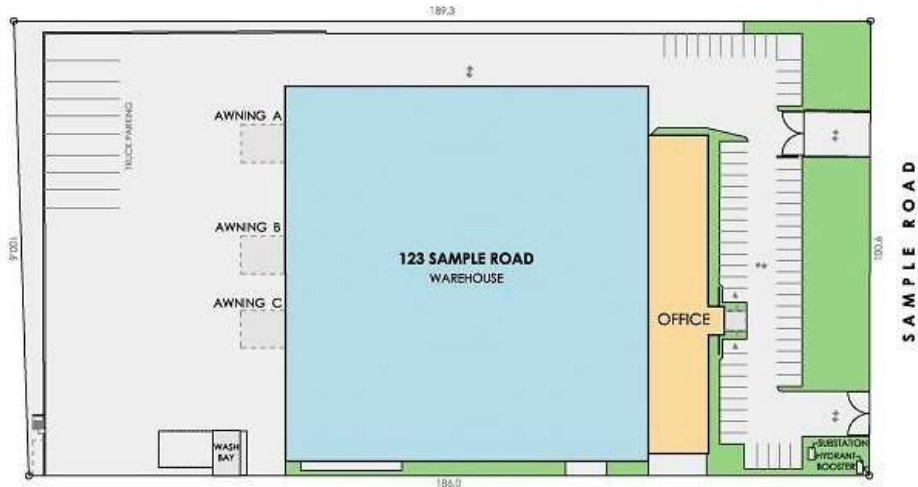
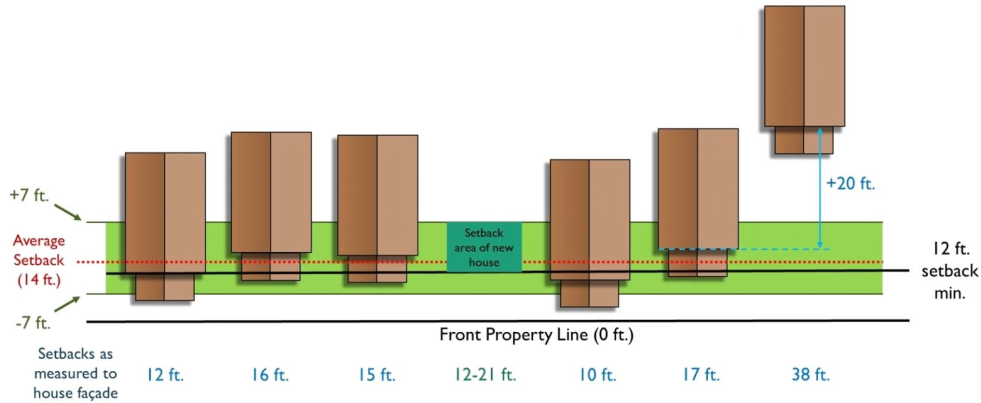


Zoning Variance Application Packet



City of Loves Park
 Department of Community Development
 100 Heart Blvd, Loves Park IL 61111
 Phone 815-654-5033 Fax 815-654-5004



Contents of the packet include the following:

- Frequently Asked Questions
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- Schedule A – Site Plan Requirements
- Schedule B – Sample Site Plan
- Application Form
- Property Owner and Applicant Declaration
- Zoning Board of Appeals & Community Development Committee Meeting Schedule



Frequently Asked Questions

What is a Variance?

- A. A variance is a tool that can be used by property owners to modify terms, conditions, and/or regulations on their property under special circumstances.

What is the purpose of a Variance?

- A. It allows for the modification of terms, conditions, and/or regulations within the Municipal Code. Applications for a Variance on a particular piece of property must show that it is deprived (hardship) of privileges enjoyed by other properties in the same zone. The modification will remedy the disparity in these privileges through the Zoning Board of Appeals.

Can the approved Variance expire or be revoked?

- A. Yes. In any case where a variance has not been established within one year of granting thereof, the City Council shall automatically revoke the Variance.

What are the criteria for approval of a Variance?

