



VILLAGE OF SCHILLER PARK, ILLINOIS

Zoning, Planning & Appeals Commission Petition

Please submit the following:

1. This form completed.
2. Appropriate ownership exhibit: if your property is held in partnership or corporation ownership.
3. Filing Fee of \$300 (appeals and plat consolidations are free).
4. Applicable legal notice fee to be assessed after publishing.
5. Proof of current ownership including an affidavit of title accompanied by a deed / title insurance policy.
6. Plat of Survey: must show present location of all existing structures, driveways, sidewalks, and easements on the real estate.
7. A site plan must be accurately dimensioned and display the proposed use of the real estate.
8. A list of all owners of property abutting and adjacent to the subject property accompanied by corresponding assessors map displaying PIN numbers and property location (Exhibit B); EXCEPT in an appeal and/or subdivision approval.
9. Site and building plans, if any, which must be schematic, and include elevations and floor plans for any proposed construction.

PLEASE SUBMIT ALL REQUIRED MATERIALS BY THE DEADLINE TO BE SCHEDULED FOR A PUBLIC HEARING BEFORE THE ZONING, PLANNING & APPEALS COMMISSION

Hearing Date 7:00 pm Village Hall	45 Day Submission Deadline	Neighborhood Notification 15-30 Days Before
December 10th, 2025	Sunday, October 26th, 2025	Tuesday, November 25th, 2025
January 14th, 2026	Sunday, November 30th, 2025	Tuesday, December 30th, 2025
February 11th, 2026	Sunday, December 28th, 2025	Tuesday, January 27th, 2026
March 11th, 2026	Sunday, January 25th, 2026	Tuesday, February 24th, 2026
April 8th, 2026	Sunday, February 22nd, 2026	Tuesday, March 24th, 2026
May 13th, 2026	Sunday, March 29th, 2026	Tuesday, April 28th, 2026
June 10th, 2026	Sunday, April 26th, 2026	Tuesday, May 26th, 2026
July 8th, 2026	Sunday, May 24th, 2026	Tuesday, June 23rd, 2026
August 12th, 2026	Sunday, June 28th, 2026	Tuesday, July 28th, 2026
September 9th, 2026	Sunday, July 26th, 2026	Tuesday, August 25th, 2026
October 14th, 2026	Sunday, August 30th, 2026	Tuesday, September 29th, 2026
November 11th, 2025	Sunday, September 27th 2026	Tuesday, October 27th, 2026
December 9th, 2026	Sunday, October 25th, 2025	Tuesday, November 24th, 2026

In most cases, the Commission has authority to make a recommendation only. During the hearing of your petition, you will be expected to present your reasons why the Commission should make its recommendation favorable to your request.

Chad Meyers, Chairman

Zoning, Planning & Appeals Commission

VILLAGE OF SCHILLER PARK, ILLINOIS
Zoning, Planning & Appeals Commission Petition

TYPE OF REQUEST:

- | | |
|---------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Variation (V) | <input type="checkbox"/> Subdivision (S) |
| <input type="checkbox"/> Property Zoning Change (Z) | <input type="checkbox"/> Conditional Use Permit (C) |
| <input type="checkbox"/> Amendment of Text of Zoning Code (T) | <input type="checkbox"/> Planned Development (PUD) |
| <input type="checkbox"/> Appeal Zoning Admin Decision (A) | <input type="checkbox"/> Other (O) |

THE PROPERTY

Mailing Address: _____, Schiller Park, Illinois, 60176

Presently located in Zoning District: _____,

Cook County Tax (PIN) Number: _____,

Legal Description: (Please attach separate legal document if lengthy)

DESCRIPTION OF REQUEST INCLUDING CODE SECTION(S), IF ANY, AFFECTED:

APPLICATION AND OWNERSHIP INFORMATION

The applicant shall submit with this application proof of ownership of the Subject Property by Affidavit of Title accompanied by Deed and/or Title Insurance Policy in accordance with the Zoning Code as well as the following:

Applicant Name: _____.

Applicant Address: _____.

Applicant Telephone: _____.

RELATIONSHIP OF APPLICANT TO SUBJECT PROPERTY: _____.

(Owner, Contract Purchaser, Architect, Attorney, Etc.)

ARE THERE ANY LEASEHOLDERS INTEREST YES NO

ARE THERE ANY CONTRACT INTERESTS IN THE SUBJECT PROPERTY? YES NO

OWNER OF SUBJECT PROPERTY (If Single Individual): OWNERSHIP JOINT OR IN COMMON

Name: _____, Name: _____,

Address _____, Address _____,

Daytime phone: _____, Daytime phone: _____,

If ownership is other than individual and/or joint ownership with spouse, please check appropriate category and complete percentage and identification information on appropriate Exhibit D or E hereto.

Corporation - Please file Exhibit D. Partnership - Please file Exhibit E. Other

Applicants Representatives (If Applicable):

Attorney: _____, Surveyor: _____,

Firm: _____, Firm: _____,

Address _____, Address _____,

Daytime phone: _____, Daytime phone: _____,

Email: _____, Email: _____,

Engineer: _____, Other: _____,

Firm: _____, Firm: _____,

Address: _____, Address: _____,

Daytime phone: _____, Daytime phone: _____,

Email: _____, Email: _____,

SIGNATURES

The undersigned hereby represents upon all of the penalties of the law, for the purpose of inducing the Village of Schiller Park to take the action herein requested, that all statements herein and on all related attachments are true and that all work herein mentioned will be done in accordance with the ordinances of the Village of Schiller Park and the laws of the State of Illinois.

