

**VILLAGE OF HOFFMAN**

**APPLICATION FOR INITIAL ZONING CERTIFICATE**

A. Name and Address of Applicant: \_\_\_\_\_

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B. Name and Address of Owner or Operator of the Proposed Lot, Structure or Use if different from A: \_\_\_\_\_

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C. Brief General Description or Explanation of Proposal: \_\_\_\_\_

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D. Location of the Proposed Lot, Structure or Use and its relationship to adjacent lots, structures or uses: \_\_\_\_\_

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E. Area and Dimensions of the Site of the Proposed Finished Grade: \_\_\_\_\_

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F. Height and Setbacks of the Proposed Structure: \_\_\_\_\_

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G. Number and Size of Proposed Dwelling Units, if any: \_\_\_\_\_

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H. Location and Number of Proposed Parking or Loading Spaces and Access Ways: \_\_\_\_\_

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I. Identification and Location of all Existing or Proposed Utilities, Whether Public or Private: \_\_\_\_\_

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J. Accurate information as to the location and requirements of each utility, drainage, and access easement on the property, including the width of the easement, the holder of the easement, uses permitted on the easement, and persons or entities entitled to the use the easement: \_\_\_\_\_

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K. A drawing or plat of the property showing the location and dimensions of existing improvements and the proposed changes, property boundary lines, distances from property lines and between buildings, existing and proposed utilities, utility easements, and existing and proposed access ways. \_\_\_\_\_

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L. Other Information: \_\_\_\_\_

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DATED: \_\_\_\_\_

\_\_\_\_\_  
Applicant

**VILLAGE OF HOFFMAN**  
**INITIAL ZONING CERTIFICATE**

The Zoning Committee of the Village of Hoffman hereby issues an Initial Zoning Certificate in accordance with an Application filed by \_\_\_\_\_ date \_\_\_\_\_. This Certificate shall be valid for **one (1) year** unless sooner revoked and may be renewed for successive **one (1) year** periods upon written request, provided that the applicant is making good faith efforts to complete the authorized project.

This Initial Zoning Certificate is conditioned upon applicant's proceeding with the proposed project strictly in accordance with the application filed herein, and in accordance with the following additional conditions:

Upon completion of the project, it shall be the obligation of the applicant to notify the Village Clerk or the Zoning Committee of such completion and to obtain a Final Certificate of Zoning. Failure to comply with the provisions of the application, the additional conditions stated herein, or violation of any other ordinances of the Village or applicable state and federal regulations pertaining to the project may be grounds for denial of a final zoning certificate. It is unlawful to use, occupy or put into operation the project for which this certificate has been issued unless and until a final certificate of zoning compliance has been issued after an inspection of the project.

DATED: \_\_\_\_\_

ZONING COMMITTEE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VILLAGE OF HOFFMAN**

**APPLICATION FOR VARIANCES AND SPECIAL USES**

An application containing the following information shall be filed by each person or firm seeking a special use or variance under the Hoffman Zoning Code. It shall be the obligation of each applicant to comply with **65 ILCS 5/11-13-7** as amended. Procedure with respect to special uses and variances is governed by **Article X** of the Hoffman Zoning Code. Additional information with respect to the application may be furnished on sheets attached hereto and in plats, drawings or maps depicting the property which is the subject of this application.

A. Name and Address of Applicant: \_\_\_\_\_

\_\_\_\_\_  
B. Name and Address of Owner or Operator of the Proposed Lot, Structure or Use if different from A: \_\_\_\_\_

\_\_\_\_\_  
C. Nature of the Proposed Use, including Type of Activity, Manner of Operation, Number of Occupants or Employees, and Similar Matters: \_\_\_\_\_

\_\_\_\_\_  
D. Location of the Proposed Use or Structure, and its relationship to existing uses or structures: \_\_\_\_\_

\_\_\_\_\_  
E. Area and Dimensions of the Site of the Proposed Structure or Uses: \_\_\_\_\_

\_\_\_\_\_  
F. Existing Topography of the Site (USGS 10-foot contour data is acceptable), and Proposed Finished Grade: \_\_\_\_\_

\_\_\_\_\_  
G. Existing and Proposed Screening, Landscaping, and Erosion Control Features on the Site, including the Parking Area: \_\_\_\_\_

\_\_\_\_\_  
H. Height and Setbacks of the Proposed Structure: \_\_\_\_\_

\_\_\_\_\_

I. Number and Size of Proposed Dwelling Units, if any: \_\_\_\_\_

\_\_\_\_\_

J. Location and Number of Proposed Parking or Loading Spaces and Access Ways: \_\_\_\_\_

\_\_\_\_\_

K. Identification and Location of all Existing or Proposed Utilities, Whether Public or Private:

\_\_\_\_\_

L. Accurate information as to the location and requirements of each utility, drainage, and access easement on the property, including the width of the easement, the holder of the easement, uses permitted on the easement, and persons or entities entitled to the use the easement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

M. A drawing or plat of the property showing the location and dimensions of existing improvements and the proposed changes, property boundary lines, distances from property lines and between buildings, existing and proposed utilities, utility easements, and existing and proposed access ways. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

N. A Statement as to the Particular Requirements of this Code which, if strictly applied, would cause particular hardship with respect to the property affected: \_\_\_\_\_

\_\_\_\_\_

DATED: \_\_\_\_\_

\_\_\_\_\_  
Applicant

**VILLAGE OF HOFFMAN**  
**FINAL ZONING CERTIFICATE**

The Zoning Committee of the Village of Hoffman hereby issues a Final Zoning Certificate pursuant to an Application filed by \_\_\_\_\_  
dated \_\_\_\_\_, and covering real estate described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Final Zoning Certificate is issued upon the representation and upon the condition that all terms and conditions of the Application for Zoning Certificate and all terms and conditions imposed by the Initial Zoning Certificate have been and will continue to be fully complied with.

It shall be unlawful to use, occupy, or operate this property in any manner contrary to the terms and conditions hereof or in violation of any ordinance of the Village or any state or federal law or regulation application to the project.

DATED: \_\_\_\_\_

ZONING COMMITTEE

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\_\_\_\_\_  
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