

**Village of La Grange**  
53 S. La Grange Road, La Grange, IL 60525  
Phone (708) 579-2320 Fax (708) 579-0980

**ADMINISTRATIVE ADJUSTMENT**  
**APPLICATION**

TO THE VILLAGE MANAGER OF THE  
VILLAGE OF LA GRANGE, ILLINOIS

Date Filed: \_\_\_\_\_  
UARCO: \_\_\_\_\_

1. PROPERTY

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

**Permanent Identification Number (s):** \_\_\_\_\_

(Note: An accurate plat of survey for all properties that are subject to this application must be submitted with this application)

2. APPLICANT\*

**Name:** \_\_\_\_\_

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

**City, State, Zip:** \_\_\_\_\_

**Phone:** Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

\*Please indicate primary means of contact

\*Please indicate the primary means of contact

3. PROPERTY OWNER\* (If different than Applicant)

**Name:** \_\_\_\_\_

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

**City, State, Zip:** \_\_\_\_\_

**Phone:** Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

\*Please indicate primary means of contact

\*Please indicate the primary means of contact

By signing below, I give my permission for the Applicant named above to act as my agent in all matters concerning this application. I understand that the Applicant will be the primary contact for information and decisions during this processing of this application, and I may not be contacted by the Village of La Grange. I understand as well that I may change the Applicant for this application at any time by contacting the Community Development Office in writing.

\_\_\_\_\_  
Property Owner(s) Signature(s) -- **REQUIRED**

\_\_\_\_\_  
Date

4. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

- (This) Completed and Signed Application Form
- Plat of Survey
- Project Site Plan
- Project Zoning Analysis
- Proof of Ownership
- Application fee - \$250.00

5. PROPOSED PROJECT

A. Briefly describe the proposed project:

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B. Have you applied for a building permit for this project?

NO  YES (Date: \_\_\_\_\_)

6. REQUESTED ADJUSTMENT(S)

**What specific modification of the Code are you requesting?** For each adjustment, indicate (A) the specific section of the Zoning Ordinance that identifies the requirement, (B) the requirement (minimum or maximum) from which you seek relief, and (c) the amount of the relief you request the Village to grant. **Note: No more than two administrative adjustments may be approved.**

	(A) Section of Code	(B) Type of relief sought (e.g. front yard, corner side yard, maximum building coverage, detached garage setback)	(C) Amount Requested (e.g. front yard of 25 feet)
1			
2			

7. GENERAL CRITERIA FOR APPROVAL

The Petitioner must list below **FACTS AND REASONS** substantially supporting **each** of the following conclusions. (If necessary, use additional page)

A. What characteristic(s) of the property prevent compliance with the requirements of the Zoning Code?

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B. Briefly describe how the proposed project allows your property to be more in keeping with the established character of your neighborhood. If the requested relief is for a front yard, indicate the predominate front setback of existing houses on the block.

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C. Briefly describe the ways in which the requested adjustment is consistent with the purposes of this Code stated in Section 1-102.

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D. Describe the ways in which the requested adjustment eliminates an unnecessary inconvenience to the applicant and will have no appreciable adverse impact on the health, safety, or general welfare of the Village, of surrounding property owners, or of residents generally.

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E. How have you minimized the impact that the adjustment will have on adjoining property owners?

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8. PROPERTY OWNERS

List the owners of record of all properties located 150 feet from the property for which the application is being filed. These parties will be notified by the Village of the pending action. (If more space is needed, attach a separate sheet of paper.)

Owner's Name:	Mailing Address:

\* \* \* \* \*

I, the undersigned, do hereby certify that I am the owner or lessee of the subject property and do hereby certify that the above statements are true and correct to the best of my knowledge.

\_\_\_\_\_  
 (Signature of Owner or Lessee) (Address)

\_\_\_\_\_  
 (City) (State) (Zip)

\_\_\_\_\_  
 (Telephone) (Emergency Contact Phone Number)

\_\_\_\_\_  
 (Email Address)

Enclosures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**OFFICE USE ONLY**

Zoning Classification: \_\_\_\_\_ Authorized Request? \_\_\_\_\_ Date \_\_\_\_\_

**Recommendation**

Approve \_\_\_\_\_ Deny \_\_\_\_\_ \_\_\_\_\_ Date \_\_\_\_\_

Community Development Director

Comments:

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

## ADMINISTRATIVE ADJUSTMENT INFORMATION

### A. GENERAL APPLICATION INFORMATION

#### 1. Who can submit an application?

In order to submit an application for adjustment, an applicant must either own, lease or have a legal interest in the property, or must be a representative of such person.

#### 2. How do I submit an application?

Applications must be submitted in person Monday through Friday (excluding holidays) from 8:30 a.m. until 5:00 p.m. at the Community Development Department, Village Hall of La Grange, 53 S. La Grange Rd.

#### 3. What forms of payment are accepted?

Cash, Check, Visa, MasterCard

### B. INFORMATION ABOUT ADMINISTRATIVE ADJUSTMENTS

#### 1. What is an “administrative adjustment”?

The purpose of the administrative adjustment is to provide a method for the Village Manager to approve minor modifications of selected zoning standards for zoning lots in the Village’s single family residential districts.

For more detailed information, please refer to the Zoning Ordinance, Chapter 14, Part 7, “Administrative Adjustments.”

The following are eligible for administrative adjustments:

- Single family detached dwellings only.
- Maximum six (6) feet encroachment into front yards and corner side yards for front porches,
- Reduction by up to 30% in depth with a 20-foot minimum required front yard when that reduction would create a front yard matching the predominate front setback of existing houses on the block in which the subject property is located,
- Increase by up to 100 square feet, the maximum building coverage for renovating a single family detached dwelling originally constructed prior to January 28, 1991, or for construction of a detached garage in replacement of an attached garage,
- Renovation or replacement of existing detached garage not closer than one foot to any side yard line or rear lot line

## **2. What is the process?**

- Once the application is complete, the Community Development Office sends notification of the application to property owners within 150 feet.
- Property owners have 10 working days to submit public comments in writing to the Community Development Office.
- Following the review period, the Village Manager denies, approves, or approves the application with conditions.
- A notice of determination is delivered by mail to the applicant and to any property from which a Response was filed.

## **3. What is the timeframe?**

The approximate time from when a complete application is filed for an adjustment to when the applicant can reasonably expect a decision on that application is 60 days.

## **4. Can I appeal?**

Under Section 14-302 of the Zoning Code, the applicant or any owner of adjacent property who filed a Response to the application and whose property is directly affected by the adjustment may appeal the decision to the Zoning Board of Appeals within 45 days of the date of the mailing of the notification.