



Village of Northbrook

PLANNED DEVELOPMENT CONCEPT PLAN WORKSHEET

In addition to submitting the *Formal Application* form for a planned development concept plan approval application, the Applicant must include the following information with your application. A Plan Commission public hearing 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. All of the required application materials must be submitted to the Community Planning Department.

The initial submittal **MUST** contain:

- 7 collated copies of complete sets** of all application materials including the application form, required attachments, and folded full size plat/plan sheets
- 1 electronic version (PDF)** of all application materials submitted in a format as described on the last page of the Formal Application form.

This worksheet summarizes the planned development concept plan requirements of the Northbrook Zoning Code. An applicant is responsible for referring to the Northbrook Zoning Code and other Village Codes to ensure that the application is complete and in compliance with all regulations.

REQUIRED MATERIALS FOR SUBMISSION

Development Name

Select a name which is unique to the Northbrook area for identification purposes:

Map Depicting the Municipal & Special District Boundaries where adjacent to or within the Subject Property

Written Statement – Project Description

Attach a written statement explaining a general description of the proposed planned development, the planning objectives to be achieved by it, including the rationales and assumptions of the applicant supporting the proposed planned development, and the market it is intended to serve. Also explain how the proposed planned development is to be designed, arranged and operated so as not to adversely affect the development and use of neighboring property in accordance with applicable regulations of this Code.

The written statement must also include an outline of the Applicant's intent with respect to ownership, sale, and leasing of the various completed units, structures, spaces, and areas within the proposed development.

The statement must also include a development schedule for the phases of development that will occur. This schedule must include an approximated start and completion date for all phases of the proposed development.

Lastly the written statement must identify existing natural and environmental resources and features on the subject property, including its topography, vegetation, soils, geology, and scenic view, and the impact of the proposed planned development on such resources and features, including proposals to preserve or protect such resources and features.

Schematic Graphic Depiction of Proposed Plan

- Submit schematic graphic drawings, drawn to scale, of the proposed site plan depicting the below items:
 - Public and/or Private rights-of-way on or adjacent to the Subject Property
 - Proposed dimensions and locations of vehicular and pedestrian circulation and parking elements
 - Public and private open space
 - Residential, commercial, office, and/or industrial and other land use designation locations
 - General location and purpose of all easements
- Submit Preliminary Engineering Plans depicting the adequacy of the existing and proposed sanitary sewer, storm sewer, and water distribution systems
- Submit soft-line architectural elevations indicating the general style of architecture and typical building materials.

Tax Impact Study

The Tax Impact Study should indicate the possible tax consequences and/or benefits the proposed planned development will have upon the Village of Northbrook and other affected taxing bodies.

Traffic & Transit Study

The Traffic Study must include a list of new street construction and traffic control improvements necessary to accommodate the estimated increase in traffic and traffic related problems occasioned by the proposed development, as well as a statement of the Applicant's proposals for providing those needed improvements.

Natural and Environmental Resources and Features

- Copy of an application for Natural Resource Assessment to the North Cook County Soil and Water Conservation District (*this is solely for parcels over 2 acres in size*)
- Written description of natural and environmental resources and features on the subject property including its topography, vegetation, soils, geology, and scenic view, and the impact of the proposed planned development on such resources and features, including proposals to preserve or protect such resources. This includes providing a Tree Survey for the existing conditions.

Detailed Financial Assurance – Financing Plan

Submit a detailed description of the financial assurances to be presented to guarantee completion of all public improvements and private open space to be provided in connection with the proposed planned development. The Applicant must also submit evidence of the financing plan proposed to use to complete the proposed development (an applicant's prior success in completing projects of similar scope may be offered in support of this requirement).

Tentative Plat of Subdivision Worksheet (if required)

Special Permit Worksheet

Statements of Justification Satisfying the Standards for a Planned Development

In addition to submitting a statement of justification for the special permit associated with the Planned Development, all applicants must submit additional responses to ALL of the below listed items. The responses must be submitted on an additional sheet of paper with as detailed answers as possible.

- a) **Unified Ownership Required.** The entire property proposed for planned development treatment shall be in single ownership or under such unified control as to ensure that the entire property will be developed as a unified whole. All owners of the property shall be included as joint applicants on all applications and all approvals shall bind all owners. The violation of any owner as to any tract shall be deemed a violation as to all owners and all tracts.
- b) **Minimum Area.** The district regulations of this Code establishing standards for particular types of planned development specify the minimum area required for same planned development. In addition to meeting that specific standard, or where no specific standard is set, the applicant shall have the burden of establishing that the subject property is of sufficient size and shape to be planned and developed as a unified whole capable of meeting the objectives for which planned developments may be established pursuant to this Section.

