

ZONING APPEAL PROCESS

VARIANCE

NOTICE OF APPLICATION

- Send notice letters via certified US Mail.
- Sent to adjacent neighbors only (Immediate surrounding properties).



SUBMITTAL OF APPLICATION

- In person at 69 W. Washington St., #2830.
- By appointment only.
- No earlier than 15 days, no later than 30 days after notice letters were sent out.

REFERRAL OF APPLICATION

- Memo sent to Zoning Board of Appeals.
- Notice of hearing sent to the neighbors within 150' of the subject property.
- Notice of hearing posted in newspaper.
- Notice of hearing sent to the applicant.



ZBA HEARING

- The Zoning Board of Appeals will make a recommendation to approve, deny, or defer the zoning request.
- Transcript generated by court reporter.
- Findings of facts are prepared by the ZBA and forwarded to the County Board of Commissioners.



ZBA DECISION LETTER

- The decision letter is sent to the applicant.

SPECIAL USE

NOTICE OF APPLICATION

- Send notice letters via certified US Mail.
- Sent to neighbors within 250' of property lines (400' if including roadways).



SUBMITTAL OF APPLICATION

- In person at 69 W. Washington St., #2830.
- By appointment only.
- No earlier than 15 days, no later than 30 days after notice letters were sent out.



AGENCY REVIEW

- Agencies will provide feedback on the application submittal.
- Agencies include Planning and Development, Environmental Control, Forest Preserve District, Highways, Public Health and Building and Zoning.

REFERRAL OF APPLICATION

- Memo sent to Zoning Board of Appeals.
- Notice of hearing sent to the neighbors within 250' of the subject property.
- Notice of hearing posted in newspaper.
- Notice of hearing sent to the applicant.



Per ordinance, notice is publicly posted 15 days prior to the hearing.

ZBA HEARING

- The Zoning Board of Appeals will hear the case and public testimony is taken.
- No decision is made at this hearing.

TRANSCRIPTION & FINDINGS

- Feedback and responses are gathered.
- Findings of facts and recommendations are transcribed and forwarded to the Cook County Board of Commissioners.



Per ordinance, the case must be heard by the County Board no more than 60 days after the ZBA hearing.

COUNTY BOARD HEARING

- The final decision is made.
- An ordinance is prepared along with a decision letter and sent to the applicant.

MAP AMENDMENT

NOTICE OF APPLICATION

- Send notice letters via certified US Mail.
- Sent to neighbors within 250' of property lines (400' if including roadways).



SUBMITTAL OF APPLICATION

- In person at 69 W. Washington St., #2830.
- By appointment only.
- No earlier than 15 days, no later than 30 days after notice letters were sent out.

APPROVAL TO PROCEED

- Added to the Cook County Board of Commissioners' agenda for formal referral to the Zoning Board of Appeals.



AGENCY REVIEW

- Agencies will provide feedback on the application submittals.
- Agencies include Planning and Development, Environmental Control, Forest Preserve District, Highways, Public Health and Building and Zoning.

REFERRAL OF APPLICATION

- Memo sent to the Cook County Board of Commissioners.
- Notice of hearing sent to the neighbors within 250' of the subject property.
- Notice of hearing posted in newspaper.
- Notice of hearing sent to the applicant.



Per ordinance, notice is publicly posted 15 days prior to the hearing.

ZBA HEARING

- The Zoning Board of Appeals will hear the case and public testimony is taken.
- No decision is made at this hearing.

TRANSCRIPTION & FINDINGS

- Feedback and responses are gathered.
- Findings of facts and recommendations are transcribed and forwarded to the Cook County Board of Commissioners.



Per ordinance, the case must be heard by the County Board no more than 60 days after the ZBA hearing.

COUNTY BOARD HEARING

- The final decision is made.
- An ordinance is prepared along with a decision letter and sent to the applicant.