



McHenry County
Department of Planning and Development

www.co.mchenry.il.us/plandev

OFFICE: McHenry County Admin. Bldg.
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.
Woodstock, Illinois 60098

EMAIL: plandev@co.mchenry.il.us
P: 815-334-4560 F: 815-334-4546

ADMINISTRATIVE VARIATION INFORMATION AND APPLICATION PACKET

Definition: Variation, Administrative - A Variation granted by the Zoning Enforcement Officer when certain conditions are met, as specified in §16.20.020E.2 (Administrative Variation) of the McHenry County Code of Ordinances.

Fee: The fee for an Administrative Variation is \$75, plus the cost for letters sent by certified mail to adjacent property owners, to be determined by the Department of Planning and Development.

The Zoning Enforcement Officer will review and approve applications that meet the following standards:

- Variation applications of ten percent (10%) or less of the zoning district minimum bulk and setback regulations. All other variations are considered zoning variations.
- No written objections have been received. If any noticed property owner files a written objection to the administrative variation within fifteen (15) calendar days of receipt of such notice, the variation shall be denied. The property owner may apply for a Zoning Variation to be considered by the Hearing Officer or Zoning Board of Appeals.

Procedure:

- 1) Applicant must submit a completed application for Administrative Variation (attached), along with the requisite fee.
- 2) The Department of Planning and Development will send letters to all adjacent property owners by certified mail, with return receipt requested.
- 3) If no written objections are received by the Department from noticed property owners within fifteen (15) calendar days of receipt of the notice, the Administrative Variation will be approved.

Attachments:

- Application Form
- Submittal Checklist

Office Use Only
Petition #/Permit # _____

APPLICATION FOR ZONING PETITION, ADMINISTRATIVE VARIATION OR SITE PLAN REVIEW

<p>OWNER INFORMATION:</p> <p>Name _____</p> <p>Address _____</p> <p>City, St, Zip _____</p> <p>Daytime Phone _____</p> <p>Email _____</p>	<p>ATTORNEY or AGENT CONTACT INFORMATION (If Applicable):</p> <p>Name _____</p> <p>Address _____</p> <p>City, St, Zip _____</p> <p>Phone _____</p> <p>Email _____</p>
--	--

<p>PETITIONER (If other than owner):</p> <p>Name _____</p> <p>Address _____</p> <p>City, St, Zip _____</p> <p>Daytime Phone _____</p> <p>Email _____</p>	<p>TRUSTEE/BENEFICIARY/OFFICERS/DIRECTORS/CONTRACT PURCHASER (please use separate page for additional information):</p> <p>Name _____</p> <p>Address _____</p> <p>City, St, Zip _____</p> <p>Phone _____</p> <p>Email _____</p>
---	--

<p>PARCEL INFORMATION:</p> <p>Address _____</p> <p>City _____ Zip _____</p> <p>Parcel/Tax Number _____</p> <p>Number of Acres _____</p>
--

<p>Applying For:</p> <p>(Check all that apply)</p>	<input type="checkbox"/> Reclassification	Current Zoning:	Requested Zoning:
	<input type="checkbox"/> Conditional Use & Site Plan Review	CUP Request:	
	<input type="checkbox"/> Variation, Administrative	Variation Request:	
	<input type="checkbox"/> Variation, Zoning		
<input type="checkbox"/> Site Plan Review			

Please provide additional information on the back of this page.

SUBMITTAL CHECK LIST

Reclassification	Variation	Conditional Use Permit	Text Amendment	Administrative Variation	Site Plan Review	Appeal	
							<ul style="list-style-type: none"> ITEMS REQUIRED WHEN AN APPLICATION IS SUBMITTED: An application will not be accepted if one or more of the items listed are missing at time of submittal.
							Application form; one (1) original
							Consent, Verification, Acceptance of Court Reporting & Public Notice Fees
							Plat of Survey (signed w/surveyor's seal)
							Completed Site Plan or Building Plans showing the request visually
							McHenry County Soil & Water Conservation District (NRI) receipt or report
							Narrative
							Copy of the Zoning Enforcement Officer's letter outlining the decision
							Identification of the Ordinance provision(s) in dispute
							Statement of the grounds for the appeal
							Filing fee

Site Plans should be created in accordance with §16.20.050 (Site Plan Review) of the McHenry County Code of Ordinances.

= Not applicable