



## CITY OF NAPERVILLE

TRANSPORTATION, ENGINEERING, AND DEVELOPMENT (TED)  
BUSINESS GROUP  
400 S. Eagle Street  
Naperville, IL 60540  
[www.naperville.il.us](http://www.naperville.il.us)

# PETITION FOR ZONING VARIANCE

January 1, 2021

## TRANSPORTATION, ENGINEERING, & DEVELOPMENT (TED) BUSINESS GROUP

Use this packet to request a variance from the City of Naperville zoning regulations. Zoning variances are subject to a public hearing before the Planning and Zoning Commission and approval by the Naperville City Council. This Petition for Zoning Variance is available on the City's website at <http://www.naperville.il.us/developmentpetition.aspx>. Questions may be directed to the City of Naperville TED Business Group at [DRT@naperville.il.us](mailto:DRT@naperville.il.us).

### E-Plan Review

"E-plan review" is short-hand for electronic plan review. It is the process of reviewing development submittals in a digital format instead of on paper. All development projects submitted to the City require e-plan review. All plans (e.g., site plan, engineering plans, landscape plans, etc.) and application materials (e.g. parking and traffic studies, application forms, etc.) associated with these projects must be provided to the City of Naperville electronically per the following table:

Required E-Plan Review Submittals	Format*	Page
Zoning Variance Form (Exhibit A)	PDF File	5 - 7
Response to Standards (Exhibit B or Exhibit C)	PDF File	8 - 9
Disclosure of Beneficiaries (Exhibit D)	PDF File	10 - 11
Legal Description**	MS Word File	N/A
Site Plan (e.g., Plat Survey) depicting all existing structures, patios, decks, and proposed structures, additions, signs, and/or fences and the setbacks from lot lines to such improvements ( <i>drawn to scale</i> ).	PDF File	N/A
\$500 application fee	Check payable to the City of Naperville	N/A

\*Submittals must comply with the formatting and filename specifications detailed in the Naperville [PDF Submittal Requirements](#) and [Naperville Required Submittal List](#).

\*\*It is the petitioner's sole responsibility to verify that the correct legal description including address and PIN(s) is being submitted. Failure to do so may result in additional resubmittals, additional fees, meeting rescheduling, project delays, etc.

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### OVERVIEW OF ZONING VARIANCE PROCESS

1. Prior to submittal of a Petition for Zoning Variance, please email a brief description of your project to the TED Planning Department at [planning@naperville.il.us](mailto:planning@naperville.il.us) to determine whether or not a concept meeting is required. A project manager will be assigned to you at this time.
2. Following your concept meeting (if required), prepare a complete Petition for Zoning Variance including all items noted in the Required E-plan Review Submittals table above. All submittals shall comply with the formatting and filename specifications detailed in the Naperville [PDF Submittal Requirements](#) and [Naperville Required Submittal List](#).
3. Contact your Project Manager to obtain access to Naperville's e-Review Submittal Portal. See the [Naperville E-Review Submittal Instructions](#) for additional details.



4. Electronically submit the complete Petition for Zoning Variance including all items (except for fee) noted in the Required E-plan Review Submittals table above. *Submittals will not be accepted and/or processed until all of the submittal requirements are met.*
5. Drop off a check in the amount of \$500 to the Development Services Counter on the 1<sup>st</sup> floor of the Municipal Center, 400 S Eagle Street, or mail it to your Project Manager's attention at City of Naperville, 400 S Eagle Street, Naperville IL 60540.
6. Once the completed Petition for Development Approval is accepted, it will be forwarded to City departments (e.g. planning, utilities, engineering, etc.) for review and comment.
7. At the conclusion of the review cycle, if all fees have been paid, the Project Manager will transmit the City's technical review comments to the Primary Contact identified on the Zoning Variance Form (see page 6). Comments may necessitate revisions to plans prior to scheduling the project for a Planning and Zoning Commission (PZC) and/or City Council meeting.
8. Once department review of the Petition is completed, the project will be scheduled for a public hearing before the Planning and Zoning Commission (PZC). The Petitioner will be notified of the hearing date approximately three weeks in advance. City staff will complete newspaper notification requirements; the Petitioner is required to complete mailed notice and posting of a sign on the property (see [Public Hearing Information Packet](#) for additional information).
9. Following a public hearing and recommendation by the PZC, the case will be scheduled for City Council consideration. The Petitioner will be notified of the City Council date approximately four weeks in advance of the meeting. A summary of the meeting format for the PZC and City Council is provided on the next page of this packet.
10. Zoning variances are subject to City Council approval. Permits associated with the variance will only be granted upon City Council approval of the variance request.

