



## VILLAGE GREEN OVERLAY DISTRICT DESIGN REVIEW APPLICATION

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Prior to submitting this formal application, contact the Development & Planning Services Department of Northbrook to schedule an optional preliminary application submittal meeting with staff to ensure all necessary application materials are included in the submittal, and to address any necessary revisions prior to formal filing. This meeting can be beneficial in saving time and ensuring an initial submittal is filed in its entirety.

The initial submittal **MUST** contain:

- ☐ **1 electronic version (PDF) of ALL application materials (refer to application section regarding instructions for naming files).**
  - **Written Narrative** inclusive of details pertaining to the proposed development or redevelopment specifying type of design work, material types and colors, and how the development relates to surround context. The narrative must also include a response to the Review Criteria listed in Section 2-112 of the Northbrook Zoning Code.
  - **Plat of Survey** (if older than one year include attached affidavit)
  - **Site Plan and Building Plans** (when applicable) drawn to scale inclusive of all structures and hard surfaces on the property with clearly labeled dimensions for all setbacks from lot lines prepared by a licensed professional.
  - **Elevations** (when applicable) drawn to scale with labeled dimensions and building materials and colors identified
  - **Tree Survey and Preliminary Landscape Plan** (when applicable) labeling proposed species and caliber
  - **Other Exhibits** as may be necessary
  - **Non-Refundable Fee** of \$250.00
  - **Escrow** of \$1,000.00

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### Applicant Information

Legal Name \_\_\_\_\_  
\_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

### Primary Contact Person

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

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### Property Information *(if more than one parcel is involved in the request please include the information for all parcels)*

Site Location/Address: \_\_\_\_\_

Property Index Numbers: \_\_\_\_\_  
\_\_\_\_\_

Size of Property: \_\_\_\_\_ (square feet/acres)

Size of Building Space, if applicable: \_\_\_\_\_ (square feet)

Current Zoning: \_\_\_\_\_

Current Use of the Property: \_\_\_\_\_

Is any portion of the property within the 100-year floodplain?<sup>1</sup> Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Consultants (as applicable)**

**Attorney**

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

**Architect/Planner**

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

**Landscape Architect**

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

**Other**

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

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**Review Criteria**

1. **General Building Design and Relation to Street and Pedestrians.** All building designs shall be evaluated under the following guidelines, as well as the way in which the design relates to the street on which the subject building is, or is proposed to be, located:
  - a. **Height, Bulk, Scale and Massing.** Overall height and massing of proposed buildings and structures shall be modulated to reduce the appearance of height and bulk.
  - b. **Rooflines.** Rooflines shall be designed to generate visual interest.
  - c. **Façade.** Architectural details in building facades shall provide visual interest and be generally compatible with surrounding buildings and properties.
  - d. **Proportion of Openings.** The size and number of openings (windows, doors, etc.) shall be proportionate to the overall facade.
  - e. **Rhythm of Entrance Porch and Other Projections.** The scale of entrances and other projections shall be designed to relate proportionately to sidewalks and pedestrians.
  - f. **Open Spaces.** The quality and location of the open spaces between buildings and in setback spaces between the street and façade shall be suitably located in relation to the street, other open spaces and pedestrian ways.
2. **Visual Compatibility.** Visual compatibility shall be considered and reviewed in terms of the following criteria.
  - a. **Height.** The height of proposed buildings and structures as it relates to adjacent buildings.
  - b. **Materials.** The quality of materials and their relationship to those in existing adjacent structures.
  - c. **Proportion of Front Facade.** The relationship of the width to the height of the front elevation shall be visually compatible with buildings, public ways, and places to which it is visually related.
  - d. **Proportion of Openings.** The relationship of the width to the height of windows shall be visually compatible with buildings, public ways, and places to which the building is visually related.

- e. **Rhythm of Solids to Voids in Front Facades.** The relationship of solids to voids in the front facade of a building shall be visually compatible with buildings, public ways, and places to which it is visually related
  - f. **Rhythm of Spacing and Buildings on Streets.** The relationship of a building or structure to the open space between it and adjoining buildings or structures shall be visually compatible with the buildings, public ways, and places to which it is visually related.
  - g. **Relationship of Materials and Texture.** The relationship of the materials and texture of the facade shall be visually compatible with the predominant materials used in the buildings and structures to which it is visually related.
  - h. **Roof Shapes.** The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
  - i. **Walls of Continuity.** Building facades and appurtenances such as walls, fences, and landscape masses shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street to ensure visual compatibility with the buildings, public ways, and places to which such elements are visually related.
  - j. **Scale of Building.** The size and mass of buildings and structures in relation to open spaces, windows, door openings, porches, and balconies shall be visually compatible with the buildings, public ways, and places to which they are visually related.
3. **Overall Site Design and Landscaping.** The overall site design shall be reviewed in terms of the quality of the following elements:
- a. **Landscaping and Screening.** Parking lots, unsightly equipment and service areas shall be screened from public view by means of landscaping, fencing, or other means of screening.
  - b. **Lighting.** Exterior lighting shall be architecturally integrated with building style, material and color, and shall not be directed off site.
  - c. **Parking.** Automobile access, servicing of the property, and impact on vehicular traffic patterns and conditions on-site and in the vicinity of the site, and the retention of trees and shrubs to the maximum extent possible shall also be reviewed.
4. **Special Considerations for Existing Buildings.** For existing buildings the availability of materials, technology, and craftsmanship to duplicate existing styles, patterns, textures, and overall detailing shall be considered.

