



**Village of Long Grove - Plan Commission Zoning Board of Appeals
Supplemental Application Information for Variations, Appeals, or Code Interpretations**

FORM "A"

In addition to the information required by the General Zoning Application, the Applicant must provide specific supplemental information as required below for Applications for a Variation, Appeal, or Code Interpretation.

Applications for Variations. In addition to the information required in the General Zoning Application, every Application for a **Variation** shall provide the following supplemental information:

- (a) The specific feature or features of the proposed use, construction, or development that require a variation.
- (b) The specific provision of this code from which a variation is sought and the precise variation therefrom being sought.
- (c) A statement of the characteristics of the lot that prevent compliance with the provisions of this code.
- (d) A statement of the minimum variation of the provisions of this code that would be necessary to permit the proposed use, construction, or development.
- (e) A statement of how the variation sought satisfies the standards set forth in section 5-11-15 of this code.
- (f) A survey, certified by a registered land surveyor, showing existing lot lines and dimensions, lot area, all easements, all public and private rights-of-way, and all streets across and adjacent to the lot.
- (g) A statement concerning the conformity or lack of conformity of the approval being requested to the official comprehensive plan and the official map of the village. When the approval being requested does not conform to the official comprehensive plan or the official map, reasons justifying the approval despite such lack of conformance.

Applications for Appeals to Zoning Board of Appeals. In addition to the information required in the General Zoning Application, every Application for an **Appeal** shall provide the following supplemental information:

- (a) The specific order, decision, determination, or failure to act from which an appeal is sought.
- (b) The facts of the specific situation giving rise to the original order, decision, determination, or failure to act and to the appeal therefrom.
- (c) The precise relief sought.
- (d) A statement of the Applicant's position as to alleged errors in the order, decision, determination, or failure to act being appealed and as to why the relief sought is justified and proper.

Applications for Code Interpretations. In addition to the information required in the General Zoning Application, every Application for a **Code Interpretation** shall provide the following supplemental information:

- (a) The specific provision of this code for which an interpretation is sought.
- (b) The facts of the specific situation giving rise to the request for an interpretation.
- (c) The precise interpretation claimed by the Application to be correct.
- (d) When a use interpretation is sought, the use permitted pursuant to the present zoning classification of the lot that is claimed by the Applicant to include, or to be most similar to, the proposed use.
- (e) When a use interpretation is sought, documents, statements, and other evidence demonstrating that the proposed use will comply with all use limitations established for the district in which it is proposed to be located.

Fee Schedule for Appeals, Code Interpretations & Variations (Per 12-12-2 Village Code).

Variations:

- 1. Filing fee \$ 200.00
- 2. Planning fee \$ 150.00
- 3. Professional fee escrow minimum deposit, which may be greater as determined by the village manager commensurate with scope of variation \$ 500.00**

**** PROFESSIONAL ESCROW MUST BE MAINTAINED A \$500.00; THERE ARE NO FILING FEES FOR APPEALS AND INTERPRETATIONS**