



VILLAGE OF
L I N C O L N S H I R E

Information Packet

Variance

Zoning Board

- 2nd Tuesday of each month
- 7 p.m. – Village Hall Board Room

Village Board / Committee of the Whole

- 2nd / 4th Monday of each month
- 7 p.m. – Village Hall Board Room

Community & Economic Development Department

1 Olde Half Day Road, Lincolnshire, IL 60069

Business Hours: M-F, 8:30 a.m. – 4:30 p.m.

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**Variance Information Packet – Village of Lincolnshire, IL
Community & Economic Development**

STEP 1: PRELIMINARY STAFF REVIEW

A. Applicant Due Diligence

Applicants are encouraged to review [Section 2-6](#) and [Section 6-14-3](#) of the Lincolnshire Village Code to familiarize themselves with the Zoning Board (ZB) purpose, administrative duties, and procedures. Additional information pertaining to the administration process for variance applications can be found in [Section 6-14-8](#) and [Section 6-14-9](#) of the Lincolnshire Village Code.

B. Initial Meeting with Staff

A meeting with Community & Economic Development (CED) staff is recommended prior to submitting any application materials.

C. Preliminary Staff Review

Before a request is scheduled on a meeting agenda, the following documents must be submitted in electronic PDF format to CED staff for review (additional materials may be required, as determined by CED staff):

- **Letter of Request:** a letter summarizing the Variance request and detailed narrative outlining the reasons for the request.
- **Conceptual Site Plan:** the general location and extent of the variance request, along with the general location and size of all buildings, parking and traffic circulation areas, landscaped areas, and preliminary site data chart must be provided on the conceptual plan.

Once the above materials have been reviewed for completeness, the applicant will receive comments (if any) of items that require further attention prior to a pre-application meeting at the Village Board during a Committee of the Whole (COW) meeting (Step 2).

STEP 2: COMMITTEE OF THE WHOLE – PRE-APPLICATION MEETING

Variance applications are evaluated on a preliminary basis for initial comment and potential referral to the Zoning Board by the Village Board during their Committee of the Whole (COW) meeting (2nd and 4th Mondays of each month).

One electronic copy in PDF format of the following materials must be submitted a **minimum of three weeks** prior to a regularly scheduled Committee of the Whole meeting for the pre-application meeting. All final materials must be submitted electronically in PDF format a **minimum of one week** prior to the meeting. Incomplete and/or late submittals are not accepted.

- **Letter of Request:** a letter directed to the Mayor & Village Board of Trustees summarizing the variance request and detailed narrative outlining the reasons for the request.
- **Conceptual Site Plan:** the general location and extent of the variance request, along with the general location and size of all buildings, parking and traffic circulation areas, landscaped areas, and preliminary site data chart must be provided on the conceptual plan.

STEP 3: APPLICATION & FEES

Following the Village Board's referral during the pre-application meeting, the applicant shall submit the following prior to proceeding to the next step:

- **Application:** a completed [Planning & Zoning Application](#).
- **Fees:** required fees (see page 4 of the Planning & Zoning Application).

STEP 4: PUBLIC NOTIFICATION

Before the application is considered by the Zoning Board, the applicant must provide public notice of the public hearing. Once a public hearing date is determined, the applicant will receive an electronic copy of the public hearing language for use in mailing the required public notices to property owners of record of surrounding parcels. Subject properties smaller than 3 acres require notification within 250 feet of the

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subject parcel. Subject properties that are 3 acres or larger require notification within 500 feet of the subject parcel. Public notice must be published in a newspaper of general circulation and letters mailed to property owners of record of surrounding lots 15-30 days prior to the public hearing via first-class or certified mail. The applicant must submit a completed Notification of Public Hearing Affidavit ([see page 6 of the Planning & Zoning Application](#)) to staff no later than four business days prior to the Zoning Board public hearing. **In order for staff to schedule a public hearing date, please refer to Step 5 below regarding materials and submittal deadline requirements.**

STEP 5: ZONING BOARD

Following the Village Board's referral during the pre-application meeting at the Committee of the Whole meeting, the Zoning Board will hold a public hearing to consider the application and the findings of fact (see [Section 6-14-9-C](#) of the Lincolnshire Village Code for the findings of fact for variance requests). The materials identified below must be submitted for staff review for completeness and to determine the public hearing date of the Zoning Board (2nd Tuesday of the month).

One electronic copy in PDF format must be submitted a **minimum of three weeks** prior to a regularly scheduled Zoning Board meeting. All final materials must be submitted a **minimum of one week** prior to the meeting. Final materials should be submitted **electronically in PDF format** as well as a **minimum of 12 paper copies** no larger than 11" x 17" format.

- **Letter of Request:** a letter directed to the Zoning Board summarizing the variance request and detailed narrative outlining the reasons for the request.
- **Findings of Fact:** the applicant must submit detailed written evidence to support the findings of fact as described in [Section 6-14-9-C](#) of the Lincolnshire Village Code for the Zoning Board's consideration at a Public Hearing. Each finding of fact must be specifically addressed in a written submittal and must also be presented by the applicant at the public hearing. The Zoning Board must find that each of the findings of fact has been or will be satisfied based on the evidence presented by the applicant at the public hearing in order to recommend approval.
- **Conceptual Site Plan:** the general location and size of all buildings, parking and traffic circulation areas, and preliminary site data must be provided on the conceptual plan.

STEP 6: COMMITTEE OF THE WHOLE – FIRST READING

Upon receiving a recommendation from the Zoning Board, the recommendation, findings of fact, and supporting documents will be forwarded to the Village Board during a Committee of the Whole meeting for final consideration. The Village Board will determine if the application will be placed on the Consent Agenda (for final decision) or the Regular Agenda (for additional consideration) of the next regularly scheduled Village Board meeting for final determination.

One electronic copy in PDF format of all the documents submitted to and recommended by the Zoning Board, along with an updated cover letter to the Mayor & Village Board of Trustees, must be submitted a **minimum of three weeks** prior to the scheduled Committee of the Whole meeting. Incomplete and/or late submittals are not accepted.

STEP 7: VILLAGE BOARD – SECOND READING

If the application is placed on the Consent Agenda, no further discussion will occur and the application will receive a final decision. If the application is placed on the Regular Agenda, additional discussion by the Village Board will occur and additional documentation may be required.

Upon approval, the Village will prepare the authorizing ordinance to contain a specific description of the variance request along with any conditions, restrictions, or appropriate guarantees upon the establishment, location, and construction of the variance. Signature pages will be mailed to the requestor(s) and/or property owner(s) for signing and must be returned to the Village to complete the ordinance. Once the authorizing ordinance is finalized, a completed copy will be mailed to the applicant.

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ADDITIONAL INFORMATION

Full-size presentation boards and/or a computer presentation is recommended for each stage of review. If a computer presentation will be used, please inform CED staff prior to the scheduled meeting to have it loaded in advance of the meeting. An application may be continued to the next regularly scheduled meeting if further documentation or revisions are requested. As a result, the previously submitted application materials and the additional requested documents/revisions must be submitted in the same format and by the same deadline as identified in this packet. Incomplete and/or late submittals are not accepted.

When a variance has been granted, such approval shall become null and void unless construction is substantially underway within one (1) year from the date of the approval, unless a one-time extension is granted by the Village Board.