- A. Findings. The Zoning Board of Appeals may grant a variation to a regulation prescribed by Article VII, Variations, with respect to signs, fences, walls, hedges, screening or landscaping; site area, width, frontage, depth or coverage; front, rear or side yards; basic floor area, usable open space; height of structures; distances between structures or courts, as the variation was applied for or in modified form, if, on the basis of the application and the evidence submitted, the Zoning Board of Appeals makes findings of fact that establish that the circumstances described below apply:
 - Strict or literal interpretation and enforcement of specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with Article VIII, Variations.
 - There are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to other properties classified in the same zoning district.
 - Strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district.
 - The granting of the variation will not constitute a grant of special privilege inconsistent with the limitations on the other properties classified in the same zoning district.
 - The granting of the variation will not be detrimental to the public health, safety, welfare or material injurious to properties or improvements in the vicinity.
 - The concurring vote of four members of the board shall be necessary to recommend the authorization of any variance in Article VIII, Variations.



Frequently Asked Questions (Continued)

What is the process for approval of a Variance?

1. Consult with the staff to see if a pre-application meeting is warranted.
2. Upon submitting the application, the Zoning Officer will screen your application using Schedule A, the attached checklist. If the application does not meet the requirements for submission, the Zoning Officer will contact you to discuss any deficiencies that exist with the application. If the application is sufficient and no further changes and/or additional information is necessary, the petition will then be reviewed by the Zoning Officer.
3. Once the application has been reviewed, the Zoning Officer will determine whether the application will require further changes before the application will be accepted.
4. After the submission of the completed application, the City will publish a legal notice at least 15 days before the hearing date. The petitioner is notified in writing of the Zoning Board of Appeals hearing date, and the property is posted with a notice of the hearing. Also, all adjacent property owners within a 200 ft. radius will be notified of the hearing date.
5. The Planning and Zoning office reviews the application materials and submits a staff report to the Zoning Board of Appeals and the City Council.
6. The Zoning Board of Appeals will consider the request for the zoning change and it will render a decision approving or denying the application. The petitioner or authorized agent must be present at the hearing.
7. After the Zoning Board of Appeals renders a decision, the application will then move for further consideration to the Community Development Committee where the application will be reviewed and voted on. once again, the petitioner or authorized agent must be present at the hearing. When the application has cleared the Zoning Board of Appeals and Community Development Committee, it will then move on to the City Council for voting. If the petition is approved at first reading, the petition is laid over for a second reading at the next Council meeting. City Council takes a final vote at this time.
8. The petitioner is notified by the City Clerk's Office of action taken by the City Council. If the petition is approved, the petitioner must contact the Building Department to obtain all the necessary permits before construction begins.
9. The ordinance takes effect 10 days after passage.

Additional Note: If your application is being processed concurrent with another land use action or determination, the application will be combined in the overall action and decided by the Community Development Committee at the same hearing date.



Frequently Asked Questions (Continued)

Can a Variance be denied?

- A. Yes. An application for a variance which has been denied wholly or partially by City Council shall not be re-submitted for a period of one year from the date of denial, except on the grounds of new evidence or proof of changed condition found to be valid by the board of appeals.

What role does a site plan play in the approval process?

- A. The approved site plan for any project is important because it provides all of the detailed information for a specific project and it is also attached to the ordinance when and if the variance is passed. Upon approval, the site plan becomes the official plan of record and the property owner or business owner must comply with its implementation.