### EFFECTIVE PERIOD OF APPLICATION

Please note that Applications for Engineering Approval are only valid for a period of two years from the date of application submission and that all cases will be closed by the City without further notice to the Applicant after the two-year period has expired.



### SUMMARY OF PUBLIC MEETING FORMAT

A summary of the meeting format for the Planning and Zoning Commission (PZC) and City Council is provided below. The following is intended to provide a general overview of the format for each meeting; and the role of the Petitioner, City staff, the general public, the PZC, and the City Council. For additional information, please contact your assigned project manager.

#### PLANNING AND ZONING COMMISSION (PZC)

The Planning and Zoning Commission meeting begins at 7 p.m. (first and third Wednesday's of each month). Prior to the start of the meeting, City staff will be available to provide assistance and answer any questions or concerns. The following is a summary of the meeting format:

- City Staff Presentation – At the start of the public hearing City staff will provide a brief overview of the requested variance.
- Petitioner Testimony – Following City staff's presentation, the Petitioner, attorney representing the petitioner, and/or consultant(s) will have an opportunity to speak. The extent of the Petitioner's presentations varies by case. The Petitioner may provide a presentation, outline key points, or state that they are available for questions only.
- Public Testimony – The public will have an opportunity to provide comments on the case. The PZC Chairman will ask if any member of the audience is present to speak on the case.
- PZC Questions/Comments – Following public testimony (if any), the PZC members will discuss the variance request and may address questions to City staff and/or the Petitioner.
- PZC Recommendation – The PZC will provide a recommendation at the conclusion of their discussion. The recommendation will be forwarded to City Council for final determination. City staff will confirm a City Council meeting date with the Petitioner following the PZC meeting.

#### CITY COUNCIL

The City Council meeting begins at 7 p.m. (first and third Tuesday of each month). The Petitioner should arrive prior to 7 p.m. to register with the City Clerk's Office in order to 1) speak on the case; or 2) respond to questions only (i.e., no presentation).

The Petitioner or attorneys representing petitioner(s) may speak on an agenda item first and will be allotted up to 10 minutes. Other speakers who have signed up for the agenda item will be allotted up to three minutes to speak.

For additional information about the Naperville City Council, visit the City's website at [www.naperville.il.us/government/meet-your-city-council](http://www.naperville.il.us/government/meet-your-city-council).

CITY OF NAPERVILLE  
**ZONING VARIANCE FORM**



Exhibit A

ADDRESS OF SUBJECT PROPERTY: 1163 TIMBERLANE CT

PARCEL IDENTIFICATION NUMBER (PIN): 08-17-102-003

I. PETITIONER: MURPHY'S LANDSCAPE AND DESIGN

PETITIONER'S ADDRESS: 1260 ARBORSIDE DRIVE

CITY: AURORA \_\_\_\_\_ STATE: IL \_\_\_\_\_ ZIP CODE: 60502 \_\_\_\_\_

PHONE: 630-991-7582 \_\_\_\_\_ EMAIL ADDRESS: george@murphylandscapedesign.com

II. OWNER(S): THOMAS GADFORT AND RUTH S. VANDEWATER

OWNER'S ADDRESS: 1163 TIMBERLANE CT

CITY: NAPERVILLE \_\_\_\_\_ STATE: IL \_\_\_\_\_ ZIP CODE: 60502 \_\_\_\_\_

PHONE: 206-595-3550 \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

III. PRIMARY CONTACT (review comments sent to this contact): LAURA CARRERA

RELATIONSHIP TO PETITIONER: PERMITS

PHONE: 331-575-5337 \_\_\_\_\_ EMAIL ADDRESS: permitsxlala@gmail.com

IV. OTHER STAFF

NAME: \_\_\_\_\_

RELATIONSHIP TO PETITIONER: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

RELATIONSHIP TO PETITIONER: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CITY OF NAPERVILLE  
**ZONING VARIANCE FORM**



