



PRELIMINARY REVIEW APPLICATION – ZONING & SUBDIVISION RELIEF**

Prior to applying for preliminary review of requested zoning and/or subdivision relief by the Village Board, the Applicant should schedule a meeting with the Department of Development & Planning Services to discuss the requested relief. (****Note: Applications for zoning relief from the Zoning Board of Appeals must use a different application form.**)

The purpose of a preliminary review is to broadly acquaint the Village Board with the applicant's proposal and to provide the applicant with any preliminary views or concerns that members of the Board may have at a time in the process when positions are still flexible and adjustment is still possible. At the meeting at which the preliminary application is considered, any member of the Board of Trustees may make any comments, suggestions or recommendations regarding the preliminary application deemed necessary or appropriate by that member; provided, however, that no final or binding action shall be taken with respect to any preliminary application. Nothing said or done in the course of such review shall be deemed to create, or to prejudice, any rights of the applicant or to obligate the Village Board, or any member of it, to approve or deny any formal application following full consideration thereof as required by the Northbrook Zoning Code.

The following materials are the minimum required for the processing of a preliminary review by the Village of Northbrook's Board of Trustees. There is no filing fee for the preliminary review; however, review of a submitted formal application will require payment of a filing fee(s). If you have questions regarding the completion of this process contact the Development & Planning Services Department at (847) 664-4050.

Current Property Owner Information

Legal Name: _____

Primary Contact: _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Applicant Information

Legal Name _____

Primary Contact: _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Property Information (if more than one parcel is involved in the request please include the information for all parcels)

Site Location/Address: _____

Size of Property: _____ (square feet/acres)

Size of Building Space, if applicable: _____ (square feet)

Current Zoning¹: _____

Current Use of the Property: _____

¹ www.northbrook.il.us/zoningmap

REQUIRED MATERIALS FOR SUBMISSION

The Applicant must provide 1 electronic copy, of the following information to Staff:

- If the Applicant is *not* the owner of the subject property, the current property owner must submit written authorization allowing the Applicant to pursue the requested action. This letter must be received by Village Staff prior to placing an item on the Village Board agenda.
- A written narrative explaining the request must be provided. The narrative must include:
 - A description of the property as it exists today, including the use(s) on the property.
 - A description of the proposed use of the property.
 - A description of the proposed physical changes to the property, including site improvements and building improvements (if none are proposed, please state so).
 - Include the following, if applicable:
 - Hours of operation.
 - Number of employees.
 - Number of existing and proposed parking spaces.
 - A list of other tenants in the building, if a multi-tenant building.
 - Are there any proposed outdoor activity or uses.
- A “sketch” plan outlining the proposed project must be provided. This plan will vary depending on the type of Application. Please contact Staff to determine what information should be included.

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 and 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.