy of the paid receipt shall be submitted with the application as proof of payment.



VARIANCE, CONDITIONAL USE, & AMENDMENT REQUEST APPLICATION

Office of the City Planner
850 N. Hobbie Avenue
Kankakee, IL 60901
P: 815-436-9485

Application Form (For Applicant/Agent To Complete):

Subject Property Information:

Address:	Zoning District:
Legal Description (can attach separate sheet):	Ten-Digit Tax Parcel Identification Number(s):

Applicant/Agent Information:

Name:	Phone:
Address:	Email:

Owner Information:

Name:	Phone:
Address:	Email:

Note: Attach letter or affidavit from property owner if different from applicant/agent

Required Information for Variance Only:

What specific variations are you requesting? For each variation, indicate:

- (A) the specific section of the Zoning Ordinance that identifies the requirement,*
- (B) the requirement (minimum or maximum) from which you seek relief, and*
- (C) the amount of the exception to this requirement you request the City to grant.*
- (D) the reason for the requested variance*

Section:
(ex. "7.03,F,(2)")

Requirement to be Varied:
(Ex. "requires a minimum front yard setback of 30 ft")

Requested Variation:
(Ex. "a front yard setback of 28 ft")

Reason for requested variance:

Aerial Map, Plat of Survey, - AND/OR - Site Plan Attached: Yes No

Required Information for Re-Zoning Only:

Current zoning classification:

Proposed zoning classification:

Reason for requested re-zoning:

Aerial Map, Plat of Survey, - AND/OR - Site Plan Attached: Yes No

Required Information for Conditional Use Permit Only:

Conditional Use Permit requested:

Reason for requested permit:

List of all principal and/or accessory uses, currently existing on the subject property (map optional):

Aerial Map, Plat of Survey, - AND/OR - Site Plan Attached: Yes No

For All Requests:

Proposed use of property:

Existing uses or trend of development of property in the general area:

Additional information or comments (optional):

Printed Name:

Date:

I hereby certify that I am, or represent, the legal owner of the property described above and do hereby submit this request to the Planning Board of the City of Kankakee, Illinois for consideration.

Signature:

NOTICE OF PUBLIC HEARING

Notice is hereby provided that a public hearing before the Planning Board of the City of Kankakee will be held on _____, the _____ day of _____, 20_____, at 7:00 p.m., in the Council Chambers, Donald E. Green Public Safety Building, 385 E. Oak Street, Kankakee, Illinois to consider a request by _____ under the requirements of the City of Kankakee Zoning Ordinance/1995, as amended, for _____ for the property commonly known as _____ and legally defined as Lot. _____, Block _____, Subdivision _____
_____ for the purpose of _____

The above application is open to inspection at the Office of the City Planner, 850 N. Hobbie Avenue, Kankakee, Illinois. Persons wishing to appear at such hearing may do so in person or by attorney or other representative.

Communications in writing in relation thereto may be filed with the City Planner or Planning Board at, or prior to, such hearing.

Applicant Signature



City of Kankakee Planning & Zoning Division
850 N. Hobbie Avenue
Kankakee, IL 60901

POLICY FOR REIMBURSEMENT OF COSTS AND PROFESSIONAL FEES

The following firm, representative, agent or individual does hereby state that it understands that in order for the City of Kankakee to properly review and evaluate requests for a commercial or industrial planned unit development, conditional use permit, and/or zoning map amendment the City may utilize and engage the services of engineering, planning, legal, court reporting and other professional consultants. The Undersigned hereby agrees to pay to the City of Kankakee, by reimbursement, the reasonable fees incurred by the City for such services pertaining to the request of the Undersigned for a commercial or industrial planned unit development, conditional use permit, and/or zoning map amendment. It is further understood and agreed that all invoices for such services shall be paid promptly when submitted, but not later than thirty (30) days, and that the obligation to reimburse the City is binding whether or not the proposal is in fact approved.

(PLEASE PRINT)

DATE: _____

APPLICANT NAME: _____

FIRM NAME: _____

BILLING REFUND ADDRESS: _____

PHONE: _____

PROJECT: _____

PROJECT ADDRESS: _____

APPLICANT SIGNATURE: _____