



## **ZONING PETITION APPLICATIONS & INSTRUCTIONS**

The information contained herein will assist you in completing the Municipal paperwork required to file a Zoning Petition. There are 2 parts to a Zoning Petition.

**Section A** - explains the Village Code and the notification requirements pursuant to a Zoning Petition. CERTIFICATES AND CERTIFICATIONS is the information required when filing an Onionskin/Mylar. This is only necessary for Consolidation and Sub-Division Zoning Applications.

**Section B** - is the application form for all requests for Zoning; Re-Zoning; Variances to Municipal Codes; Consolidations; Sub-divisions; and/or Special Use Petitions. The application must be completed as appropriate and notarized prior to the acceptance by the Village Clerk.

### **FEES:**

All Zoning Petition applications require the following fees to be paid at the time of application:

1. **\$2,200.00** Non Refundable fee to cover the initial cost to the Village, including but not limited to, Publishing Public Notices and Public Hearing Costs. The cost is also applied to any additional costs the Village may incur in relation to the petition, including but not limited to, Village Engineer's reviews; Legal Fees; Recording Fees; and Cash in Lieu of Public Improvements. All expenses related to recording documents with the Cook County Recorder of Deeds is the Petitioner's responsibility. If additional funds are required, they shall be paid by the Petitioner.

### **CONTACT INFORMATION:**

If you have questions, please feel free to contact the Municipal Services Administrator or the Village Clerk.

**Building Commissioner**  
8748 W. 82<sup>nd</sup> Place  
Justice, IL 60458  
(708) 458-2130

**Village Clerk**  
7800 S. Archer Road  
Justice, IL 60458  
(708) 458-2520

# **SECTION - A**

Village Code  
and the Notification Requirements  
Pursuant to a Zoning Petition

Certificates and Certifications  
For Consolidation or Sub-Division  
Onionskin/Mylar

## **APPLICATION CHECK SHEET**

(Please check all that apply to your application)

- Village Clerk's timeline tracking sheet.
- Non-Refundable \$2,200.00 Application Fee (Check)
- Completed and notarized Application form
- Affidavit of disclosure or documentation of property interest:
  - Letter or Authorization from property owner; or
  - Real Estate Purchase Contract pending Village Board Approval; or
  - Proof of Ownership.
- Plat of Survey of the property or properties being petitioned. (Check all that apply).
  - Current recorded plat of Survey showing the location of all existing structures, easements, dedications, section and half-section lines, water courses, and other existing features pertinent to the property.
  - Topographical map of the entire property being petitioned, to extend a minimum of 25 feet beyond the property lines of the petitioned property.
  - Consolidation or Sub-Division Onionskin/Mylar, plus 10 standard copies and 1 copy measuring 11"x17" of the property being petitioned showing new lot sizes; positioning of all existing structures; current and/or new easements; dedications; section & half-section lines; water courses; public utility access locations; and any other existing features pertinent to the property. Please refer to pages 4-7 of this packet for Certificates and Certifications that are required to be on the Plat to be recorded.
  - Is the date that the Plat is drawn shown?
  - Is the North arrow clearly shown on the Plat?
  - Plat scale shall be a minimum of one inch per 100 feet.
  - Are the municipal and corporate boundaries, and any line adjacent to the petitioned property designated on the Plats?
- Property taxes documented as being paid and up-to-date, including a copy of the most recent 2<sup>nd</sup> installment property tax statement showing the individual taxing bodies.

**CERTIFICATES AND CERTIFICATIONS**

In addition to the appropriate Engineer's Statement and Documentation, the Certifications below are required on all Plats to be recorded in the office of the Cook County Recorder of Deeds. The text used to reference the specific intent of the Petition may be slightly different than that shown here. Please adjust your text accordingly.

**CERTIFICATE OF OWNERSHIP**

State of Illinois )  
                              ) S.S.  
County of Cook)

\_\_\_\_\_ does hereby certify that he/she is the owner of the property described in the above caption and that as such owner he/she has caused the said above described property to be surveyed and re-subdivided as shown on the hereon drawn plat, for the uses and purposes therein set forth.

