



# Village of Northbrook

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## DEVELOPMENT & PLANNING SERVICES

### Administrative Variations

The Village of Northbrook has established a procedure that allows a property owner to receive approval of certain minor zoning variations without the need to hold a public hearing, but only if neighboring property owners do not object to the request.

The applicant must deliver a public notice prepared by the Village to all owners of all property abutting and immediately across the street or alley from the subject property. The notice shall be mailed via certified mail, return receipt requests or personally delivered, as the case may be, no less than fifteen (15) days, nor more than thirty (30) days, in advance of the close of the public comment period.

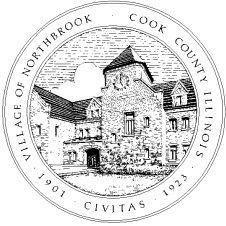
**If no neighbors object during the public comment period (minimum 15 days), the Village's Department of Development & Planning Services is authorized to approve the variation request.**

Section 11-506 of the Northbrook Zoning Code authorizes the following types of Administrative Variations:

1. To decrease the minimum front or corner side yard requirement for a principal structure by no more than one (1) foot;
2. To decrease the minimum rear yard requirement for a principal structure by no more than five (5) feet;
3. To decrease the minimum interior side yard requirement by no more than six (6) inches;
4. To reduce the minimum interior side or rear setback for an accessory structure by no more than one foot; and
5. To increase the maximum floor area ratio for a principal structure that has been legally constructed and occupied for at least five (5) years by no more than five percent (5%) or 300 square feet of floor area, whichever is less.

**If an adjacent neighbor does object to a requested Administrative Variation request during the public comment period, the Village staff cannot approve it.**

The property owner may file a request to have the Village's Zoning Board of Appeals consider the variation; however, that request will require a formal public hearing allowing the concerns of neighbors to be considered.



## Development and Planning Services

1225 Cedar Lane Northbrook, Illinois 60062

TELEPHONE: 847/664-4055; EMAIL: [jennifer.maisch@northbrook.il.us](mailto:jennifer.maisch@northbrook.il.us)

[www.northbrook.il.us](http://www.northbrook.il.us)

### Application for Administrative Variation

**APPLICATION REQUIREMENTS:** As part of this formal application for a variation or exception, the applicant must submit all of pertinent information prior to notifying the surrounding property owners.

#### Zoning Application Fee, payable to the "Village of Northbrook":

##### Non-Refundable Fee

All Applications..... \$200.00

**Application** – Completed in its entirety

#### Zoning Worksheet or Fence Application

#### Completed Hardship Form - or Letter

Use the application/form or provide a letter that will be circulated to the neighbors explaining:

- 1) the improvements planned,
- 2) the requested variation,
- 3) the unique characteristics of the property that prevent compliance with said Code provision, and
- 4) how the variation sought and mitigating measures proposed (landscaping, design, fencing, etc.) would not change the character of the neighborhood.

#### Plats of Survey Drawn to Scale

Legal description of property must be shown Plat must be dated and stamped by surveyor A mortgage/real estate survey is not acceptable

#### Site Plan Drawn to Scale

- Prepared by the architect or surveyor detailing all building improvements and impervious areas, lot line dimensions, accessory structures, easements and all public and private right of ways.
- The site plan shall indicate the location of the proposed improvement requiring variation approval, highlighting the area of the setback encroachment.
- Dimensions/setbacks from all sides of the building to all adjacent lot lines must be shown.

**\*\*All materials must be submitted electronically, either via email attachments or on a thumb drive. Shared files and third party websites will not be accepted.**

#### Plans Drawn to Scale (8½" x 11" or 11" x 17" if legible) -

- Dated and stamped by an architect
- Existing and proposed floor plans with room names and dimensions, along with a clear outline of what is existing, what is new and which walls will be removed. The entire floor where the variation is requested must be shown. The floor plan must also show doors and windows.
- Existing and proposed elevations for all sides affected (at least 3) including building/ridge height, proposed roof slope pitch and existing and proposed exterior finishes.

#### Tree Survey

Regardless of the proposed work, submit a tree survey showing all existing trees with diameter at breast height (DBH). A hand drawing of tree locations on a plat of survey is usually acceptable.

#### Proof of Ownership

**Only** a *Warranty deed* or *owner's title policy* in its entirety. If the property is held in trust, the Trust Agreement in its entirety. If petitioner is contract purchaser or lessee, notarized proof of authority to file on behalf of the owner is required.

**Affidavit of Survey (Attached) - Required for all surveys over one year old.**

#### Other Exhibits Recommended

Photos, letters of support from adjacent neighbors, etc...

Village of Northbrook  
Application for Administrative Variation

For  
office  
use

PROPERTY ADDRESS:

ADMIN DOCKET #:

Requested Relief

- To decrease the minimum front or corner side yard requirement for a principal structure by no more than one (1) foot;
- To decrease the minimum rear yard requirement for a principal structure by no more than five (5) feet;
- To decrease the minimum interior side yard requirement by no more than six (6) inches;
- To reduce the minimum interior side or rear setback for an accessory structure by no more than one foot; and
- To increase the maximum floor area ratio for a principal structure that has been legally constructed and occupied for at least five (5) years by no more than five percent (5%) or 300 square feet of floor area, whichever is less.