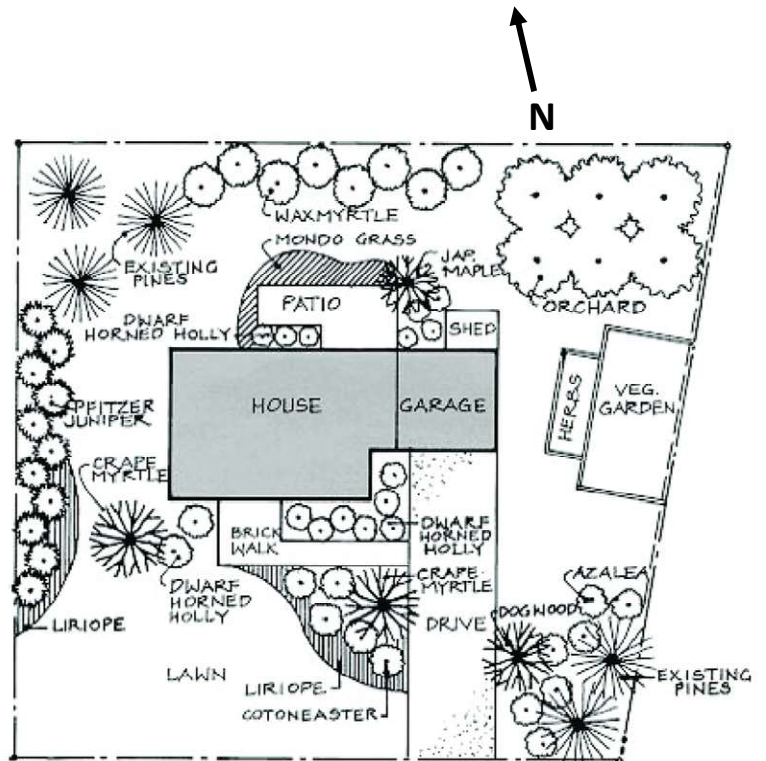
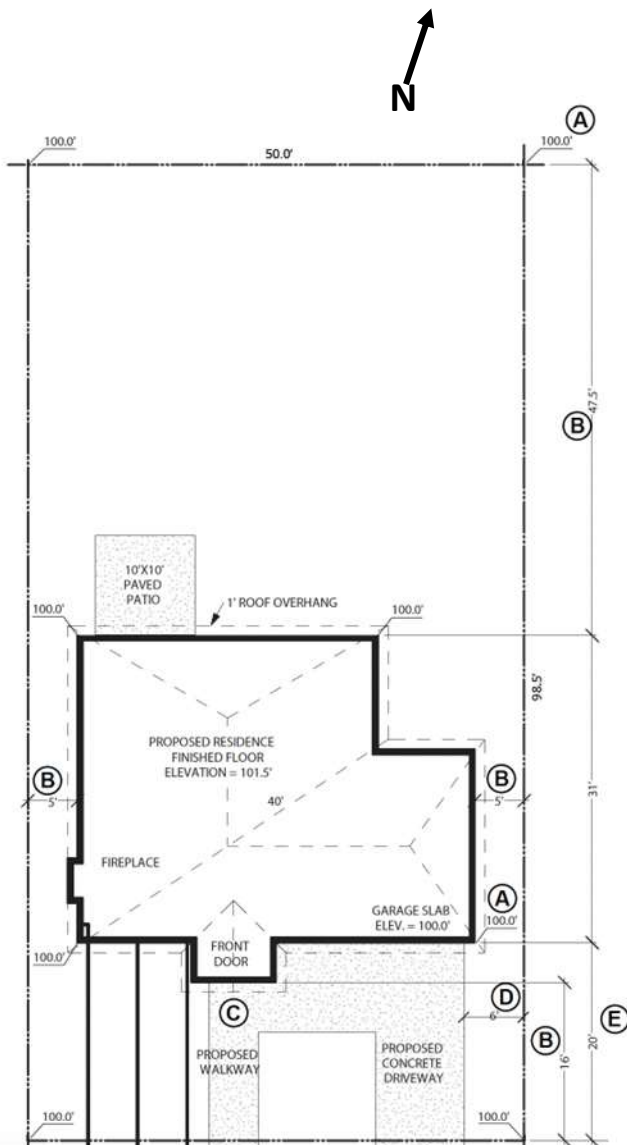
Schedule A – Variance Site Plan Requirements

The following items are required on all site plans submitted with zoning applications. Dimensions are a required component to a complete site plan.

- 1 Location of all property lines, boundaries, as well as an arrow showing the direction of North.
 - Identify parcel dimensions
- 2 Existing structures and improvements on the property.
 - Label existing use
 - Dimensions
 - Distances between existing and proposed structuresExisting and proposed development should include, but not limited to, buildings, decks, storage tanks of any kind, driveway, and access roads.
- 3 Access to the property from the point of connection with publicly maintained roads
 - Existing and proposed access roads
 - Label of the use of the access road
 - Driveway and turnarounds
 - County or City right of ways
 - Adjacent roads, streets, alleys, etc.
 - Width and slope of access roads and driveways
- 4 Setbacks for all existing and proposed development
 - Property lines to new development and to existing structures
- 5 Proposed structure(s), area of addition or remodel, improvements with identification
 - Label proposed use
 - Highlight or differentiate from existing structures
 - Dimensions
- 6 Location of any fencing, existing and proposed labeled
- 7 Existing and proposed landscape areas
 - Planting schedule identifying the number of trees, shrubs, bushes, and plants. Include names on schedule, and live plant placement on the site plan.
 - Show label, size, and square feet of each area.
- 8 Location of off-street loading and parking areas, existing and proposed with labels
 - Parking area with dimensions and surface material (asphalt or concrete)
 - Ingress and egress
 - Drive isles
- 9 Location of any existing and proposed lighting fixtures
- 10 Location of any existing and proposed signage

Schedule B – Sample Variance Site Plan

Note: These site plans are to serve only as a guide. Your particular plan may need additional or fewer items, depending on the complexity and type of project.