Dated this \_\_\_\_ Day of \_\_\_\_\_, A.D. 20\_\_

By: \_\_\_\_\_  
(Signature of the owner of the property at the time the Plat is recorded)

Attest: \_\_\_\_\_

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**NOTARY CERTIFICATE**

State of Illinois )  
                              ) S.S.  
County of Cook)

I, the undersigned, a Notary Public in and for said County and State, do hereby certify that \_\_\_\_\_, personally known to me to be the  
(Owner's Name)

same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he/she signed said instrument as their own free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_

\_\_\_\_\_ (Notary Public) (Seal)

**COUNTY COLLECTOR CERTIFICATION**

State of Illinois )  
                          ) S.S.  
County of Cook)

I, \_\_\_\_\_ County Clerk, Cook County, Illinois, do hereby certify that there are no delinquent general taxes, no unpaid current general taxes, no unpaid forfeited taxes and no redeemable tax sales against any of the land included in the Plat hereon drawn. I further certify that I have received statutory fees in connection with the Plat hereon drawn.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A. D. 20\_\_\_\_\_

\_\_\_\_\_  
(Cook County Collector)

\* \* \* \* \*

**SURFACE WATER DRAINAGE CERTIFICATE**

State of Illinois )  
                          ) S.S.  
County of Cook)

We hereby certify that the topographical and profile studies required by the Plat Act, 765 ILCS 205, as now or hereafter amended, have been filed with the Village of Justice, a municipal corporation in Cook County, Illinois, and the certification as to drainage required by said act made thereon.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A. D. 20\_\_\_\_\_

\_\_\_\_\_  
(Registered Professional Engineer) License No. \_\_\_\_\_

\_\_\_\_\_  
(Owner(s) or duly authorized Attorney)

**VILLAGE OF JUSTICE SCHOOL DISTRICTS CERTIFICATION**

State of Illinois )  
                          ) S.S.  
County of Cook)

To the best of my knowledge and belief, the property described hereon is situated with the following school districts:

Indian Springs School District #109,  
Argo Community High School District #217, and  
Moraine Valley Community College District #524.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, A.D. 20\_\_\_\_

By: \_\_\_\_\_  
(Signature of the owner of the property at the time the Plat is recorded)

Attest: \_\_\_\_\_

\* \* \* \* \*

**ZONING BOARD OF APPEALS APPROVAL**

State of Illinois )  
                          ) S.S.  
County of Cook)

Approved by the Zoning Board of Appeals of the Village of Justice, Cook County, Illinois,

This \_\_\_\_\_ Day of \_\_\_\_\_, A.D. 20\_\_\_\_

By: \_\_\_\_\_  
(Signature of the Village of Justice Zoning Board of Appeals Chairman)

Attest: \_\_\_\_\_  
(Signature of the Village of Justice Zoning Board of Appeals Secretary)

\* \* \* \* \*

**VILLAGE CLERK CERTIFICATION**

State of Illinois )  
                          ) S.S.  
County of Cook)

I, \_\_\_\_\_ Village Clerk for the Village of Justice, Cook County, Illinois, do hereby certify that there are no delinquent or unpaid current or forfeited special assessments or any deferred installment thereof that have not been apportioned against the tract of land included hereon drawn.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A. D. 20\_\_\_\_\_

\_\_\_\_\_  
(Justice Village Clerk)

\* \* \* \* \*

**PRESIDENT AND VILLAGE BOARD OF TRUSTEES APPROVAL**

State of Illinois )  
                          ) S.S.  
County of Cook)

Approved and accepted by the President and Board of Trustees for the Village of Justice, County of Cook, Illinois, at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, A. D. 20\_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A. D. 20\_\_\_\_\_

By: \_\_\_\_\_  
(Signature of the Village President)

Attest: \_\_\_\_\_ (SEAL)  
(Signature of the Village Clerk)

Please be advised that pursuant to **“insert village code info”** any Ordinance(s) approving a Zoning Petition shall require that the Zoning Consent Form in the Zoning/Re-Zoning and/or Subdivision/Re-Subdivision Ordinance(s) shall be signed no later than 45 days after its approval by the Village of Justice Village Board of Trustees. The Petitioner(s) shall also be required to pay all remaining fees as well as have all Plats and/or documents completed, signed by all non-village entities, and ready for the Village of Justice to have the same document(s) recorded within the same time period. Failure on the part of the Petitioner(s) to comply shall void the applicable Ordinance(s) and cause forfeiture of the balance of any remaining deposit(s). Should this occur, the Petitioner(s) shall be required to file a new Petition, including payment of all applicable fees, if they wish to proceed.

