



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

Please submit the following to the Zoning Administrator, Max Morgan, AICP: mmorgan@schillerparkil.us

1. The completed petition form (following pages).
2. Appropriate ownership exhibit: if your property is held in partnership or corporation ownership.
3. Filing Fee of \$300
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.
10. A brief, written narrative that addresses the required Findings of Fact for the application type.

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
14-Jan-26	November 27, 2025	December 12-27
11-Feb-26	December 28, 2025	January 12 - 27
11-Mar-26	January 23, 2026	February 19 - 24
8-Apr-25	February 20, 2026	March 9 - 24
13-May-26	March 27, 2026	April 13 - 28
10-Jun-26	April 24, 2026	May 11 - 26
8-Jul-26	May 22, 2026	June 8 - 23
12-Aug-26	June 24, 2026	July 13 - 28
9-Sep-26	July 27, 2026	August 11 - 26
14-Oct-26	August 28, 2026	September 11 - 27
11-Nov-26	September 28, 2026	October 12 - 27
9-Dec-26	October 23, 2026	November 9 - 24

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.

Michael Bowcock, Chairman
 Zoning, Planning & Appeals Commission

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

TYPE OF REQUEST:

- | | |
|---|--|
| <input type="checkbox"/> VARIANCE | <input type="checkbox"/> SUBDIVISION |
| <input type="checkbox"/> PROPERTY ZONING CHANGE | <input type="checkbox"/> CONDITIONAL USE PERMIT |
| <input type="checkbox"/> CODE TEXT AMENDMENT | <input type="checkbox"/> PLANNED DEVELOPMENT (PUD) |
| <input type="checkbox"/> APPEAL ZONING ADMIN DECISION | <input type="checkbox"/> OTHER |

THE PROPERTY:

Physical Address: _____, Schiller Park, Illinois 60176

Presently located in Zoning District: _____

Cook County Tax (PIN) Number: _____ - _____ - _____ - _____ - _____

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 _____

Address _____

Email Address and Telephone _____

RELATIONSHIP OF APPLICANT TO SUBJECT PROPERTY: _____
(Owner, Contract Purchaser, Architect, Attorney, Etc.)

ARE THERE LEASEHOLD INTEREST IN THE SUBJECT PROPERTY? 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:

Firm:

Address:

Business Phone:

Email:

Surveyor:

Firm:

Address:

Business Phone:

Email:

Engineer:

Firm:

Address:

Business Phone:

Email:

Other: _____

Firm:

Address:

Business Phone:

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 (If other than Owner)

Date: _____

Print Name: _____

Owner Signature

Date: _____

Print Name: _____

OFFICE USE ONLY:

Filing Fees Paid: \$ _____

Court Reporter Deposit Paid (If Applicable): \$ _____

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)
-

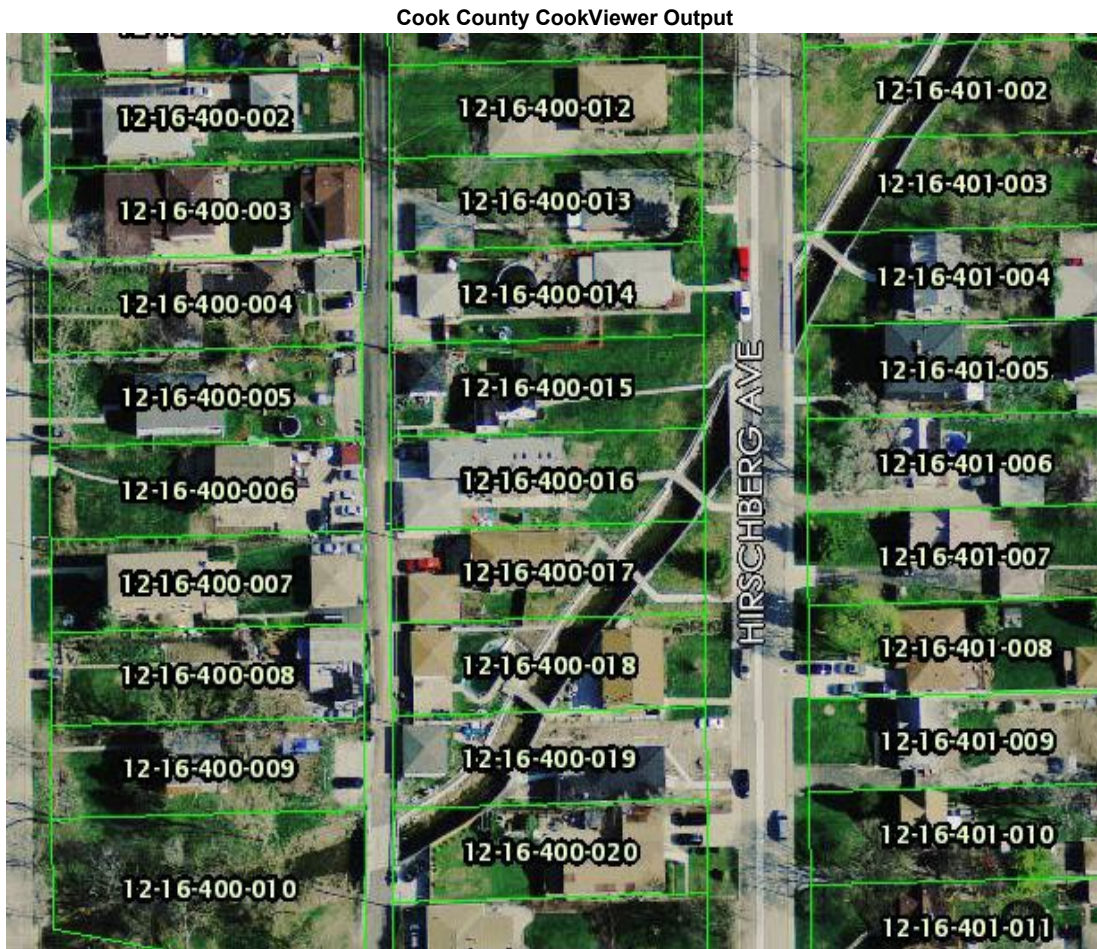


EXHIBIT C: SAMPLE Notification Letter for Public Hearing before the Zoning, Planning & Appeals Commission

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**

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 _____

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 _____