



ZONING BOARD OF APPEALS – ZONING VARIATION APPLICATION

Prior to submitting this formal application, contact the Development & Planning Services Department of Northbrook to schedule an optional preliminary application submittal meeting with the Zoning Administrator at least one week prior to the submittal deadline to ensure all materials are included in the submittal, and to address any necessary revisions prior to formal filing. This meeting can be beneficial in saving time and ensuring an initial submittal is filed in its entirety.

The initial submittal **MUST** contain:

- ☐ **1 electronic version (PDF) of ALL application materials (refer to application section regarding instructions for naming files).**
 - **Letter of Hardship** inclusive of details pertaining to the requested variation, characteristics of the property that prevents compliance with the Zoning Code requirements and a Statement of Justification addressing all the standards (noted later in this application) for seeking a variation.
 - **Plat of Survey** (if older than one year include attached affidavit)
 - **Site Plan and Building Plans** (when applicable) drawn to scale inclusive of all structures and hard surfaces on the property with clearly labeled dimensions for all setbacks from lot lines prepared by a licensed professional.
 - **Zoning Worksheet** (when applicable)
 - **Tree Survey** (hand drawing of tree locations on plat of survey can occasionally be accepted)
 - **Other Exhibits** as may be necessary (photos, letters of support from neighbors, etc.)

Applicant Information

Legal Name _____

Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Primary Contact Person

Name _____
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: _____

Property Index Numbers: _____

Size of Property: _____ (square feet/acres)

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

Current Zoning: _____

Current Use of the Property: _____

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

Requested Variation: _____

Village of Northbrook

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Consultants (as applicable)

Architect/Consultant

Name _____
Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Other (Attorney/Engineer/etc.)

Name _____
Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Statement of Justification

Every application filed pursuant to Section 2-114 of Article 2 of the Zoning Code shall provide a statement of how the variation sought would satisfy the standards set forth in Subsection 2-114.D of the Zoning Code. The Zoning Board of Appeals will use these standards in making a determination whether or not the proposed variation is appropriate. Please provide a written response for each item below to submit with the formal application; if necessary include an additional document for longer responses.

- a. The existing uses and zoning of nearby properties: _____

- b. The extent to which a particular zoning regulation diminishes property values: _____

- c. The extent to which the diminution of the plaintiff's property values promotes the health, safety, morals, or general welfare of the public: _____

- d. The balance between the gain to the public versus the hardship to the individual property owner: _____

- e. The property's suitability for the zoned purpose: _____

- f. The amount of time the subject property has been vacant as zoned in the context of land development in the vicinity: _____

- g. The community's need for the proposed use: _____

☐ **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.

☐ **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. Contact Northbrook Zoning Administrator with questions about this process.

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
 - ☐ Certified Copy of Trust Agreement OR a simple Affidavit Identifying Trust Beneficiaries
-

Site Ownership and Control

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

Filing Fees

All applications require payment of a non-refundable fee, which can be paid in the Development & Planning Services office at the Village Hall or online following a formal application submittal with the Zoning Administrator. The fee payment must be complete to begin the review process.

Non-Refundable Fee for a Residential Variation is \$350.00

Non-Refundable Fee for a Non-Residential Variation is \$600.00.

Escrow for a Non-Residential Variation is \$1,000.00.

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: _____

Signature of Property Owner(s): _____ Date _____

Print Name & Title: _____

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 via email or on a USB flash drive (also known as a memory stick, a clip drive, thumb drive, etc.) submitted directly to staff as pdf attachments and 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–Plat of Survey
- 3–Site Plan – 1-21-16
- 4–Landscape Plan – 1-24-16



Development & Planning Services Department

1225 Cedar Lane
Northbrook, Illinois 60062
847-664-4055
www.northbrook.il.us

Zoning Board of Appeals

Plat of Survey Affidavit

Required for Plat of Survey 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 as current and
accurate on the property.

Affiant

Subscribed and sworn to before me this
_____ day of _____, 20 ____.

Notary Public

_____(SEAL)