The remainder of this page was left blank intentionally.



**PURSUANT TO JUSTICE MUNICIPAL CODE**

Notification of Property Owners surrounding the property being petitioned:

**Sec. 12-8. Notice to record owner.**

An applicant for variation or special use shall, not more than thirty (30) days before filing an application for variation with the zoning board of appeals, serve written notice, either in person or by registered mail, return receipt requested, on the owners, as recorded in the office of the recorder of deeds or the registrar of titles of the county in which the property is located and as appears from the authentic tax records of such county, of all property within two hundred fifty (250) feet in each direction of the location for which the variation is requested; provided, the number of feet occupied by all public roads, streets, alleys and other public ways shall be excluded in computing the two hundred fifty (250) foot requirement. The notice herein required shall contain the address of the location for which the variation is requested, a brief statement of the nature of the requested variation, the name and address of the legal and beneficial owner of the property for which the variation is requested, a statement that the applicant intends to file an application for variation and the approximate date on which the application will be filed. If, after a bona fide effort to determine such address by the applicant for variation, the owner of the property on which the notice is served cannot be found at his or her last known address, or the mailed notice is returned because the owner cannot be found at the last known address, the notice requirements of this section shall be deemed satisfied. In addition to serving the notice herein required, at the time of filing application for variation, the applicant shall furnish to the zoning board of appeals a complete list containing the names and last known addresses of the owners of the property required to be served, the method of service and the names and addresses of the persons so served. The applicant shall also furnish a written statement certifying that he or she has complied with the requirements of this section. The zoning board of appeals shall hear no application for variation or special use unless the applicant for variation or special use furnishes the list and certificate herein required. The zoning board of appeals shall, not more than thirty (30) days nor less than fifteen (15) days before the hearing at which the application for variation is to be considered, send written notice to the persons appearing on the list furnished by the applicant, which notice shall contain the time and place of the hearing, the address of the location for which the variation is requested and the name and address of the applicant for variation and a brief statement of the nature of the variation requested.

**The following page contains a blank form that you may, if you choose, use and submit as, or with, your “Notification Exhibit” if required.**

**LISTING OF PROPERTY OWNERS NOTIFIED**

This form may be used to assist your documentation of compliance as required by **Section 12-8 of the Justice Municipal Code - Notice to Record Owner.**

<b>PIN #</b>	<b>ADDRESS</b>	<b>SIDWELL PAGE #</b>	<b>ACCEPTED YES/NO</b>	<b>COMMENTS</b>

**(Required of Petitioners requesting Variance(s) only)**

**Sec. 12-10. Report of hearing; action taken.**

The chairman of the zoning board of appeals shall submit to the board of trustees a report of the hearing, together with its findings and recommendation. The board of trustees, no later than thirty (30) days after receipt of the zoning board of appeals' findings and recommendation, shall:

- (1) Approve the requested relief by ordinance as is, or as modified;
- (2) Deny the requested relief; or
- (3) Refer the matter back to the zoning board of appeals for further consideration

**Sec. 2-541. Notice Of Hearing; Sign Required:**

- (a) In addition to all other requirements of this Code, all applicants for a subdivision, rezoning, variance or special use are required to post an appropriate sign on the subject property not less than fifteen (15) nor more than thirty (30) days prior to the hearing date requesting such action by the Zoning Board of Appeals. The information required to be included on such sign(s):
  - (1) Reason for hearing.
  - (2) Date and time of hearing.
  - (3) Address of property.
- (b) The sign(s) shall be at least four feet by four feet (4' x 4') in size. The sign(s) shall be posted at intervals of two hundred feet (200') on the subject property, with at least one sign on each street or road fronting property.
- (c) The chairman of the Zoning Board of Appeals shall approve all such signs, and the wording thereon, prior to the sign(s) being posted.
- (d) The sign(s) shall remain on the property until the day after the hearing.

The following is an example of the text required under Section 2-541. Public Notice Sign - the exact text will be supplied by the Village Clerk.

