



# Variance Application Guide

## Variance Checklist:

### 1. Verify Eligibility with Staff

Variances are regulated proposals by the State of Illinois and are required to meet all three of the following conditions to be granted:

1. *The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the applicable zoning regulations;*
2. *The plight of the owner is due to unique circumstances; and*
3. *The variance, if granted, will not alter the essential character of the locality.*

Please contact staff at [communitydevelopment@ofallon.org](mailto:communitydevelopment@ofallon.org) to confirm eligibility to request a variance.

### 2. Application requirements

- a. Variance Application form
- b. Site plan displaying the following:
  1. *Dimensions of the lot*
  2. *Dimensions and use of all buildings*
  3. *Location of proposed elements or signage*
  4. *Variance element details (manufacturer information packet)*
- c. \$225.00 filing fee
- d. Confirm hearing date with Community Development Staff



### **3. Notices**

- e. Notices must be sent to all parcels within a 250-foot radius of the subject property.
  - 1. *Parcel list will be provided by Community Development Staff. Notices must be submitted by the applicant.*
- f. Notices must be sent by certified mail, return receipts requested.
- g. City Staff are required by law to notice parcel owners and the local publication of hearing and its contents.

### **4. Return Parcel report to Community Development Staff**

- h. Return or email certified mail return receipts Wednesday prior to hearing date.



## Variance Application

communitydevelopment@ofallon.org  
(618) 624-4500 ext. 4

# Variance Application Form

Address/General Location: \_\_\_\_\_

Subdivision Name & Lot Number(s): \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Property interest of applicant (owner, contractor, tenant, etc.): \_\_\_\_\_

Please check the type of application (please check one):

- ☐ Variance – Area / Bulk
- ☐ Variance – Sign

Zoning & Land Use Information (respond to all that apply):

Present Zoning: \_\_\_\_\_

Proposed variance area (sq. ft) \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Property area in Acres: \_\_\_\_\_

Description of hardship(s) and variance request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Applicant Information:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

### Staff Use Only

Date Received: \_\_\_\_\_

Project ID: \_\_\_\_\_

Application Received By: \_\_\_\_\_

Staff Assigned: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Plan Review Fee Rec'd: \_\_\_\_\_