

## MINOR VARIATION

The Village Council has developed a system to expedite certain petitions for Variations which are deemed non-controversial (non-conforming decks in rear and side yards and sheds located on easements). These petitions can be processed administratively. The Minor Variation process requires that you submit the following:

- \_\_\_\_\_ 1. Plat of Survey of the subject property.
- \_\_\_\_\_ 2. Site Plan and Architectural Elevations: A drawing indicating the location, dimensions and configuration of the proposal and a sketch of the structure, if applicable. The plan should be in relationship to the existing property lines and structures.
- \_\_\_\_\_ 3. Completed Minor Variation Form (attached).  
  
Letters of Consent from **all** owners of property which surround or touch the subject property on all sides, including property across the street.  
**Letters should be signed by both spouses, if married.**
- \_\_\_\_\_ 5. Proof of Ownership (e.g. Title Insurance Policy, Deed, or Purchase Contract).
- \_\_\_\_\_ 6. Approval letters from the appropriate utility companies (for sheds located in an easement only).
- \_\_\_\_\_ 7. List of addresses in your neighborhood with similar structures.
- \_\_\_\_\_ 8. Filing fee of \$20.00.

Once all of the above listed items are submitted, the petition will be scheduled for review by the Village Council at the next available Village Council meeting. Village staff will provide the Council with a positive or negative recommendation and will inform you of the date of the Village Council meeting.

Please be reminded that a building permit application must be submitted and approved after approval of the Minor Variation. The review of the Minor Variation does not reflect a complete review and approval of the building permit submittal. For questions regarding the building permit, please contact the Community Services Department at 847-359-9042.

**MINOR VARIATION REQUEST**

Please complete this form in its entirety. If you need help, call the Department of Planning and Zoning at (847) 359-9047. Please print or type all information.

1. Name of Petitioner(s): \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Describe the proposed Variation: \_\_\_\_\_

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

3. The petitioner's signature below indicates that he/she owns the property and that the information contained in this application and on any accompanying documents is true to the best of his/her knowledge.

Signature(s) of Petitioner(s)

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

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



**DEPARTMENT OF PLANNING & ZONING**

200 E. Wood Street · Palatine, IL · 60067-5339  
Telephone: (847) 359-9047 · Fax (847) 963-6247  
www.palatine.il.us

**REAL ESTATE INTEREST DISCLOSURE FORM**

<b>Name of Disclosing Party (individual, business, etc.)</b>		
Relationship to Petitioner (check one)		
<input type="checkbox"/> Petitioner <input type="checkbox"/> Legal Entity holding an Interest (i.e. realtor, attorney, etc.) <input type="checkbox"/> Legal Entity Holding a Right of Control (i.e. landlord, etc.)		
Address of Disclosing Party		City/State/Zip Code
Telephone	Fax	Email
<b>Address of Subject Property</b>		<b>City/State/Zip Code</b>
Legal Description of Subject Property (see plat of survey or title)		
<b>List All Persons Deriving an Interest in Subject Property (i.e. owner, lessee, etc.)</b>		
Name	Address	Legal Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____

I affirm that there are no other persons deriving any interest from or through me or from or through any other person or entities above set forth in the property which is the subject of the contract or application for which I am filing this disclosure notice whom I have not disclosed.

I understand that if there are any changes in the interest disclosed in this disclosure notice during the terms of the subject contract or before the Village has taken final action on the matter for which this disclosure notice is filed, I shall file a subsequent disclosure notice disclosing such changes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public Signature

Project Planner	Zoning Case #
-----------------	---------------



**DEPARTMENT OF PLANNING & ZONING**

200 E. Wood Street · Palatine, IL · 60067-5339  
Telephone: (847) 359-9047 · Fax (847) 963-6247  
www.palatine.il.us

**LETTER OF CONSENT**

Dated: \_\_\_\_\_

I am signing this letter on behalf of \_\_\_\_\_,  
petitioner, for a Minor Variation located at \_\_\_\_\_ in  
Palatine, Illinois.

I have reviewed the proposed plans attached and consent to its construction per said  
plans.

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Signature

**AFFIDAVIT OF NO NEW IMPROVEMENTS**

I am the owner of record, of the property with the legal description as stated on the attached plat of survey. I hereby affirm that the survey attached hereto is the survey for said property, and that the attached survey accurately depicts the current conditions with all existing improvements to the property as of the date of this affidavit.

Affiant further states that survey is correct and complete representation of all improvements now located on the premises described in the above referenced title commitment, except for: \_\_\_\_\_

I fully understand that in the event the attached survey does not accurately depict all existing improvements made to the property as of today's date, the Village of Palatine may elect to reject this plan and the permit for which I am applying shall not be approved (or work in progress pursuant to the permit will be stopped) until an accurate survey has been received and approved by the Village of Palatine.

**PROPERTY OWNERS SIGNATURE REQUIRED**

CERTIFIED BY:

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Print Name: \_\_\_\_\_

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

PIN #: \_\_\_\_\_

Name of Surveyor: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

Survey Order No.: \_\_\_\_\_