# PUBLIC NOTICE

PETITION # 20\_\_\_\_ - \_\_\_\_\_

Notice is hereby given that a Public Hearing will be held by the Zoning Board of Appeals of the Village of Justice on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ P. M. or immediately thereafter, at the Village of Justice Administration Building, 7800 S. Archer Road, Justice, IL 60458, to respond to a Petition at the request of \_\_\_\_\_, Petitioner.

The Property is commonly known as: \_\_\_\_\_

The Purpose of this petition is to: \_\_\_\_\_

Property Tax Identification No. \_\_\_\_\_

This property is currently owned by: \_\_\_\_\_

All persons interested are invited to attend and will be given the opportunity to be heard.

Additional information may be obtained by contacting the Village Clerk at (708) 458-2520.

**Sec. 2-542. Additional Fees:**

All actual expenses incurred by the Village in processing, reviewing and hearing any petitions for variation, rezoning and subdivision shall be paid by the petitioner. These shall include, but not be limited to, engineering and legal fees.

For petitions for subdivisions, the engineering review fees specified in Section 8-320 of this Code shall control.

**Sec. 2-543. Payment Of All Taxes And Fees:**

Before any application for amendment, variation or subdivision shall be accepted by the Village Clerk, the applicant must produce evidence in the form of a paid tax bill or cancelled check that all outstanding real estate taxes have been paid in full. No application will be accepted if any fees are due, or bills unpaid to the Village.

**Sec. 8-320. Review Fee:**

Plans and specifications for all improvements in the proposed subdivision shall be submitted to the village engineer for review and approval before final disposition of the plat of subdivision. The costs incurred by the village for this review shall be borne by the owner or sub-divider. This cost shall be computed on the schedule as set forth in section 13-1 of this code.

<a href="#">8-320</a>	Review fee subdivision	First \$ 50,000	1.5% of construction cost
		Next 50,000	1.25%
		Next 50,000	1.25%
		Next 100,000	0.80%
		Next 100,000	0.70%
		Next 150,000	0.60%
		Next 150,000	0.50%

This fee will be based upon the engineer's estimate of cost and is payable to the Village prior to recording the plat of subdivision.

**Sec. 12-2. Intent and purpose.**

This chapter is adopted for the following purposes:

- (1) To promote and protect public health, safety, morals, comfort, convenience and the general welfare of people;
- (2) To zone all properties in such a manner as to reflect their best use and conserve and enhance their values;

- (3) To ensure maximum living and working conditions and prevent blight and slums;
- (4) To protect residential, business and manufacturing areas alike from encroachment by incompatible uses;
- (5) To affix reasonable standards to which buildings or structures shall conform;
- (6) To prevent such additions to, and alterations or remodeling of, existing buildings or structures as would not comply with the restrictions and limitations imposed hereinafter;
- (7) To ensure high standards of light, air and open spaces in areas where people live and work;
- (8) To relieve street congestion through adequate requirements for off street parking and loading facilities;
- (9) To isolate or control the location of unavoidable uses;
- (10) To define the powers and duties of the administrative officers;
- (11) To prescribe penalties for the violations of the provisions of this chapter or any amendment thereto.

## **SECTION - B**

### **APPLICATION FORM**

Zoning; Re-Zoning; Variances to Municipal Codes; Consolidations; Subdivisions; and/or Special Use Petitions.

The application must be completed as appropriate and notarized prior to the acceptance by the Village Clerk.



**ZONING PETITION APPLICATION FORM**

**PETITION # 20** \_\_\_\_ - \_\_\_\_

**The Petitioner is requesting the following:**

<input type="checkbox"/> Re-Zone	<input type="checkbox"/> Variance	<input type="checkbox"/> Consolidation
<input type="checkbox"/> Sub-Divide	<input type="checkbox"/> Special Use or Other (See Description of Case)	
Sub-division Name: _____		

(Please Print of Type in Black Ink)

Petitioner's Name: _____	Date: _____	
Email Address: _____		
Company Name: _____		
Address: _____		
City: _____	State: _____	Zip Code( +4): _____
Phone: _____	Fax: _____	

Property Owner of Record: _____		
Address: _____		
City: _____	State: _____	Zip Code( +4): _____
Phone: _____	Fax: _____	

Real Estate Property Tax Identification #: _____
This property is commonly know as (Street Address): _____



