



# ADMINISTRATIVE EXCEPTION APPLICATION

## VILLAGE OF GURNEE COMMUNITY DEVELOPMENT DEPARTMENT

**TO BE COMPLETED BY THE APPLICANT:**

**Date:** \_\_\_\_\_

**Application Type** (check one-submittal requirements on page 2):

- |   |  |
|---|--|
| <input type="checkbox"/> Lot Width Reduction<br><input type="checkbox"/> District Setback Reduction<br><input type="checkbox"/> Accessory Structure Setback Reduction | <input type="checkbox"/> Parking Space Reduction<br><input type="checkbox"/> Bicycle Parking Reduction<br><input type="checkbox"/> Loading Area Modification |
|---|--|

**Address of Subject Property:** \_\_\_\_\_

**PIN:** \_\_\_\_\_

**Present Use:** \_\_\_\_\_

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

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

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Owner Name** (if different than applicant): \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of the applicants knowledge and further understand that this Application and attachments become part of the Official Records of the Village of Gurnee; (2) Applicant has read and understands all information in this application; and (3) Applicant understands the submittal of inaccurate or incomplete information or plans may result in processing delays .**

Signature of Applicant	Date:
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Signature of Owner (if different from the applicant)	Date:
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**SUBMITTAL REQUIREMENTS:**

1. Provide a description of the proposed action
2. Provide a Legal Description
3. Proof of Standing (i.e. proof of ownership, control, authorization, etc.)
3. A plat of survey or site plan illustrating the exact dimensions of the requested administrative exception. This should be to a measurable scale no greater than 1" = 80'.
4. Any other supplemental information that you wish to provide regarding your proposed administrative exception (i.e. photographs, building plans, etc.)

**Justification of Proposed Action:**

In evaluating the proposed administrative exception, the Zoning Administrator will make findings based on the standards imposed by Section 16.1 of the Zoning Ordinance. Please respond to each of the following criteria and describe how the proposed exception complies with each standard (attach additional pages, if necessary):

- 1) The particular physical surroundings, shape, or topographical condition of the specific property involved would result in a particular hardship or difficulty upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.

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- 2) The reason for the administrative exception is unique to the property for which the administrative exception is sought and is not applicable, generally, to other property within the general area.

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- 3) The alleged difficulty or hardship is caused by the Ordinance and has not been created by any person presently having an interest in the property.

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- 4) The proposed administrative exception will not impair an adequate supply of light and air to adjacent property; substantially increase congestion in the streets; increase the danger of fire; endanger the public safety; or substantially diminish or impair property values within the adjacent neighborhood.

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**Review Section 16.3 of the Zoning Ordinance for further details on the Administrative Exception procedure and approval standards.**