



## Northbrook Zoning Application Manual

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### A. Introduction

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The Application Manual is an accompanying guide to the Northbrook Zoning Code. While the manual is inclusive of detailed explanations for the formal application filing process, it is still important to read through the applicable portions of the Zoning Code for the relief being sought, including Article 2. Code Administration and Enforcement. The Application Manual contains the specific application forms and submittal requirements for the following relief:

- **Site Plan Approval:** The Site Plan process is established to ensure applicable development complies with all standards and requirements of the Zoning Code.
- **Land Use Verification:** Provides confirmation from the Village Manager regarding whether a potential use is allowed in the district in which it is proposed to be located.
- **Special Permit:** Those uses having some special impact or uniqueness that require careful review of their location, design, configuration, and impact to determine, against fixed standards, the desirability of permitting their establishment on any given site. Special Permit uses are uses that may or may not be appropriate in a particular location depending on a weighing, in each case, of the public need and benefit against the local impact and effect.
- **Special Permit Renewal/Transfer:** An amendment process established to renew a special permit that operated on a defined term in the approval ordinance, or to transfer a special permit from one approved entity to another.
- **Zoning Variation (Variance):** The variation procedure is intended to provide a narrowly circumscribed means by which relief may be granted from unforeseen, certain applications that create practical difficulties or certain hardships.
- **Comprehensive Plan Amendment:** Provides a means for making changes to the Plan that have more or less general significance or application. It is not intended to relieve certain hardships nor to confer special privileges or rights. Rather, it is intended as a tool to adjust the provisions of this Ordinance considering changing, newly discovered or newly important conditions, situations or knowledge.
- **Zoning Code Text Amendment and/or Map Amendment:** Provides a means for making changes in the text of the Northbrook Zoning Code that have general significance or application. It is not intended to relieve certain hardships nor to confer special privileges or rights. Rather, it is intended as a tool to adjust the provisions of the Northbrook Zoning Code in light of changing, newly discovered or newly important conditions, situations or knowledge.
- **Planned Unit Development (PUD):** The PUD process is established to achieve high quality, creative, and innovative land planning and site design that furthers the objectives of the Village, as detailed in Table 4-102 of the Northbrook Zoning Code, but which cannot be achieved through the strict application of the development and design standards of the Code. The PUD is a process by which deviations from base district development and design standards, that meet the needs and character of the site-specific features and context of the district, may be approved.
- **Tentative Plat of Subdivision:** All proposals for the subdivision of land, except proposals concerning minor Subdivisions and proposals for Developments not involving the subdivision of land, shall adhere to the procedures for tentative plat approval. The purpose



of which is to broadly acquaint the Board of Trustees with the applicant's proposal and provide initial concerns and comments in the early stages of the Subdivision process.

- **Final Plat of Subdivision:** No final plat of subdivision application shall be submitted unless and until the final engineering plans have been approved by the Village Engineer in accordance with Section 3-202 of the Northbrook Subdivision Code. The Final Plat of Subdivision shall be in substantial compliance with the tentative plat.
- **Plat of Consolidation:** Applications for consolidating existing lots of record into a single lot of record.
- **Inclusionary Housing:** Applicable to the following development types: new residential construction or the residential component of a mixed use development; a renovation or reconstruction of an existing multi-family residential building which will result in an increase of the number of units in the original structure; a development that will change a building from non-residential to residential or changes the class of residential use from single family to multi-family; and a development that includes the conversion of rental property to private ownership of units.

All applications will be reviewed to determine compliance with all Village codes, regulations, standards, and plans. The applicant is responsible for ensuring a submitted application includes all the necessary submittal requirements and meets all applicable standards and requirements of the Village Codes.

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## B. Review and Decision-Making Bodies

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### 1. Village Manager.

Pursuant to the provisions of Article 2 Section 2-102 the Village Manager shall review and make decisions regarding the approval or denial of all matters assigned to their authority under this Code, including but not limited to administrative procedures.

The Village Manager may, upon written request, for good cause shown and without any notice or hearing, grant extensions of any time limit imposed on an applicant or permittee by this Code unless a Code or resolution shall expressly provide otherwise.

Pursuant to the provisions of Section 2-104 of Article 2, the Village Manager shall have authority to review and approve, approve with conditions, or deny applications for Administrative Adjustments in those cases specified in Section 2-104-B.

### 2. Zoning Board of Appeals.

The Zoning Board of Appeals shall have the following jurisdiction and authority:

- a. Subject to the provisions of Section 2-102-B of this Article, to hear and decide appeals from, and to review orders, decisions, or determinations made by the Village Manager and to that end shall have the powers of the Village Manager with respect to such order, decision, or determination.