Zoning Variance Application

Filing Deadline _____ Date Filed _____ Fee \$ _____

All of the information required for filing this application must be submitted within five days of the filing deadline. If all of the required information is not filed within the five-day period, the applicant will be required to re-file and pay the filing fee for the application process.

Property Owner _____

Owner Address _____

City, State, Zip _____

Phone _____

Applicant Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Existing Use _____ Current Zoning Classification _____

Proposed Use _____

Detailed Explanation for the Variance _____

Legal Description Lot _____, Block _____, Subdivision _____

Identify the parcel PIN _____

Acres 2 acres or less _____ 2-5 acres _____ 5 acres or more _____

- Attach a metes and bounds description (Full Legal Description)
- Soil and Water Report may be obtained from Winnebago County Soil & Water Conservation District, 4833 Owen Center Road, Rockford IL 61101. Tel. 815-965-2392, Ext. 3
- A site plan for the property

Applicant's Signature _____ Staff Initials _____

A non-refundable filing fee of \$150 must be paid at the time of filing.



Property Owner and Applicant Declaration

The applicant and/or the property owner makes the following statement based upon personal knowledge:

- I am the current owner of the property or have the permission from the current owner to submit this application for the subject property.
- The application is being submitted with my knowledge and consent
- All statements contained in the application are true and correct to the best of my knowledge
- I understand that all conditions of application approval must be completed.
- I declare that under penalty of perjury, under the laws of the State of Illinois and the United States of America, that the foregoing statement is true and correct.

Applicant – Print Name

Phone Number

Applicant Signature

Date

The property owner makes the following statement based upon personal knowledge:

- I am the current owner of the property, which is the subject of this application, including all right of way, easements, or other property ownerships necessary to fulfill the requirements of this application.
- The application is being submitted with my knowledge and consent
- I authorize the above applicant to represent me in the application process for this specific application.
- All statements contained in the application are true and correct to the best of my knowledge
- I understand that all conditions of application approval must be completed.
- I declare that under penalty of perjury, under the laws of the State of Illinois and the United States of America, that the foregoing statement is true and correct.

Tax Parcel Number(s)

Property Address

Owner – Print Name

Phone Number

Owner Address

City, State, Zip Code

Applicant Signature

Date

City of Loves Park Department of Community Development 100 Heart
 Boulevard, Loves Park, Illinois 61111 Phone (815) 654-5033

**LOVES PARK ZONING BOARD OF APPEALS SCHEDULE/COMMUNITY DEVELOPMENT
 SCHEDULE AND FILING DEADLINES 2026**

Filing Deadline	Zoning Board of Appeals	Community Development Committee
January 2, 2026	February 12, 2026	March 2, 2026
February 6, 2026	March 12, 2026	April 6, 2026
March 6, 2026	April 9, 2026	May 4, 2026
April 3, 2026	May 14, 2026	June 1, 2026
May 1, 2026	June 11, 2026	July 6, 2026
June 5, 2026	July 9, 2026	August 3, 2026
July 3, 2026	August 13, 2026	September 8, 2026
August 7, 2026	September 10, 2026	October 5, 2026
September 4, 2026	October 8, 2026	November 2, 2026
October 2, 2026	November 12, 2026	December 7, 2026
November 6, 2026	December 10, 2026	January 4, 2027
December 4, 2026	January 14, 2027	February 1, 2027
January 1, 2027	February 11, 2027	March 1, 2027
February 5, 2027	March 11, 2027	April 5, 2027

Zoning Board of Appeals meetings are held at **5:30 P.M.** at Loves Park City Hall in Council Chambers

Community Development Committee meetings are held at **5:00 P.M.** at Loves Park City Hall in Conference Rm. B