



Village of Northbrook

SUBDIVISION VARIATION WORKSHEET

In addition to submitting the *Plan Commission Application* form **for a subdivision variation**, the Applicant must include the following information with your application. A public hearing for a Subdivision Variation 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 Department of Development & Planning Services.

The initial submittal MUST contain:

- 8 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.

REQUIRED MATERIALS FOR SUBMISSION

Describe Variation Being Requested: _____

Statement of Justification

Every application filed pursuant to Article III of the Subdivision Code shall provide a statement of how the variation sought would satisfy the standards set forth in Section 2-102:A. of this Code. The staff, Board of Trustees, and Plan Commission, will use these standards in making a determination whether or not the proposed variation is appropriate. Please complete the below form (use additional paper if needed) and submit this form with the formal application.

1. The requested variation is in keeping with the overall purpose and intent of the Subdivision and Development Code.

2. The granting of the variation will not be to the detriment of adjacent properties.

3. The granting of the variation will not be contrary to the public health, safety and general welfare.

4. The situation of the applicant is not of a general or recurring nature for similarly situated properties within the Village or its jurisdiction.

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
- Existing Conditions
- 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/Engineering
 - Village Attorney
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