



FORMAL APPLICATION – ZONING & SUBDIVISION RELIEF**

Prior to submitting this formal application, contact the Development & Planning Services Department of Northbrook to determine if your application requires a Preliminary Review by the Board of Trustees. The following materials are the minimum required for the processing of a formal application by the Village of Northbrook's Plan Commission and Board of Trustees. A public hearing or public meeting for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. If you have questions regarding the completion of this application please contact the Development & Planning Services Department at 847-664-4050.

****Applications for zoning relief from the Zoning Board of Appeals must use a different application form.**

The initial submittal **MUST** contain:

1 electronic version (PDF) of **ALL** application materials (refer to application section regarding instructions for naming files).

Applicant Information

Legal Name Kimberly Rio
Company Board of Education of Northbrook School District 27
Address 1250 Sanders Road
City, State, Zip Northbrook, IL 60062


Primary Contact Person

Name Kimberly Rio
Company Board of Education of Northbrook School District 27
Address 1250 Sanders Road
City, State, Zip Northbrook, IL 60062


Consultants (as applicable)

Attorney
Name _____
Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Civil Engineer
Name Claudia Welp
Company CAGE Engineering, Inc.
Address 2200 Cabot Drive, Ste. 325
City, State, Zip Lisle, IL 60532
Phone No. 815-757-1420
Email cwelp@cagecivil.com

Architect/Planner

Name _____
Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Other

Name _____
Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Village of Northbrook
FORMAL ZONING & SUBDIVISION RELIEF APPLICATION

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

Site Location/Address: 1250 Sanders Road, Northbrook IL

Property Index Numbers: 04-07-300-026, 04-07-300-027, 04-07-300-010, and 04-07-300-011

8.61 Acres (PIN: 04-07-300-026), 0.44 Acres (PIN: 04-07-300-010),

Size of Property: 8.32 Acres (PIN: 04-07-300-027) 0.88 Acres (PIN: 04-07-300-011) (square feet/acres)

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

Comprehensive Plan Land Use Designation¹: Institutional Facility (PIN: 04-07-300-026) Open Space/Outdoor Recreation (PIN: 04-07-300-027) Single Family (PIN: 04-07-300-010 & 04-07-300-011)

Current Zoning: IB (PIN: 04-07-300-026), OS (PIN: 04-07-300-027), and Unincorporated (PIN: 04-07-300-010 & 04-07-300-011)

Current Use of the Property: _____

Is any portion of the property within the 100-year floodplain?¹ Yes: _____ No: X

Requested Action(s) (check all that are applicable)

Comprehensive Plan Amendment
 Annexation (separate form required)
 Rezoning from OS to IB
 Special Permit for _____

 Renewal of Special Permit Ord. No. _____
 Amendment to Existing Special Permit
Ord. No. _____
 Site Plan Approval

Zoning Code Text Amendment
 Zoning Variation (in conjunction with other relief) for _____

 Planned Development
 Subdivision - Tentative Plat
 Subdivision - Final Plat
 Subdivision - Variations/Waiver for _____

 Exception for _____
 Other _____

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.

Conformity with Comprehensive Plan

Include a written statement explaining the conformity, or lack of conformity, of the approval being requested to the Village's Official Comprehensive Plan and Official Map. Where the approval being requested does not conform to the Official Comprehensive Plan or Official Map, provide reasons justifying the requested approval.

Surrounding Property Owners Addresses

Please attach the names and mailing addresses of all property owners of record (not tenants) within 250 feet of the property, excluding public rights-of-way, based on current County tax records. See page 9 of this document for instructions on how to obtain the addresses.

¹ As found on the Village website www.northbrook.il.us/Government/Departments/Planning/GIS/index.php

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SITE OWNERSHIP AND CONTROL**Current Property Owner Information**

Legal Name: Board of Education of Northbrook School District 27

Primary Contact: Kimberly Rio

Address 1250 Sanders Road

City, State, Zip Northbrook, IL 60062



Proposed Property Owner Information

Legal Name: Same as current

Primary Contact: _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

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.

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):

Owner (see the previous box) Lease
 Real Estate Contract Other _____

Complete Attachment C, listing all individuals/entities that have a beneficial interest in the legal entity that is the Applicant.

