



## VILLAGE OF TOWER LAKES ZONING VARIANCE APPLICATION

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1. Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

2. Address of Property (if different) \_\_\_\_\_

3. Owner(s) of property. Note that all persons having an interest in the property must be identified, i.e. contract purchasers, contract sellers, land trusts, beneficiaries of land trusts, etc.

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4. Sections of Village Code(s), Ordinances(s), or other regulation(s) for which a variance is being requested. (See Denial Letter issued from the Building Inspector)

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5. Exceptional conditions peculiar to applicant's property or its environment which results in practical difficulties and particular hardship to the owner by strict application of the Village requirements.

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## **REQUIRED DOCUMENTS THAT *MUST* ACCOMPANY THIS APPLICATION:**

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- A. Nine (9) sets of stamped, architectural building plans. If the plans include an expansion or an addition to the house, the plans *must* include drawings of the current and proposed interior layout for all floors and the basement.
- B. Nine (9) sets of septic plans which include the field layout on a contour map which shows both the existing and reserve septic area. The drawing (by an appropriately licensed individual) should show the drop boxes, septic tank(s), and applicable lift stations. (In the case of a new home, this would be the proposed system, APPROVED BY LAKE COUNTY HEALTH DEPARTMENT).
- C. Nine (9) copies of the plat showing to scale, the size and location of all the *new* construction and all *existing* structures (including the septic system and water lines or well) on the site, with distances from lot lines indicated. If a pool is being built, the distance to existing neighbor residences must be shown.
- D. If the plans include expansion on the lot, submit nine (9) copies of the approval of the project from the Lake County Health Department.
- E. Nine (9) copies of the legal plat of survey.
- F. Nine (9) copies of the deed or title policy giving the legal description of the property and indicating proof of legal ownership.
- G. If the application is for a height variance, submit nine (9) copies of a topographic survey.
- H. Nine (9) copies of the letter from the Building Officer denying your building permit application.
- I. Nine (9) copies of this completed variance application.
- J. A check payable to The Village of Tower Lakes for \$450.00 (\$200.00 for a nonrefundable filing fee; \$250.00 for legal costs incurred for drafting the variance ordinance). If your variance request is denied by the ZBA and you choose not to proceed, the \$250.00 for legal costs will be returned.
- K. Bring to your ZBA hearing documented proof that you have notified your surrounding neighbors at least 10 days prior to the scheduled ZBA meeting (all neighbors within 250 feet of your property line) that a zoning variance is being sought, as well as the date and time of the ZBA hearing (attach a copy of the published notice – contact Village Clerk to secure this document). Please have neighbors sign and date the document showing they have been notified.

**NOTARIZED SWORN STATEMENT OF APPLICANT**

The applicant states on oath that the information provided above is true and based on his/her personal knowledge, and that the applicant has full express authority from the owner(s) to execute this application.

Subscribed and sworn before me  
on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature

Submitted to the Village on \_\_\_\_\_

## **IMPORTANT INFORMATION TO EXPEDITE THE VARIANCE PROCESS**

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- ZBA Meetings are held the first Thursday of each month. If the variance is approved by the ZBA, it will go in front of the Village Board at the next board meeting for approval or denial.
- Village Board Meetings are held the third Monday of each month.
- The Village Clerk should be contacted at the beginning of this process (on initial application and upon receipt of denial letter from the Building Inspector) in order to expedite the process.
- Legal notification to publications is submitted by the Village Clerk; therefore you should contact her no less than 20 days prior to the ZBA hearing you are hoping to attend for the review of your Zoning Variance Application. If you do not follow this timeline, your application will be delayed until the next month's ZBA meeting.

## **CONTACT INFORMATION:**

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