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☐ **Plat of Survey & Parcel Legal Description(s)**

Attach the most recent plat of survey of the Subject Property, certified by a registered land surveyor, showing existing lot lines and dimensions, lot area, all easements, all public and private rights-of-way, and all streets across and adjacent to the subject property.

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**SITE OWNERSHIP AND CONTROL**

**Current Property Owner Information**

Legal Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

**Proposed Property Owner Information**

Legal Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

Village of Northbrook

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**FORMAL ZONING & SUBDIVISION RELIEF APPLICATION**

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Attach a copy of a title policy or deed showing current ownership of the property. If property is held in a trust, also include a certified copy of the trust agreement or a simple affidavit (under oath before a notary) as to who are the beneficiaries of the trust. (Check which document(s) are attached):

- ☐ Deed
- ☐ Title Policy or Title Commitment (*Required for Subdivision Applications & Plats of Consolidation Applications*)
- ☐ Certified Copy of Trust Agreement OR a simple Affidavit Identifying Trust Beneficiaries
- ☐ **Complete Attachment A, listing all individuals/entities that have a beneficial interest in the legal entity that currently owns the property**
- ☐ **Complete Attachment B, listing all individuals/entities that have a beneficial interest in the legal entity that is proposed to own the property upon receiving necessary approvals.**

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**Applicants Involvement with the Property**

If the Applicant does not own the property, please also provide documentation showing the applicant's interest in the property (Check which document is attached. The dollar amounts in documents may be blacked-out):

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Owner (see the previous box) | <input type="checkbox"/> Lease       |
| <input type="checkbox"/> Real Estate Contract         | <input type="checkbox"/> Other _____ |
- ☐ **Complete Attachment C, listing all individuals/entities that have a beneficial interest in the legal entity that is the Applicant.**

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**Filing Fees**

All applications require payment of a non-refundable fee, which can be paid in the Development & Planning Services office at the Village Hall or online following a formal application submittal with the Zoning Administrator. The fee payment must be complete to begin the review process.

**Non-Refundable Fee is \$250.00**

**Escrow is \$1,000.00.**

**Northbrook Ethics Code** (*potential conflicts of interest*)

On a separate sheet of paper list the name, address, nature, and extent of any current or potential interest that any Village officer or employee may have in, or with respect to the owner, the applicant, or the property. **If none, check here:** \_\_\_\_\_

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**Repeat Application**

Has any other application for this property been submitted to the Village and denied within the last two years?

\_\_\_ yes \_\_\_ no (check one)

If yes, attach a statement of the grounds justifying reconsideration.

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**Applicant/Owner Acknowledgments**

By execution of this application in the space provided below, the Applicant and Owner(s) do hereby certify, acknowledge, agree and affirm to the Village of Northbrook that:

1. The Village and its representatives have the right, and are hereby granted permission and license, to enter upon the property, and into any structures located thereon, for purposes of conducting any inspections that may be necessary in connection with this application.

2. I (We) have carefully read this application, the Northbrook Zoning Code and Northbrook Subdivision & Development Code and fully understand the terms and provisions of each.
3. I (We) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.
4. I (We), in accordance with the requirements of the Annual Fee Ordinance, the Northbrook Zoning Code and the Northbrook Subdivision & Development Code, agree to pay all applicable filing fees and be responsible for the payment of all reimbursable expenses associated with the processing of this application.

Applicants may attach additional materials or exhibits to this application if necessary or helpful in explaining the relief requested.

**Signature of Applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name & Title:** \_\_\_\_\_

**Signature of Property Owner(s):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name & Title:** \_\_\_\_\_

## **Instructions for Submitting Electronic Files**

When submitting a zoning or subdivision relief application with the Village you must submit **one electronic copy** of your application submittal. When submitting your electronic application materials, we ask that you follow the instructions below.

1. The electronic copy of your submittal should be submitted via email or on a USB flash drive (also known as a memory stick, a clip drive, thumb drive, etc.) submitted directly to staff as pdf attachments and NOT in a zip file or dropbox.
2. **Each electronic file must be submitted as a PDF file cannot be larger than 20 MB.**
3. The files should contain descriptive filenames; for example, landscape plans should be labeled "Landscape Plans – 1-21-16" rather than some internal file naming system such as "LAN 345662-Z". As included in the example of a filename, the filename should also contain the most recent revision date of the file "Landscape Plans – 1-21-16"
4. The files should be organized in a numeric order separate the number from the rest of the file name by a dash (-).  
For example:
  - 1–Application Form
  - 2–Plat of Survey
  - 3–Site Plan – 1-21-16
  - 4–Landscape Plan – 1-24-16



**Development & Planning Services Department**

1225 Cedar Lane  
Northbrook, Illinois 60062  
847-664-4055  
www.northbrook.il.us

**VG-O Design Review**

**Plat of Survey Affidavit**

**Required for Plat of Survey over one year old**

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STATE OF ILLINOIS  
COUNTY OF COOK

**AFFIDAVIT**

\_\_\_\_\_, being first duly sworn upon oath, deposes and states that  
the Plat of Survey dated \_\_\_\_\_ for the property commonly known as \_\_\_\_\_  
\_\_\_\_\_, Northbrook, Illinois shows all of the structures and impervious surfaces as current and  
accurate on the property.

\_\_\_\_\_  
Affiant

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_(SEAL)

