



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 _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Primary Contact Person

Name _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Consultants (as applicable)

Attorney

Name _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Architect/Planner

Name _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Civil Engineer

Name _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Other

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)

Comprehensive Plan Land Use Designation¹: _____

Current Zoning: _____

Current Use of the Property: _____

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

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

<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Zoning Code Text Amendment
<input type="checkbox"/> Annexation (separate form required)	<input type="checkbox"/> Zoning Variation (in conjunction with other relief) for _____
<input type="checkbox"/> Rezoning from _____ to _____	<input type="checkbox"/> Planned Development
<input type="checkbox"/> Special Permit for _____	<input type="checkbox"/> Subdivision - Tentative Plat
<input type="checkbox"/> Renewal of Special Permit Ord. No. _____	<input type="checkbox"/> Subdivision - Final Plat
<input type="checkbox"/> Amendment to Existing Special Permit Ord. No. _____	<input type="checkbox"/> Subdivision - Variations/Waiver for _____
<input type="checkbox"/> Site Plan Approval	<input type="checkbox"/> Exception for _____
	<input type="checkbox"/> 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: _____

Primary Contact: _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Proposed Property Owner Information

Legal Name: _____

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):

<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.

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 type="checkbox"/> Annexation Worksheet	<input type="checkbox"/> Planned Development Worksheet
<input type="checkbox"/> Rezoning Worksheet	<input type="checkbox"/> Subdivision Worksheet – Tentative Plat
<input type="checkbox"/> Special Permit Worksheet	<input 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 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:** _____

Print Name & Title: _____

Signatures of Property Owner(s): _____ **Date:** _____

Print Name & Title: _____ **Property Address:** _____

****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.

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: _____

Name: _____

Address: _____

Address: _____

Ownership or Trust Interest: _____ %

Ownership or Trust Interest: _____ %

Name: _____

Name: _____

Address: _____

Address: _____

Ownership or Trust Interest: _____ %

Ownership or Trust Interest: _____ %

Name: _____

Name: _____

Address: _____

Address: _____

Ownership or Trust Interest: _____ %

Ownership or Trust Interest: _____ %

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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: _____

Name: _____

Address: _____

Address: _____

Ownership or Trust Interest: _____ %

Ownership or Trust Interest: _____ %

Name: _____

Name: _____

Address: _____

Address: _____

Ownership or Trust Interest: _____ %

Ownership or Trust Interest: _____ %

Name: _____

Name: _____

Address: _____

Address: _____

Ownership or Trust Interest: _____ %

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: _____

Name: _____

Address: _____

Address: _____

Ownership or Trust Interest: _____ %

Ownership or Trust Interest: _____ %

Name: _____

Name: _____

Address: _____

Address: _____

Ownership or Trust Interest: _____ %

Ownership or Trust Interest: _____ %

Name: _____

Name: _____

Address: _____

Address: _____

Ownership or Trust Interest: _____ %

Ownership or Trust Interest: _____ %

Application Fees

The Annual Fee Ordinance of the Village of Northbrook establishes the filing fees for all zoning and subdivision applications. These recoverable expenses include Village Attorney fees, Village staff time, public notices, and a fee of \$50 for each Plan Commission or Board of Trustees public meeting during which the matter is reviewed. All requisite fees must be submitted with the application. The following is a summary of required filing fees:

	Standard Fee & Escrow		Your Application Fee & Escrow	
	Non- Refundable Fee	Escrow	Non- Refundable Fee	Escrow
ZONING CODE RELIEF				
Residential Variation	\$350.00	-		
Non-Residential Variation	\$600.00	\$1,000.00		
Zoning Code Text Amendment				
Text Amendment	\$ 250.00	\$ 2,500.00		
Creation of New Zoning District or Other Major Code Amendment	\$ 250.00	\$ 10,000.00		
Special Permit				
Initial Application or Amendment Involving Use Change Only (NO site improvements)	\$ 250.00	\$ 1,500.00		
Initial Application or Amendment Involving Site Improvements	\$ 250.00	\$ 4,000.00		
Renewal Application	\$ 150.00	\$ 750.00		
Additional Fee for Review of Traffic Study	\$ 250.00	\$ 2,500.00		
Rezoning	\$ 500.00	\$ 2,500.00		
Planned Development	\$ 500.00	\$ 10,000.00		
Comprehensive Plan Amendment	\$ 500.00	\$ 2,500.00		
SUBDIVISION & DEVELOPMENT CODE				
Tentative Plat	\$300.00	\$500/lot first 10 lots; + \$200/add'l lot, not to exceed \$10,000		
Final Plat or Combined Tentative & Final Plat	\$ 300.00	\$2,000+\$500/lot first 10 lots; + \$250/ add'l lot, not to exceed \$10,000		
Final Engineering Approval	None	\$500/lot; not to exceed \$5,000		
Renew Expiring Tentative Plat	\$250.00	\$1000.00		
Plat of Consolidation	\$50 / lot	\$ 2,500.00		
Minor Subdivision	\$50 / lot	\$ 2,500.00		
Subdivision Variation	\$ 250.00	\$ 1,000.00		
Annexation/Subdivision/Development Agreement	None	\$ 7,000.00		
Transferee Assumption Agreement	None	\$2,500.00		
Condo Conversion Agreement	None	\$ 7,000.00		
		TOTAL		

Obtaining Surrounding Property Owner Mailing Addresses

Reminder: Provide 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.

- The information for obtaining the addresses can also be gathered at the Northfield Township Office, 2550 Waukegan Road, Suite 100, in Glenview. For more information regarding Township office hours, please call (847) 724-8300.
- Title Companies will also conduct the property owner address search.
- Conduct the search yourself following the below steps:

PART I:

Contact the Development & Planning Services Department at 847-664-4050 and staff will provide you with a copy of a Sidwell map for the Subject Property and surrounding area printed to a scale of 1"=200' which will provide you with the PIN numbers required to find the current property owners mailing addresses.

Determine which surrounding properties are within 250 feet of the Subject Property excluding public right-of-way (streets, railroad tracks, and utilities). Below is an image exemplifying a Subject Property and the surrounding properties located within 250 feet of the Subject Property excluding the public right-of-way.



PART II:

Go to:

Cook County Property Tax Portal
<http://www.cookcountypropertyinfo.com/pinresults.aspx>

Next:

Enter the "Property Index Number" (PIN) that you received from Part 1 of this process.

Once you enter the above PIN and code, then select the "Search" button.

This should bring up a page (if ALL of the information used is correct) which will have the Property Address, and the Mailing Address which should be the property owner.

The Public Notice mailing will go to the **MAILING ADDRESS** so that is the address you will need to provide.

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 on a USB flash drive (also known as a memory stick, a clip drive, thumb drive, etc.) or via email directly to staff as pdf attachments 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–Special Permit Worksheet
 - 3–Site Plan – 1-21-16
 - 4–Landscape Plan – 1-24-16
5. If a subset of plan sheets, such as landscape plans, consists of more than one sheet, the sheets should be combined and submitted as one electronic file. Each individual sheet should not be submitted as a separate file. If combining all the plan sheets into one electronic file results in a file larger than 20 MB, then separating the electronic file into two files would be appropriate.

Please share the above electronic submittal requirements with everyone on your design team.