

Variations Process Flowchart

A Variance is a request to deviate from current zoning requirements. If granted, it permits the owner to use his land in a way that is ordinarily not permitted by the zoning ordinance. It is not a change in the zoning law, but a waiver from the requirements of the zoning ordinance.

Completed Variance Applications are submitted to the Village Clerks office with applicable fee as set by resolution of the Village Council.

Application shall be filed with Zoning Administrator who shall transmit same, with all plans, specifications and other pertinent data to the Board of Appeals.

Schedule Public Hearing – 15 days prior to Hearing, Village Clerk shall give notice in newspaper of general circulation. Notice must also be mailed 15 days prior to Hearing, to property owners within 300 feet of the property in question, including Township Planning Commission if applicable.

After the Public Hearing, the Zoning Board of Appeals reviews all information and a copy of the Boards decision shall be transmitted to the applicant and to the zoning administrator. Decision of the Zoning Board of Appeals is binding.

A copy of the decision of Zoning Board of Appeals is sent to applicant and to the Zoning Administrator. Decision is binding.

Variance Approved by ZBA.

Zoning Administrator shall incorporate the terms and conditions in the permit and send to applicant if a permit is authorized by the board.

Not Approved

No further action is required after decision is mailed to applicant and Zoning Administrator.

Applicant to provide Feedback (Hard copy or Online)

Planning Commission will place feedback survey on the next agenda and review any issues or problems the applicant had. Discuss and change policies accordingly.