Additional Required Attachment(s)

Submit all relevant attachments specified in the below worksheet(s) that correspond with your application request(s) selected on page two of this application; the worksheets can be found on the Village of Northbrook website www.northbrook.il.us. (Check all that are applicable)

<input type="checkbox"/> Comprehensive Plan Amendment Worksheet	<input type="checkbox"/> Zoning Variation Worksheet
<input checked="" type="checkbox"/> Annexation Worksheet	<input type="checkbox"/> Planned Development Worksheet
<input checked="" type="checkbox"/> Rezoning Worksheet	<input type="checkbox"/> Subdivision Worksheet – Tentative Plat
<input type="checkbox"/> Special Permit Worksheet	<input checked="" type="checkbox"/> Subdivision Worksheet - Final Plat
<input type="checkbox"/> Site Plan Approval Worksheet	<input type="checkbox"/> Subdivision Worksheet - Variations/Waiver
<input type="checkbox"/> Zoning Code Text Amendment Worksheet	<input checked="" type="checkbox"/> Plat of Consolidation Worksheet

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Filing Fees

All applications require payment of a non-refundable fee, as well as additional funds that are held in escrow to off-set anticipated recoverable expenses. Please attach a check with your application and indicate below the amount of the fee submitted. A copy of the fee schedule is attached to the application form.

\$ _____ Amount of Non-Refundable Fee

\$ _____ Amount of Escrow

\$ _____ Total Application Fee (Non-Refundable Fee plus Escrow)

The escrow covers such items as Village attorney time (currently billing at approx. \$400.00 per hour), public notice expenses, public meetings (\$50.00 per mtg), & staff review time. If these expenses exceed the initial escrow deposit, the applicant is responsible for additional payment to the Village prior to completing approval process. If the expenses are less than the escrow deposit, the applicant will be issued a refund.

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:** _____

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.

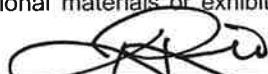
Applicant/Owner Acknowledgments

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

12-9-25

Print Name & Title: Kimberly Rio, Assistant Superintendent for Finance & Operations

Signatures of Property Owner(s):

Assistant Superintendent
for Finance & Operations

Property Address: 1250 Sanders Road, Northbrook IL

Date

12-9-25

****If more than one applicant or property owner, please copy this page and have additional applicants/property owners sign form.**

Note: Village review and approval of rezoning, special permit, and subdivision applications may be dependent upon the Applicant first receiving necessary approvals from State and County regulatory agencies such as, but not limited to, the Illinois Department of Transportation, Illinois Environmental Protection Agency, the Metropolitan Water Reclamation District of Greater Chicago, & the Cook County Highway Department.

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ATTACHMENT A: Current Property Owner – Beneficial Interest

Please check which of the following describes the current property owner's beneficial interest in the property and complete this sheet as instructed for each type of beneficial interest:

<input type="checkbox"/> Corporation	If current property owner is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the 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.
<input type="checkbox"/> Partnership or LLC	If current property owner is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
<input type="checkbox"/> Trust	If current property owner is a trust, please provide the trust number _____ and name and address of the Trustee _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the current property owner in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: Board of Education of
Northbrook School District 27

Address: 1250 Sanders Road,
Northbrook, IL

Ownership or Trust Interest: 100 %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Village of Northbrook
FORMAL ZONING & SUBDIVISION RELIEF APPLICATION

ATTACHMENT B - Proposed Property Owner (if applicable) – Beneficial Interest

Please check which of the following describes the proposed property owner's beneficial interest in the property and complete this sheet as instructed for each type of beneficial interest:

<input type="checkbox"/> Corporation	If the proposed property owner is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the 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.
<input type="checkbox"/> Partnership or LLC	If proposed property owner is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
<input type="checkbox"/> Trust	<p>If proposed property owner is a trust, please provide the trust number _____ and name and address of the Trustee _____</p> <p>as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the proposed property owner in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust</p>

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

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ATTACHMENT C - Applicant – Beneficial Interest

Please check which of the following describes the beneficial interest in the legal entity that is the applicant and complete this sheet as instructed for each type of beneficial interest:

