



How will the granting of the variance not merely serve as a convenience to you, but will alleviate some demonstrable hardship or difficulty so great as to warrant the variance?

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Will your variance increase traffic congestion or public safety in anyway? \_\_\_\_\_

Will your variance diminish or impair established property values within the surrounding area? \_\_\_\_\_

**Applicant  
Authorization**

I authorize the Village of Country Club to conduct any site visits necessary to evaluate this application. I hereby state that I have prepared this application and that, to the best of my knowledge, the information contained herein is complete, accurate and a true representation of the variance request. I further attest that I have the authority to submit this application and agree to comply with any and all conditions of variance approval. I agree to provide any additional information requested by the Village as they deem necessary for the processing of this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Office Use**

Date Application Accepted for Review: \_\_\_\_\_ By: \_\_\_\_\_

Contact Date for Supplemental Info: \_\_\_\_\_ Date supp. info Received: \_\_\_\_\_

Date Reviewed by Planning & Zoning: \_\_\_\_\_ Approved/Denied Vote: \_\_\_\_\_

Date Reviewed by Board of Trustees: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

Public Hearing Vote : \_\_\_\_\_ Approved/Denied

\_\_\_\_\_  
Kerri Krumme Village Clerk

# VARIANCE PROCEDURES

The variance process is intended to provide aggrieved persons with a mechanism that allows for possible variations to the ordinance. A property owner and/or Applicant is required to demonstrate that the strict compliance of an ordinance will result in specific difficulty or hardship.

General Information: Please be advised that this could take up to 2 months.

Per Section 405.300 Board of Adjustment and Variance Procedure.

The granting of variances for cases of hardship.

In the first (1st) case, the responsibility of the Planning & Zoning Board is to rule on the interpretation of the zoning regulations whenever there is an ambiguous provision or an alleged error. Variances are granted for unusual physical constraints and the role of the Planning & Zoning Board is to determine if a variance should be granted in a manner which is consistent with the intent of the Zoning Ordinance and fair to the applicants. The Planning & Zoning Board is not involved in administering the subdivision regulations.

*Procedure.* The following is the procedure to be followed for a variance.

1. An application for a variance, signed by the applicant, shall be addressed to the Board of Adjustment and presented to the Administrative Officer.
2. A fee of fifty dollars (\$50.00) shall be paid to the Village for each application to cover costs of advertising and administrative costs. The application shall contain or be accompanied by such legal descriptions, maps and plans and other information so as to completely describe the proposed use and existing conditions.
3. The Administrative Officer shall review the application and determine that sufficient data is contained to adequately describe the situation to the Board of Adjustment. If the data is not adequate, the Administrative Officer shall return the application to the applicant for additional information. Completed applications shall be forwarded to the Board of Adjustment.
4. A notice shall be filed in the official newspaper stating the date, place, time and purpose of the public hearing. The Village Clerk shall be responsible for submitting the information to the newspaper. A notice shall also be posted by the Village Clerk at the Village office.