



Village of Wonder Lake

4444Thompson Road,
Wonder Lake, IL 60097
Telephone 815-728-0839

PLANNING DIVISION: MINOR VARIANCE

Definition: The Minor Variance procedure is in place to reduce the time and expense to homeowners involved in obtaining a variance for an action that has minimal adverse impact on surrounding properties in residential neighborhoods. Such submissions will be determined on a case-by-case basis by the Village President or designee.

General Instructions

A typical variance application begins with scheduling a pre-application conference with Building Department staff. During this pre-application conference, general details of the variance request are discussed and documents necessary for submission are identified.

Pre-Application Conference required submittals:

Please check those items that are provided with this application submittal. Unless the applicant expressly requests relief from submitting the following documents failure to provide the following information will result in rejection and/or delay in considering the application.

- A. A fully executed copy of this application.
- B. Letter describing the requested application that includes the existing uses and structures on the subject property.
- C. Sketch Plans regarding proposed land-uses, dwelling-types and density, street, parking and lot arrangements and tentative lot sizes.
- D. Other material the applicant may wish to present information the Village Planner or others attending the conference may request.

Required Filings:

Unless the applicant expressly requests relief from submitting the following documents failure to provide the following information will result in rejection and/or delay in considering the application.

- A. Description of variance requested
- B. Location map of subject property to be affected by the variance requested.
- C. Legal description. Attach all pertinent legal descriptions for the property involved.
- D. Plat of Survey prepared by a licensed surveyor and including all the property involved in the request. If structures have been added on the property since the survey

- was completed, please draw them in to scale. Indicate which structures are proposed.
- E. All dimensions of structure to lot lines
 - F. A drainage plan. Specify that existing drainage will not be diminished by the proposed project.
 - G. Filing Fee (payable to Village of Wonder Lake)
 - H. Neighboring properties including a list of all owners and PIN numbers of properties abutting the Subject Property.
 - I. Complete set of code compliant building plans. Other information including anything else the Planning and Zoning Commission or Village Staff requires to determine whether the application conforms to the requirements of the Zoning Ordinance.
 - J. Nine complete printed sets of the above documents for use by the Plan Commission and the Village Board.

Certification:

I have read this application, and to the extent that I participated in the application, I have answered each item fully and accurately. I acknowledge that within ten (10) days of being notified that this application is complete, I must post a sign(s) on the property advising the public of this application. The posted sign(s) will be installed in compliance with the provisions provided by the Village of Wonder Lake.

I certify that no land clearing, excavation and/or filling has occurred on this property, and that no clearing, excavation and/or filling will commence prior to the issuance of all required permits necessitated by the development.

Applicant's signature: _____

Printed name: _____

Date: _____

Retained Services Agreement:

Please Note: At this time the Village of Wonder Lake has no full time development staff and relies solely on consultants for technical reviews. An initial half-hour development consultation is provided at no charge to the applicant. However, subsequent Staff meetings on the matter will not be scheduled until a Retained Services Agreement is executed by the applicant, an initial required Retained Services deposit of \$1,500.00 is submitted and the filing fee has been received. If you have any question or comments regarding filing fees, please contact the Village of Wonder Lake Building Department at 815-728-7725

MINOR VARIANCE APPLICATION CHECKLIST



Village of Wonder Lake

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Telephone 815-728-0839

Date of Application	
Applicant/Property Owner	
Property Address	
Telephone/Email	
Applicant's Agent	
Address	
Telephone/Email	
Pin/Property Index Number	
Name Of Proposed Development	
Current Property Zoning	
Parcel Measure in Square Feet	
Lot Coverage in Square Feet	
Plat of Survey	