Exhibit A

**V. SUBJECT PROPERTY INFORMATION**

ZONING OF PROPERTY: Residential

AREA OF PROPERTY (Acres or sq ft): 16,830

DETAILED DESCRIPTION OF VARIANCE (include relevant Section numbers of Municipal Code; attached additional pages if needed):

3 Season Room 270 S.P.

SUNROOM AS proposed to sit 22' From rear property line  
At the lowest point, at the Highest point (see plat) sunroom to sit  
at 17' from rear Property Line. Plat HAS BEEN MARKED

**VI. PETITIONER'S SIGNATURE**

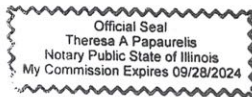
I, George Murphy, Landscape Contractor (Petitioner's Printed Name and Title), being duly sworn, declare that I am duly authorized to make this Petition, and the above information, to the best of my knowledge, is true and accurate.

[Signature]  
(Signature of Petitioner or authorized agent)

12-17-20  
(Date)

SUBSCRIBED AND SWORN TO before me this 17 day of December, 2020

[Signature]  
(Notary Public and Seal)



CITY OF NAPERVILLE  
ZONING VARIANCE FORM



Exhibit A

VII. OWNER'S AUTHORIZATION LETTER

I/we hereby certify that I/we am/are the owner(s) of the above described Subject Property. I/we am/are respectfully requesting processing and approval of the request(s) referenced in this Petition. I/we hereby authorize the Petitioner listed on this Petition to act on my/our behalf during the processing and presentation of this request(s).

*Thomas Gadfort*  
(Signature of 1<sup>st</sup> Owner or authorized agent)

*Ruth J. Van de Water*  
(Signature of 2<sup>nd</sup> Owner or authorized agent)

12/17/20  
(Date)

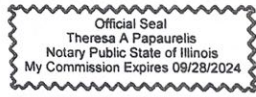
12/17/20  
(Date)

Thomas Gadfort, Homeowner  
1<sup>st</sup> Owner's Printed Name and Title

Ruth J. Van de Water  
2<sup>nd</sup> Owner's Printed Name and Title

SUBSCRIBED AND SWORN TO before me this 17 day of December, 2020

*Theresa A. Papaurelis*  
(Notary Public and Seal)





## REQUIRED PUD DEVIATION STANDARDS

The Naperville Municipal Code requires a petitioner who is seeking a variance to respond to a set of standards that demonstrate both the need and appropriateness of the variance request. Your response to the standards is forwarded to the Planning and Zoning Commission and City Council for consideration, along with a report prepared by staff, when reviewing your requested variance. It is important to provide thorough responses to each of the standards listed below. To assist in better understanding the intent of each standard, a more detailed explanation for each standard is provided below along with helpful information to consider when preparing your responses.

### EXHIBIT 2: Section 6-4-3:12.1: Standards for Approving a PUD Deviation

1. Whether the requested deviation would undermine the intent and purpose of the underlying zoning district; and

*Explanation: The purpose of a Planned Unit Development (PUD) is to provide an alternate under which land can be developed with innovation, imagination, and creative architectural design. The objective of a PUD is to encourage a higher level of design and amenity than is possible to achieve under otherwise standards zoning regulations. With all PUD's, the underlying zoning district still remains in place and many of the associated zoning regulations continue to apply to the development and redevelopment of land and properties within the PUD. In this response, you should provide details as to why and/or how the deviation will still maintain the overall intention of the underlying zoning district.*

2. Whether the requested deviation would be a detriment to the provision of municipal services and infrastructure; and

*Explanation: Explain how the request to vary from the approved PUD, if approved, will not significantly impact the delivery of public services. Your response should demonstrate that the deviation will not interfere with the City's ability to provide services; such as traffic control and management, water and sanitary services, maintenance of public space and facilities, etc.*

3. Whether the requested deviation would contribute a planned unit development which offers a superior level of design, amenity enhancement, or environmental benefit; or would enhance community vitality through the inclusion of attainable or barrier free housing.

*Explanation: Explain how the deviation from the PUD requirements will still maintain the integrity of the planned development's superior design, amenities, or environmental benefits; or further the City's character by the inclusion of attainable housing (if applicable to the requested deviation). Questions to ask yourself when preparing this response may include: will the deviation result in an improvement that is out of character or inconsistent with the remainder of the development? If so, what considerations/alterations/ conditions have been made to protect the PUD from the proposed improvement? Are there similar improvements within the immediate area improved in a similar manner?*