- b. Subject to the provisions of Section 2-114 of this Article, to grant or deny variations from the requirements of this Code and extensions to previously approved variations.
- c. Subject to the provisions of Section 2-114 of this Article, to grant or deny requests for exceptions from the requirements of this Code.
- d. Subject to the provisions of Section 2-114 of this Article, to initiate changes and amendments to this Code.

### 3. **Plan Commission.**

In addition to the jurisdiction conferred on it by Chapter 2 of the Northbrook Municipal Code, the Plan Commission shall have the following jurisdiction and authority:

- a. Subject to the provisions of Section 2-103 of this Article and Chapter 2 of the Northbrook Municipal Code, to prepare and recommend a Comprehensive Plan, including an Official Map, to the Board of Trustees, which, upon its adoption by the Board of Trustees, shall be known as the "Official Comprehensive Plan" of the Village of Northbrook.
- b. Subject to the provisions of Section 2-103 of this Article and Chapter 2 of the Northbrook Municipal Code, to review, prepare and recommend to the Board of Trustees changes in and amendments to the Official Comprehensive Plan, including the Official Map.
- c. Subject to the provisions of Section 2-114 of this Article, to hear, review and offer its recommendations to the Board of Trustees on applications for variations requested pursuant to Subsection 2-114-5 of this Article.
- d. Subject to the provisions of 2-117 of this Article, to initiate, hear, review and offer its recommendations to the Board of Trustees on applications for amendment of this Code.
- e. Subject to the provisions of Section 2-113 of this Article, to hear, review and offer its recommendations to the Board of Trustees on applications for special permits.
- f. Subject to the provisions of Section 2-118 of this Article, to hear, review and offer its recommendations to the Board of Trustees on applications for planned development approval.
- g. To aid and assist the Board of Trustees and the departments of the Village in implementing general plans and in planning, developing and completing specific projects.
- h. To review and report on any matters referred to it by the Board of Trustees or the Village Manager.

The Plan Commission's jurisdiction and authority to hear and review applications for relief under the Zoning Code may be reserved by the Board of Trustees to itself pursuant to Section 11-104 of this Part. In such an event, the lack of a recommendation from the Plan Commission will not be considered a failure to act by the Plan Commission.

#### 4. Board of Trustees.

After conducting its review of a preliminary application, the Board of Trustees may either (a) refer the application to a subsidiary body, or (b) reserve the application to itself when appropriate due to timing, nature of relief being requested, or workload of subsidiary bodies as further described in this Article 2 Section 2-102.

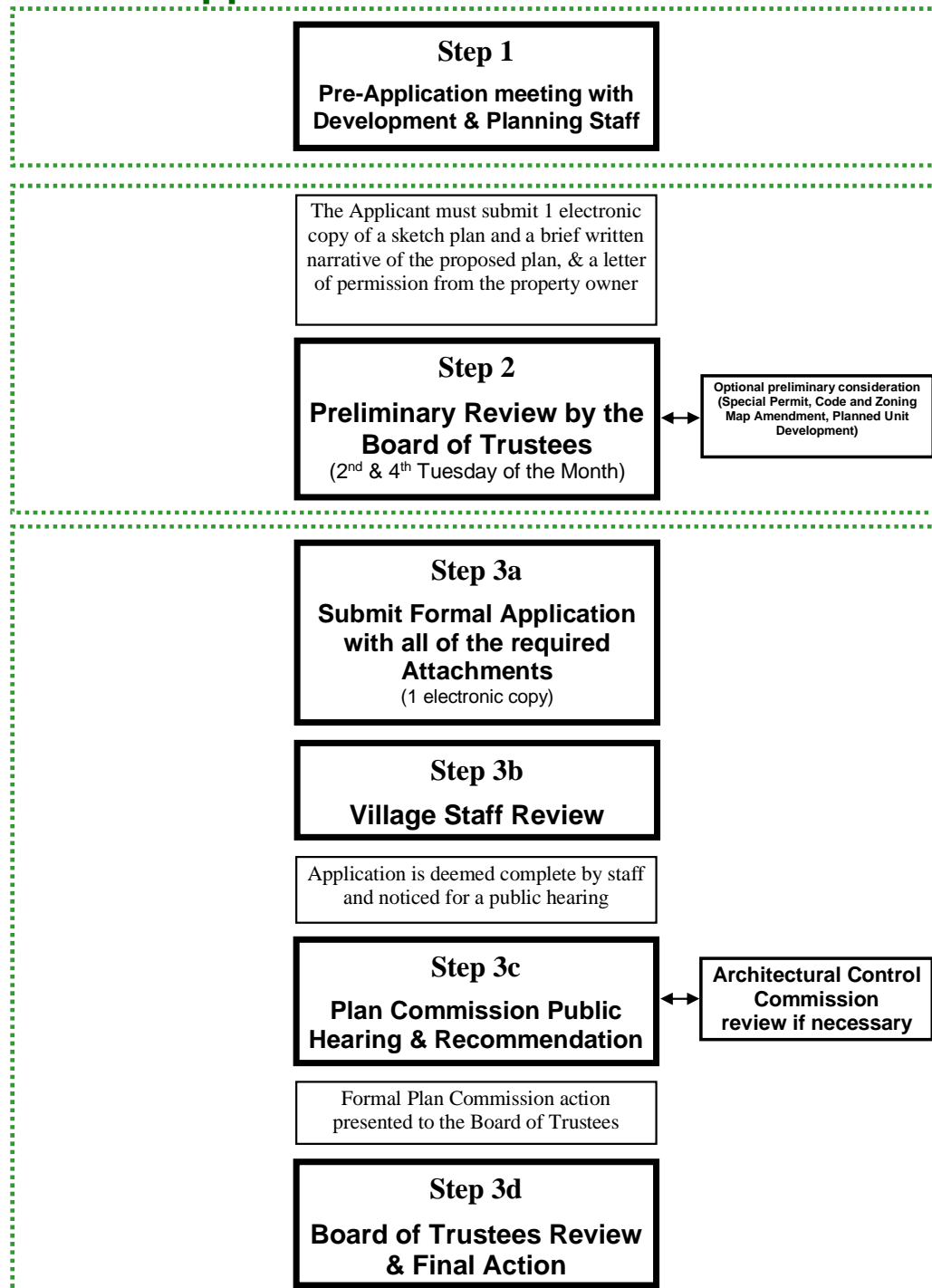
The Board of Trustees may reserve to itself the responsibility to review, conduct a public hearing, and take final action on any application.