**The Following Documents have been submitted with this Petition:**

- Village Clerk's timeline tracking sheet.
- Non-Refundable \$2,200.000 Application Fee (Check # \_\_\_\_\_)
- Completed and notarized Application form
- Affidavit of disclosure or documentation of property interest:
  - Letter or Authorization from property owner; or
  - Real Estate Purchase Contract pending Village Board Approval; or
  - Proof of Ownership.
- Plat of Survey of the property or properties being petitioned. (Check all that apply).
  - Current recorded plat of Survey showing the location of all existing structures, easements, dedications, section and half-section lines, water courses, and other existing features pertinent to the property.
  - Topographical map of the entire property being petitioned, to extend a minimum of 25 feet beyond the property lines of the petitioned property.
  - Consolidation or Sub-Division Onionskin/Mylar, plus 10 standard copies and 1 copy measuring 11"x17" of the property being petitioned showing new lot sizes; positioning of all existing structures; current and/or new easements; dedications; section & half-section lines; water courses; public utility access locations; and any other existing features pertinent to the property. Please refer to pages 3-6 of this packet for Certificates and Certifications that are required to be on the Plat to be recorded.
- Is the date that the Plat is drawn shown?
- Is the North arrow clearly shown on the Plat?
- Plat scale shall be a minimum of one inch per 100 feet.
- Are the municipal and corporate boundaries, and any line adjacent to the petitioned property designated on the Plats?
- Property taxes documented as being paid and up-to-date, including a copy of the most recent 2<sup>nd</sup> installment property tax statement showing the individual taxing bodies.

Pursuant to law, application is hereby made to Petition the Village of Justice for a change of ZONING for the Property described below, from the limitations of the uses permitted under Justice Zoning Ordinance, Section(s) \_\_\_\_\_, to permit the uses allowed under Sections(s) \_\_\_\_\_.

Pursuant to law, application is hereby made to Petition the Village of Justice for a VARIATION OF ZONING for the Property described below, from the limitations of the uses permitted under Justice Zoning Ordinance, Section(s) \_\_\_\_\_, to permit the uses allowed under Section(s) \_\_\_\_\_, as requested under Description of Case. This paragraph is also applicable for SPECIAL USE petitions.

Pursuant to Law, application is hereby made to Petition the Village of Justice to formally CONSOLIDATE and/or SUBDIVIDE the property described below as permitted under Village of Justice Zoning Ordinance, Section(s) \_\_\_\_\_. This Property is being SUBDIVIDED from \_\_\_\_\_ Lot(s) into \_\_\_\_\_ Lots.

The property affected by this Petition is situated on the \_\_\_\_\_ (North, East, South, West) side of \_\_\_\_\_ (St., Pl., Ave., Ct., Dr., etc.) and commonly know as \_\_\_\_\_.

**LEGAL DESCRIPTION**

(Use a separate page if necessary)

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**Petitioner:** \_\_\_\_\_ **PETITION # 20** \_\_\_\_\_ - \_\_\_\_\_

**DESCRIPTION OF PETITION**

The grounds for this application, add practical difficulties or particular hardship, if any, in the way of carrying out the strict letter of the Zoning Ordinance(s) of the Village of Justice, County of Cook, State of Illinois, including principal points, conditions, and/or special circumstances as to the premises or structure(s) affected, together with a Description of the Purpose of this application or the proposed work as follows:

**(Please type or print in black ink - Use a separate page if necessary).**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**That Section 12-2 Intent and Purpose of the Zoning Ordinance(s) of the Village of Justice provides such relief. (See Section - A, page 13-14 for the complete Section 12-2).**

State of Illinois )  
                          ) S.S.  
County of Cook)

The undersigned hereby deposes and say that all of the above statements contained in this Application to the Village of Justice and the Papers and Documents submitted herewith are true and correct to the best of my knowledge.

\_\_\_\_\_  
(Signature of Petitioner/Agent)

Given under my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_

\_\_\_\_\_  
(Notary Public) (Seal)

**Village Clerk Office Use Only:**

This application to Petition the Zoning Board of Appeals of the Village of Justice was filed with the Village Clerk's Office on \_\_\_\_\_(date) at \_\_\_\_\_(time), including payment of \$2,200.00 in funds submitted by means of \_\_\_\_\_, copies of which are attached.

Received By: \_\_\_\_\_  
(Signature of Clerk accepting this application)