Brief Description of Variation or Exception Request \_\_\_\_\_

Property Information

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

Real Estate Index Nos.: \_\_\_\_\_

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

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

Is any portion of the property within the 100-year floodplain? Yes: \_\_\_\_\_ No \_\_\_\_\_

Applicant Information

Applicant Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact Person

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone \_\_\_\_\_ Email: \_\_\_\_\_

**Site Ownership and Control**

List all legal and beneficial owners and their current mailing addresses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach a copy of a document showing ownership of the property **and, if different**, the applicant's ownership, control of or interest in the property (Title Policy, real estate contract, deed, etc.). If property is in a trust, attach a certified copy of the trust agreement. (Check which documents are attached)

- Title Policy
- Trust Agreement
- Deed

**Consultants (as applicable)**

**Attorney**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

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

Phone. \_\_\_\_\_

Email \_\_\_\_\_

**Planning/Landscape Architect**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

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

Phone. \_\_\_\_\_

Email \_\_\_\_\_

**Civil Engineer**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

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

Phone. \_\_\_\_\_

Email \_\_\_\_\_

**Other**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

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

Phone. \_\_\_\_\_

Email \_\_\_\_\_

# Request for Administrative Variation

## Applicant Statement of Hardship

Application No. \_\_\_\_\_

Property Address: \_\_\_\_\_

I/we have filed an application with the Village of Northbrook seeking an Administrative Variation to authorize relief from certain standards in the Northbrook Zoning Code. I/we have marked the zoning relief sought below:

- |   |   |
|---|---|
| <input type="checkbox"/> To decrease the minimum <u>front or corner side yard</u> requirement for a principal structure by no more than one (1) foot; | <input type="checkbox"/> To reduce the minimum interior side or rear setback for an accessory structure by no more than one foot; and   |
| <input type="checkbox"/> To decrease the minimum <u>rear yard</u> requirement for a principal structure by no more than five (5) feet;                | <input type="checkbox"/> To increase the maximum floor area ratio for a principal structure that has been legally constructed and occupied for at least five (5) years by no more than five percent (5%) or 300 square feet of floor area, whichever is less. |
| <input type="checkbox"/> To decrease the minimum <u>interior side yard</u> requirement by no more than six (6) inches;                                |   |

Specifically, we are asking for a variation to allow us to construct the following:

Description of Proposed Improvement: \_\_\_\_\_

\_\_\_\_\_

**Hardship:** I/we cannot comply with the Northbrook Zoning Code because of the following hardship:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Essential Character of the Neighborhood.** I/we do not believe the requested Administrative Variation will alter the essential character of the area or neighborhood for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures of Owner(s) \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

# Village of Northbrook

## Application for Administrative Variation

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### Northbrook Ethics Code *(Potential conflicts of interest.)*

On a separate sheet of paper, list the name, address and 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:** \_\_\_\_\_ (For more information, see Sections 2-71 through 2-85 of the Northbrook Municipal Code.)

### Repeat Application

Has any other application for this property been submitted to the Village and denied within the last two years?  
\_\_\_\_\_ yes \_\_\_ no \_\_\_\_\_

If yes, attach a statement of the grounds justifying reconsideration (See Zoning Code Sec. 11-302).

### 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 and applicable provisions of 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** \_\_\_\_\_

**Signatures of Owner(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

# Neighboring Property Owner Notice and Statement Form

**Application No.** \_\_\_\_\_  
**Property Address:** \_\_\_\_\_

I have received this notice of a proposed Administrative Variation and reviewed the attached plans.

I understand this request and that it seeks a variation of the Northbrook Zoning Code.

- After reviewing this information, I have no objection to the aforementioned variation request.
- After reviewing this information, I do not consent to the aforementioned variation request and request that the Village of Northbrook deny this request, as currently presented.

Comments: \_\_\_\_\_

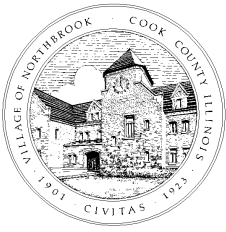
Respectfully Submitted,

Neighboring Address: \_\_\_\_\_ Northbrook, IL 60062

Print Name: \_\_\_\_\_ (Neighboring Property Owner)

Signature: \_\_\_\_\_ (Neighboring Property Owner)

Dated: \_\_\_\_\_



Development & Planning Services Department  
1225 Cedar Lane  
Northbrook, Illinois 60062  
847-664-4055  
www.northbrook.il.us

## Plat of Survey Affidavit

**Required for plats of surveys over one year old**

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 presently on the property.

\_\_\_\_\_  
Affiant

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

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

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