- c) **Covenants and Restrictions to be Enforceable by Village.** All covenants, deed restrictions, easements and similar restrictions to be recorded in connection with the planned development shall provide that they may not be modified, removed or released without the express consent of the Board of Trustees and that they may be enforced by the Village as well as by future landowners within the proposed development.
- d) **Public Open Space and Contributions.** Whenever the Official Comprehensive Plan or Official Map indicates that development of a planned development will create a need for land for public purposes of the Village within the proposed planned development, the Board of Trustees may require that such area be designated and to the extent such need is specifically and uniquely attributable to the proposed development, dedicated to the Village for such use. In addition, the Board of Trustees may require evidence that all requirements of Village ordinances pertaining to the dedication of land or the contribution of cash in connection with subdivisions or developments of land have been met as respects the proposed planned development.
- e) **Common Open Space.**
- (1) **Amount, Location and Use.** The failure of a planned development to provide common open space shall be considered to be an indication that it has not satisfied the objectives for which such developments may be approved pursuant to this Code. When common open space is provided in a planned development, the amount and location of such open space shall be consistent with its intended function as set forth in the application and planned development plans. No such open space shall be used for the construction of any structure or improvement except such structures and improvements as may be approved in the Final Plan as appropriate to the intended leisure and recreational uses for which such open space is intended.
 - (2) **Preservation.** Adequate safeguards, including recorded covenants or dedication of development rights, shall be provided to prevent the subsequent use of common open space for any use, structure, improvement or development other than that shown on the approved Final Plan. The restrictions must be permanent and not for a given period of years and must run with the land.
 - (3) **Ownership and Maintenance.** The Final Plan shall include such provisions for the ownership and maintenance of such open space and improvements as are reasonably necessary to ensure their continuity, care, conservation, maintenance and operation in accordance with predetermined standards and to ensure that remedial measures will be available to the Village if such open space or improvements are permitted to deteriorate or are not maintained in a condition consistent with the best interests of the planned development or the Village.
 - (4) **Property Owners' Association.** When the requirements of the preceding Subparagraph are to be satisfied by the ownership or maintenance of such open space or improvements by a property owners' association, such association shall meet each of the following standards:
 - (i) The by-laws and rules of the association and all declarations, covenants and restrictions to be recorded must be approved as part of the Detailed Plan prior to becoming effective. Each such document shall provide that it shall not be amended in any manner that would result in it being in violation of the requirements of this Subparagraph.
 - (ii) The association must be established and all covenants and restrictions recorded prior to the sale of any property within the area of the planned development designated to have the exclusive use of the proposed open space or improvements.
 - (iii) The association must be responsible for casualty and liability insurance, taxes, and the maintenance of the open space and improvements to be deeded to it.
 - (iv) Membership in the association must be mandatory for each property owner, and any successive owner, having a right to the use or enjoyment of such open space or improvements.
 - (v) Every property having a right to the use or enjoyment of such open space or improvements

must pay its pro rata share of the cost of the association by means of an assessment to be levied by the association that meets the requirements for becoming a lien on the property in accordance with statutes of the State of Illinois.

- (vi) The association must have the right to adjust the assessment to meet changed needs. The membership vote required to authorize such adjustment shall not be fixed at more than 51 percent of the members voting on the issue.
- (vii) The Village must be given the right to enforce the covenants.
- (viii) The Village must be given the right, after ten days' written notice to the association, to perform any maintenance or repair work that the association has neglected to perform, to assess the membership for such work and to have a lien against the property of any member failing to pay such assessment. For this purpose alone, the Village shall have all the rights and powers of the association and its governing body under the agreements and declarations creating the association.

f) Landscaping and Perimeter Treatment. Any area of a planned development not used for structures or circulation elements shall be landscaped or otherwise improved. The perimeter of the planned development shall be treated so as to ensure compatibility with surrounding uses by means such as provision of compatible uses and structures; setbacks; screening; or natural or manmade buffers. Every planned development shall provide a perimeter landscaped open space along each of its boundaries; each such open space shall have a minimum depth equal to the minimum applicable yard required in the district in which it is located.

g) Private Streets. Private streets shall be permitted in a planned development provided that:

- (1) Said streets shall be treated as public streets and rights of way for purposes of all setbacks, yards and calculations under this Code.
- (2) Said streets shall be owned and maintained by a property owners' association meeting the requirements set forth in Subparagraph E2(e)(4) above; and
- (3) A covenant shall be recorded against the subject property acknowledging that the Village shall at no time be under any obligation to provide maintenance for or accept dedication of said streets.

h) Utilities. All utility lines shall be installed underground.

Where district regulations authorizing a planned development use in a particular district impose additional standards, a special permit for such development shall not be granted unless the applicant establishes compliance with such standards.

COMPLIANCE WITH VILLAGE REGULATIONS

All applications will be reviewed to determine compliance with the following Village codes and regulations:

- Zoning Code
- Subdivision & Development Code
- Standards and Specifications Manual
- Tree Protection and Tree Preservation Ordinance
- Restrictive Covenants
- Development Agreements
- All other applicable Village codes and regulations

The applicant is responsible for ensuring a submitted application includes all of the necessary submittal requirements and meets all applicable standards and requirements of the Village codes.

Village Departments Involved with the Review of Community Planning Applications

- Development & Planning Services
- Fire
- Police
- Public Works and Engineering
- Village Attorney