

**CITY OF URBANA  
UNIFORM VARIANCE APPLICATION**

To: Chairperson [ ] Building Safety Code Board of Appeals  
Board of Appeals  
400 S. Vine St. [ ] Property Maintenance Code Board of Appeals  
Urbana, IL 61801 Appeals

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DO NOT WRITE IN THIS SPACE -- FOR OFFICE USE ONLY

Date Filed: \_\_\_\_\_ Variance Application No. \_\_\_\_\_

Date Set for Hearing: \_\_\_\_\_ Date Hearing Held: \_\_\_\_\_

Notice to News Media: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid -- Receipt No.: \_\_\_\_\_ Amount: \$\_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS: (Indicate other actions such as continuances) \_\_\_\_\_

\_\_\_\_\_  
Action by Board on Request for Variance: \_\_\_\_\_  
(granted, denied, other)

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**DATA ON APPLICANT AND OWNER**

Name of Applicant(s): \_\_\_\_\_

Address of Applicant(s): \_\_\_\_\_

Property Interest of Applicant(s): \_\_\_\_\_  
(owner, contract purchaser, etc.)

Name of Owner(s): \_\_\_\_\_

Address of Owner(s): \_\_\_\_\_

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**~VARIANCE REQUESTED** Date of Request: \_\_\_\_\_

Type of Variance Requested: \_\_\_\_\_

Address of Property: \_\_\_\_\_, Urbana, IL 6180\_\_\_\_\_  
(street address)

Legal Description: \_\_\_\_\_  
(attach if necessary)

\_\_\_\_\_  
Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
(vacant, residence, store, factory, etc.)

## REASONS FOR VARIANCE REQUEST

Note: The following questions must be answered completely. **If additional space is necessary, please attach extra pages to application.**

1. What types of modifications would allow you a reasonable use of your building?  
Change in requirement for:

Window Area     Drainage     Means of Egress  
 Ventilation     Ceiling Height     Other \_\_\_\_\_

2. Describe the current situation, giving dimensions where appropriate.

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3. What conditions restrict you from meeting code requirements?

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4. To the best of your knowledge, can you affirm that the situation described above was not created by yourself or a previous property owner by not getting proper authorization or obtaining permits to do work after the code became law?

YES                       NO

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## PREVIOUS ACTIONS BY APPLICANT ON PROPERTY

Yes     No                      Have you ever filed an application for variance for this property in the past?

Granted     Denied                      What action did the Board take on that request?

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Wherefore, petitioner prays that this petition be heard by the Board of Appeals and the variance to the regulations of the code be made as herein requested.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_\_.

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Applicant

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Phone

To be filed with:    BSCBA/PMCBA Secretary  
                                  Community Development Services  
                                  400 S. Vine St., Urbana, IL 61801