<input type="checkbox"/> Corporation	If applicant is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the 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.
<input type="checkbox"/> Partnership or LLC	If applicant is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
<input type="checkbox"/> Trust	If the applicant is a trust, please provide the trust number _____ and name and address of the Trustee _____ as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the applicant in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: Board of Education of
Northbrook School District 27

Address: 1250 Sanders Road,
Northbrook, IL

Ownership or Trust Interest: 100 %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Northbrook School District 27 - Wood Oaks Jr. High Narrative

Wood Oaks Jr. High, located at 1250 Sanders Road in Northbrook, Illinois, was originally built in 1972, with additions built in 1991, 1992, and 2006. The original construction included a 65,000 square foot school, parking for approximately 100 vehicles, and a bus/car drop-off lane. Since that time, Wood Oaks has seen three building additions, effectively doubling the square footage of the actual building to over 130,000 square feet, with no additional square footage added to the parking lot. Through the decades, the total number of staff accessing the school building has increased, including teachers, support staff, and administrative staff. The Administration Center is attached to Wood Oaks Junior High School. The junior high currently supports 85-90 staff members on a daily basis, plus visitors. The junior high serves approximately 450 students in grades 6-8. About 40% (approx. 200 students) take one of eight school buses that serve the school, and the remaining students either walk, ride their bikes, or are picked up/dropped off by car. The majority of the non-bus riders are picked up/dropped off by car. Depending on the school schedule, holiday breaks, and/or inclement weather, the car and bus traffic creates congestion, often with the overflow spilling out onto Sanders Road, causing further congestion and potential safety issues on a major North/South county road. Wood Oaks Junior High is the only school building in the school district that currently does not separate car and bus traffic for arrival and dismissal times, further adding to the congestion and overflow onto Sanders Road.

Students participate in eighteen different athletic teams year-round. There are six different music ensembles and numerous after-school clubs and activities. The need for increased parking can be seen daily as parents arrive to watch their children participate in these different activities, while school staff vehicles remain parked after hours. Wood Oaks is a busy campus from the first student arrivals at 7:30 am to well after dark.

In addition, the school hosts more than a dozen events requiring parking for 100 to 300 families; this is in addition to the school staff requiring a parking space. Custodial staff must assist in parking vehicles inside the bus/car lane. Sometimes, late-arriving vehicles block access for emergency vehicles. There are over thirty-six sports events needing adequate parking, which can occur at any time of the year as the school hosts both indoor and outdoor competitions.

As previously mentioned, parent drop-offs and pickups have increased dramatically. Any inclement weather, rain, cold, or snow, increases the need for more traffic holding capacity. The current lot has only a few spaces to spare once all staff arrive for work each day. Wood Oaks also hosts parking for Park District events, and it acts as a spare lot for Northbrook Days.

This use has deteriorated the parking lot surface and infrastructure to the point of needing to be completely replaced. Understanding the current needs of the school, District 27 has engaged CAGE Civil Engineering to design a new parking area, enlarge the current traffic loop, and create a separate bus loop on D27 property at the corner of Sanders Road. and Walters Ave. This redesign will more than double our current parking capacity. It will also bring the school up to the current zoning code parking requirements. A traffic study was performed to assess the

need for more car capacity. The redesigned traffic loop will accommodate even the busiest parent drop-off day.

Included in this redesign are increased stormwater detention, EV charging stations, improved LED lighting, and Crisis Prevention Through Environmental Design (CPTED) for added safety measures. Every improvement made to the Wood Oaks parking and traffic infrastructure increases the safety level for students, staff, and parents. The increased traffic capacity and bus/car separation will greatly improve traffic flow and accident avoidance on and off of Sanders Road. Frustrated parents will not be inclined to drop students off inside the parking lot or park in the surrounding neighborhood streets. Bus ridership may actually increase as students will no longer have to wait to board buses after all car traffic has finished loading. District 27 also acknowledges the need for sustainability and green space. CAGE Civil Engineering has been directed to provide options for paver-surfaces, bioswales, and other green space opportunities as budgeting and Metropolitan Water Reclamation District (MWRD) requirements allow.

This parking infrastructure project will improve safety for all District 27 stakeholders, and it will serve the families of District 27 as well as various user groups, including the Northbrook Park District and Village of Northbrook. These improvements are an investment for the community for many years in the future.