Applicant Signature: _____, Date: _____,

Owner Signature (if different): _____, Date: _____,

EXHIBIT A: AFFIDAVIT OF TITLE- Required for All Applicants

STATE OF ILLINOIS _____)

_____) ss.

COUNTY OF COOK _____)

The undersigned affidavit, being first duly sworn, on oath states:

That affiant is owner of the premises _____, Schiller Park, Illinois 60176 (hereinafter referred to as "Premises") described in the attached deed or title insurance policy dated _____, showing the undersigned affiant as owner of the described Premises, which is the subject of the applicant for zoning consideration with which this affidavit is filed.

That, since the date of the **attached copy of deed or title policy**, as the case may be, affiant has not done or suffered to be done anything that could in any affect the title to Premises.

Affidavit further states: Naught

Petitioner Signature: _____,

NOTARY:

Subscribes and sworn to before me this _____, day of _____ 20____,

_____ (SEAL)

Notary Public

EXHIBIT B - CONTINUED: SAMPLE Assessors Map with PIN Numbers

This is an example of a map showing the property location, the existing conditions of the surrounding area, and all adjacent and abutting properties with their PIN numbers. Follow these instructions to produce a map of the subject property.

This map is found on the County Assessors website.

1. Go to www.cookcountyassessor.com.
2. In the SEARCH tab, click the INTERACTIVE MAPPING option.
3. Type in the FULL address of the subject property and click GO.
4. After accepting the terms, the system will highlight the property.
5. Click the "Basemap" button located at the top right of the map and switch the display to the "Aerial photo" option.
6. Click the PRINT tab and move the red "Print Area" square to cover all abutting and adjacent properties with their generated PIN numbers.
7. Submit the map with the packet (See EXAMPLE below)

Cook County Cook Viewer Output



2015 Cook County

EXHIBIT C: SAMPLE Notification Letter for Public Hearing before the Zoning, Planning & Appeals Commission

NOTE TO APPLICANT: Send a letter to ALL immediately adjoining property owners as determined by the Leyden Township Assessor's Office and as shown on the Cook County Assessors map in Exhibit B.

- ♣ **Certified Mail (The white slip with green printing)**
- ♣ **Return Receipt Requested (The completely GREEN card)**
- ♣ **Send no earlier than 30 days, no later than 15 days before the hearing**
(As noted by schedule on first pay of this application)

From: **Your Contact Information HERE**

Date: _____

To: Adjacent property owners

Subject: Request for Zoning Consideration at (insert address)

Dear:

This letter is to notify you that we have submitted an application to the Zoning, Planning and Appeals Commission of the Village of Schiller Park for a Property zoning change / **conditional use / variance / amendment / appeal** _ from the Village's Zoning Ordinance. The approval of **this Property zoning change / conditional use / variance / amendment / appeal** would permit us to **Insert your intent HERE** .

We are requesting consideration of the following:

(Insert description of request from page 2 of application)

The Zoning, Planning and Appeals Commission will consider this request at a public hearing on:

Insert hearing date HERE

7:00 P.M. at the Schiller Park Village Hall - 9526 W. Irving Park, Schiller Park (2nd floor).

If you are not the owner of the property, kindly forward this notice to the owner, or advise us of the owner's address so we may do so, when possible. If you cannot attend, you may contact the Village of Schiller Park Community Development Department or me. Thank you for your time and attention.

Sincerely,

Your Name HERE

EXHIBIT D: If the Property is in CORPORATE OWNERSHIP

Please list below the names and addresses of all officers and directors of the corporation and all shareholders who own, individually or beneficially 5% or more of the outstanding stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.

Name: _____ .

Address: _____
_____ .

Business phone: _____ .

Title or Position: _____ .

Ownership Percentage: _____ .

Name: _____ .

Address: _____
_____ .

Business phone: _____ .

Title or Position: _____ .

Ownership Percentage: _____ .

Name: _____ .

Address: _____
_____ .

Business phone: _____ .

Title or Position: _____ .

Ownership Percentage: _____ .

Name: _____ .

Address: _____
_____ .

Business phone: _____ .

Title or Position: _____ .

Ownership Percentage: _____ .

Name: _____ .

Address: _____
_____ .

Business phone: _____ .

Title or Position: _____ .

Ownership Percentage: _____ .

Name: _____ .

Address: _____
_____ .

Business phone: _____ .

Title or Position: _____ .

Ownership Percentage: _____ .

Name: _____ .

Address: _____
_____ .

Business phone: _____ .

Title or Position: _____ .

Ownership Percentage: _____ .

Name: _____ .

Address: _____
_____ .

Business phone: _____ .

Title or Position: _____ .

Ownership Percentage: _____ .

EXHIBIT E: If the Property is in PARTNERSHIP OWNERSHIP

Please list below all partners (general and/or limited) of the partnership who have a 5% or greater individual or beneficial interest in the partnership.

Name: _____ .
Address: _____ ,

Business phone: _____ .
Title or Position: _____ .
Ownership Percentage: _____ .

Name: _____ .
Address: _____ ,

Business phone: _____ .
Title or Position: _____ .
Ownership Percentage: _____ .

Name: _____ .
Address: _____ ,

Business phone: _____ .
Title or Position: _____ .
Ownership Percentage: _____ .

Name: _____ .
Address: _____ ,

Business phone: _____ .
Title or Position: _____ .
Ownership Percentage: _____ .

Name: _____ .
Address: _____ ,

Business phone: _____ .
Title or Position: _____ .
Ownership Percentage: _____ .

Name: _____ .
Address: _____ ,

Business phone: _____ .
Title or Position: _____ .
Ownership Percentage: _____ .

Name: _____ .
Address: _____ ,

Business phone: _____ .
Title or Position: _____ .
Ownership Percentage: _____ .

Name: _____ .
Address: _____ ,

Business phone: _____ .
Title or Position: _____ .
Ownership Percentage: _____ .