

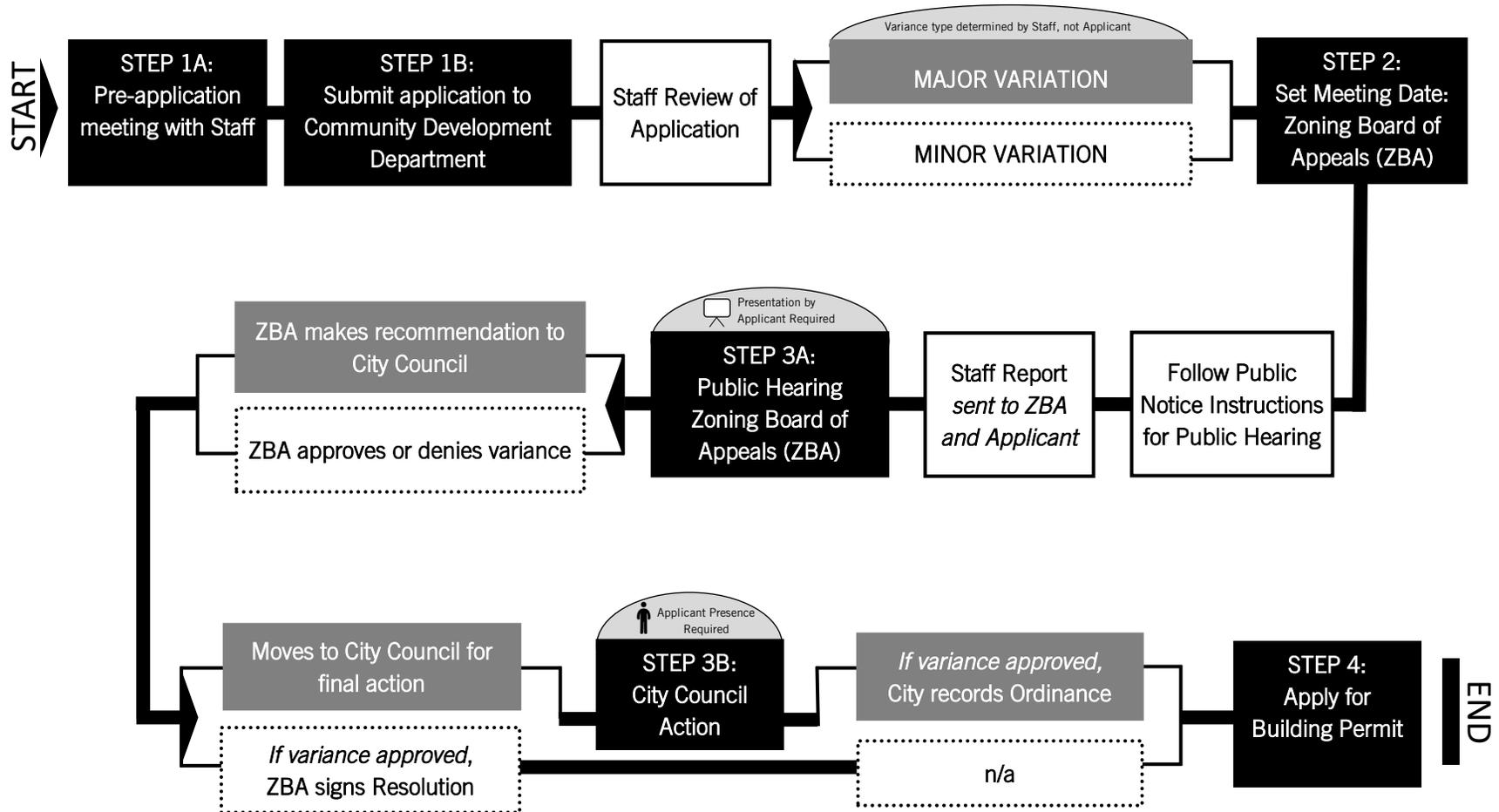
PROCESS GUIDE

Minor and Major Variances

3S258 MANNING AVENUE
 WARRENVILLE, IL 60555
 (630) 393-9050 TEL.
 (630) 393-1531 FAX



Typical Timing: Approx. 3 months for Major Variances; Approx. 1.5 months for Minor Variances



QUESTIONS?

This process is managed by the **Community Development Department**.

For any questions or concerns, call [\(630\) 393-9050](tel:6303939050) or refer to the City of Warrenville's website for more information: www.Warrenville.il.us

CHECKLIST

Minor and Major Variances

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What is a Variance and why is it required?
Variances are required when City staff determine, upon review of a building permit application or plans that the proposed project does not conform to certain standards and/or requirements in the City's Zoning Ordinance.

What is the difference between a major or a minor variance?
Modifications of the provisions of the Zoning Ordinance of 10% or less requires a minor variance, and modifications of more than 10% require a major variance. A public hearing with the Zoning Board of Appeals is required for all variances, but only major variances require approval by the City Council.

FEES: \$480 Administrative Fee and \$600 Deposit, totaling \$1,080
COPIES: Comply with regulations per Table 2A and 2B of the Zoning Ordinance
TIMEFRAME: Approximately 3 months for Major Variances; Approximately 1.5 months for Minor Variances

REQUIRED FILING CONTENTS (per Table 2A of Zoning Ordinance):

- Completed Application:** includes Name, Address, and Phone Number of Applicant and Name of Development
- Legal Description:** of subject property as a whole, and each phase
- Project Associates:** names, addresses, and phone numbers of any developer, site planner, or engineer involved in project plans
Location of the property affected by the action requested
- Description of Action** requested
- Fees:** filing fees plus other applicable fees such as Stormwater Management Review, Site Plan Review, Stormwater Management Inspection, Final Engineering Review/Inspection, Recording Fees, Dedications, or public improvements funds.
- Use Descriptions:** of the present and proposed uses of the property
- Disclosure of Interest**
- Public Notice List:** typewritten list of all property owners to which Public Notice requirements for written notification apply
- Zoning:** zoning districts of the property and all properties within 100 feet
- Current Plat of Survey:** of the property certified by a registered land surveyor
- Statement of Criteria meeting Approval:** reasons applicant believes action requested conforms to applicable approval criteria
- Site Plan**—General Site Plan meeting the requirements of Table 2B
- Traffic Analysis (discretionary)** - professional analysis of estimated traffic generated by the completed development per day and during AM & PM peak hours, impact of existing traffic loads in the vicinity, and street construction or traffic control measures needed to accommodate new traffic
- School Capacity (discretionary)** - evidence of capacity of all affected public school districts to handle the enrollment likely to be generated by the development
- Tax Impact Study (discretionary)** - analysis of the impact of the development on revenues
- Statement of Utilities Capacity:** statement from registered civil engineer, with supporting data, on ability of water & sewer facilities to serve development
- Other:** any other information the Plan Commission or Board of Appeals required to determine whether the application conforms to the requirements of this Ordinance

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