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County Executive

INSTRUCTIONS FOR ADMINISTRATIVE VARIANCE APPLICATIONS

Will County Land Use Department
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Internet Site - <http://www.willcountylanduse.com>

A. Introduction

The information contained in this package is to help you become familiar with the various requirements that must be met before your application can be accepted. This information will also prepare you to answer questions that might be raised in the process.

Careful and proper preparation of your application is essential to obtaining the administrative variance and, in the long run, you will save considerable time and expense for both yourself and the County. If you have any questions, please do not hesitate to contact the Will County Land Use Department, Planning and Zoning Division at (815) 727-8850.

B. Before Filing the Application

Before preparing and filing any application, you are strongly urged to contact the staff of the Will County Land Use Department. Please be able to reference your property by its sixteen (16) digit Permanent Index Number (PIN) that should be identified on your property tax bill. Contact the Will County Mapping & Platting office at 815-740-4664 if you have any questions about your PIN. Land Use Department staff can advise you how to complete the application, explain the procedures involved, and attempt to identify potential issues that might be encountered. The Will County Zoning Ordinance and application material are available on the Internet (www.willcountylanduse.com) or from the Will County Land Use Department. If you have any questions concerning any standards or requirements of the *Will County Zoning Ordinance*, or require an interpretation of any provision of the document, you may wish to consult with the Department's staff.

Before filing your application, you should discuss the proposal with all adjacent property owners. Adjoining property owner information is available from the Will County Land Use Department. A written objection by an adjoining property owner will result in the denial of the administrative variance. Please note that if the administrative variance is denied, the next step is to file for a variance (additional fees apply) that requires consideration by the Will County Planning and Zoning Commission in a public hearing. Since you are required to notify adjacent property owners as part of the formal administrative variance application process and a written objection would result in denial, it is in your best interest to consult with each adjoining property owner prior to filing an administrative variance application. **This is extremely important since the \$200 administrative variance application filing fee is not applicable to a variance application.**

C. Filing the Application

The following documents, information, and the correct filing fee must be submitted in proper form before your application will be accepted for processing. A checklist is part of the administrative variance application.

- 1. The Application** – The application must be completed which includes the request and the purpose of the request. You or your representative must deliver in person your application to the Will County Land Use Department.
- 2. Recorded Deed** – A copy of the recorded deed to the subject property (available from the Office of the Will County Recorder of Deeds located on the first floor at 58 E. Clinton St., Joliet, IL) is required in all cases. **NOTE:** Title commitments and various schedules are not acceptable proof of ownership.

3. **Authorized Agent** – All owners of the subject property must be the applicants. Your agent or attorney should also be identified on the application. If an agent is used, an original notarized letter giving the agent authorization the authority to act upon the application is required. (*Note – if an attorney is listed on the application, please specify the relationship of the attorney to the applicant and/or agent*).
4. **Application Fee** – The appropriate application fee is to be paid in the form of a check payable to the *Will County Land Use Department*. The fee for an administrative variance is \$200 for one or more administrative variances on the subject property that are applied for on one application. If denied, additional fees apply for the variance process that requires a public hearing before the Will County Planning and Zoning Commission.
5. **Maps** – Certain information must be graphically shown on maps that accompany your application. The following are required:

Plat of Survey – Plat of survey (not to exceed 11” x 17”) prepared by a professional land surveyor.

Site Plan (not to exceed 11” x 17”) – Tax maps which show individual parcels at a scale of 1” = 200’ or 1” = 400’, or the plat of survey are useful base maps. The site plan must include the following:

- Scale, north arrow
- Dimensions and acreage of the subject parcel
- Setbacks from all existing and proposed improvements to all property lines
- All site details (including dimensions and location of all existing and proposed structures as well as location of all natural features)
- All land use details (location of all existing and proposed land uses, including those that do not require structures)
- All driveways, sidewalks, curbing, groundcover to be labeled (e.g. sod, asphalt, concrete, paving stones)
- All existing/proposed retaining walls, fences, berms labeling type and height
- All proposed landscaping, including species and quantity
- All existing uses (e.g. “house”, “pastureland”, “gas station”, etc.) and zoning on adjacent properties
- Location of well and septic system
- Amount of lot coverage

8. **Inventoried Wetland and Regulatory Floodplain Determinations Form** – Inventoried wetland and regulatory floodplain located on your property can significantly affect your petition. The Subdivision Engineering Division will identify inventoried wetland and regulatory floodplain located on a subject property and complete the mandatory form to be submitted with your application. If the subject parcel contains inventoried wetlands and/or regulatory floodplains, further action MAY be required of the applicant. See the Inventoried Wetland and Regulatory Floodplain Determinations form included with the zoning application and identified as *Attachment A*.

D. Adjoining Property Owner Notification

9. **Adjoining Property Owner Notification** – After your administrative variance application is filed with the Department and assigned a case number, you are required to notify all adjoining property owners by certified mail return receipt requested. *Please note that it may take up to 30 days after you send the notice for the United States Post Office to provide you a return receipt.* Adjoining property owner information is available from the Will County Land Use Department. As previously stated, the notice must be sent via certified mail (return receipt requested). The notice should include a cover letter (Attachment A) and copies of page 1 and 2 of your administrative variance application, and the site plan. You may also submit a signed and notarized letter of no objection from an adjoining property owner in lieu of notification via certified mail, return receipt requested. This letter should acknowledge receipt of a cover letter (*Attachment B*) and copies of page 1 and 2 of your administrative variance application, and the site plan.

10. Affidavit of Adjoining Property Owner Notification – You are required to complete the form (*Attachment C*) attached to the zoning application entitled “Affidavit of Adjoining Property Owner Notification.” You will be required to submit the notarized form.

11. Submittal of Documentation – After you have received all return receipts, you must submit them to the Department along with a copy of the letter sent to each adjoining property owner and the notarized affidavit of adjoining property owner notification. After fifteen (15) calendar days has expired from date the last adjoining property owner signed for receipt of notification, you may contact the Department to see if the Department regarding the administrative variance request received any written objections. If no written objection is received within fifteen (15) days, the Zoning Administrator may grant the administrative variance.

You may also submit a signed and notarized letter of no objection from an adjoining property owner in lieu of notification via certified mail, return receipt requested. This letter should acknowledge receipt of a cover letter (*Attachment A*) and copies of page 1 and 2 of your administrative variance application, and the site plan.

If a written objection is filed, the applicant will be advised of the objection, and the next step is to apply for a variance that requires consideration by the Will County Planning and Zoning Commission in a public hearing. The process is described in Section 14.8 of the Will County Zoning Ordinance. If the objector files a written withdrawal of the objection, via certified mail, the Zoning Administrator may grant the administrative variance.