Table 2-103-A: Review Procedures Overview							
Key: R = Recommending Body; D = Decision-Making Body; * = Public Hearing Required; ^ = Pre-Application Meeting Required;		Reference	Administrative Agency				
			Village Manager	Board of Trustees	Plan Commission	Zoning Board of Appeals	Architectural Control Commission
Administrative Procedures							
Administrative Adjustment	^	2-104-C	D				
Certificate of Occupancy	^	2-105-C	D				
Floodplain Development Permit	^	2-106-C	D				
Interpretations	^	2-107-C	D				
Site Plan	^	2-108-C	D				
Land Use Verification	^	2-109-C	D				
Temporary Use Permit	^	2-110-C	D				
Elected/Appointed Official Procedures							
Administrative Appeal	^	2-111-D				D*	
VG-O District Design Review	^	2-112-C		D			R
Special Permit	^	2-113-C		D	R*		
Variance	^	2-114-C		D	R*	D*	
Variance Combined with other Applications	^	2-114-C		D	R*		
Comprehensive Plan Adoption		2-115-C		D	R*		
Comprehensive Plan Amendment	^	2-116-C		D	R*		
Code and Zoning Map Amendment	^	2-117-C		D	R*		
Planned Unit Development	^	2-118-C		D	R*		



C. General Procedures and Public Notice Requirements

## Application Process Flow-Chart





A. **Application Requirements.**

1. **Authority to File.**

- a. Applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner.
- b. An easement holder may also apply for development approval for such development as is authorized by the terms of the easement.
- c. The Village Manager may require an applicant to present evidence of authority to submit the application as well as a letter from the current landowner.

2. **Pre-Application Meeting.**

- a. The purpose of a pre-application meeting is to provide an opportunity for the applicant and Village staff to review applicable submittal requirements, procedures, and schedules and discuss development requirements.
- b. A pre-application meeting is required for all application types unless waived by the Village Manager of Development and Planning Services.
- c. If a pre-application meeting is required or requested, the applicant shall provide the materials detailed in the Village application requirement checklists.
- d. The pre-application meeting is intended to facilitate the review process. Discussion and review are not binding.

3. **Fees.**

- a. The Board of Trustees is authorized to establish fees for processing and administering applications. Application fees, as published on the adopted fee schedule, shall be paid at the time of application submittal.
- b. Additional fees may be required as determined during the review of the application, when additional fees are determined to be required, fees must be paid prior to initiating the next review step.

4. **Completeness Review.**

- a. **Sufficiency to be Determined by Village Manager.** All applications shall be sufficient for processing before the Village Manager is required to review the application. An application shall be sufficient for processing when it contains all of the information necessary, in accordance with the appropriate section of the Northbrook Zoning Applications Manual, to decide whether or not the development as proposed will comply with the requirements of this Code.



- b. **Application Incomplete.** On determining an application is incomplete, the Village Manager shall provide the applicant with written notice of the submittal deficiencies.
- c. **Application Complete.** On determining an application is complete, the Village Manager shall provide written notice to the applicant that the application has been accepted for review.

### B. Public Notice Requirements.

#### 1. Public Notice Responsibility.

- a. It shall be the responsibility of the applicant to ensure public notice is provided in compliance with the requirements of this Section, including all costs. Should public notice not be provided in compliance with the requirements of this Section, the associated public hearing shall be cancelled, unless determined otherwise by the Village Manager.
- b. At the hearing, the applicant shall present to the hearing body an affidavit, certification or other evidence satisfactory to the hearing body, demonstrating, to the satisfaction of the hearing body, that the applicable notice requirements have been satisfied.

- 2. **Public Notice Content.** Public notices, regardless of type, shall, at a minimum, the date, time and place of such hearing or meeting, a description of the matter to be heard or considered including the specific relief being requested, and the address or particular location, as well as a legal description of the subject property, except the legal description does not need to be included on the notices by sign.

**NOTE:** *The Village of Northbrook Development & Planning Services Department will provide the written content of the notice for the applicant to include in the “Notice by Mail”, as well as the language for the applicant to include in the “Notice by Sign”.*

- 3. **Public Notice Types.** Notwithstanding any state requirement requiring a particular type of notice, the following public notice types are established.
  - a. **Notice by Posting.** Notice that is published by the Village Manager on the Northbrook Official Government Website. This notice will be posted at least 15 days in advance of the hearing date.
  - b. **Notice by Mail.** Notice that is delivered by the applicant, by first class mail, to all owners of all property located, in whole or in part, within 250 feet of the subject property measured in all directions of the subject property excluding public and railroad rights-of-way. This notice will be mailed no less than 15 days, nor more than 30 days, in advance of the hearing date. For purposes of this notice, the mailing of a notice addressed to the name and address on the most recent Cook County or Lake County real estate tax records shall be deemed a satisfaction of any notice by mail requirement.
  - c. **Notice by Sign.** Notice that is posted by the applicant on the subject property with a ground sign of approximately six square feet of gross surface area containing the legibly





written notice. This sign must be located on the subject property so as to be visible from at least one right-of-way abutting the subject property. The applicant must remove the sign within three days after the hearing is closed.

4. **Public Notice Requirements by Procedure.** Public notice shall be required by procedure type in accordance with Table 2-103-D (4).

Table 2-103-D-4: Public Notification Requirements by Procedure				
Key: • = Notice Required		Notification Type		
	Reference	Posting	Mail	Sign
Administrative Procedures				
Administrative Adjustment	2-104-C	No Notice Required		
Certificate of Occupancy	2-105-C			
Floodplain Development Permit	2-106-C			
Interpretations	2-107-C			
Site Plan	2-108-C			
Land Use Verification	2-109-C			
Temporary Use Permit	2-110-C			
Elected/Appointed Official Procedures				
Administrative Appeal	2-111-D	•		
VG-O District Design Review	2-112-C	No Notice Required		
Special Permit	2-113-C	•	•	•
Variance	2-114-C	•	•	
Variance Combined with other Applications	2-114-C	•	•	
Comprehensive Plan Adoption	2-115-C	•		
Comprehensive Plan Amendment	2-116-C	•	• [1]	• [1]
Code and Zoning Map Amendment	2-117-C	•	• [1]	• [1]
Planned Unit Development	2-118-C	•	•	•
Notes				
[1] Required for map amendments only.				

5. **Affidavit of Compliance with Notice by Mail and Notice by Sign.** When notice by mail or notice by sign is required, the applicant must provide a sworn affidavit to the Village, on a form provided by the Village, affirming that the requirements for notice by mail and notice by sign have been met. For notice by mail, the affidavit must contain a complete list of the names and last known addresses of the persons entitled to notice. The applicant must also provide the Village with a list of names, addresses and property identification numbers (PIN) of all notice recipients. This affidavit must be filed with the Village no less than ten days in advance of the scheduled hearing or meeting, exclusive of the date of the hearing or meeting itself.

Village of Northbrook  
**PUBLIC NOTICE REQUIREMENTS**



**Development and Planning Services Department**

1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050 FAX: 847 272-5068  
www.northbrook.il.us

**Public Notice Affidavit**

**northbrook**

STATE OF ILLINOIS  
COUNTY OF COOK

**AFFIDAVIT**

\_\_\_\_\_, being first duly sworn upon oath, deposes and states that the public notice requirements for case \_\_\_\_\_ have been completed in accordance with Article 2-103 D. of the Northbrook Zoning Code for the property commonly known as \_\_\_\_\_, Northbrook, Illinois, 60062.

**Date sign was posted:** \_\_\_\_\_

**Date by which notice letters were mailed or hand delivered:** \_\_\_\_\_

\_\_\_\_\_  
Affiant

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

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

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