



# Village of Northbrook

## 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 this 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 Zoning<sup>1</sup>: \_\_\_\_\_  
Current Use of the Property: \_\_\_\_\_

<sup>1</sup> www.northbrook.il.us/zoningmap

## REQUIRED MATERIALS FOR SUBMISSION

The Applicant must provide 1 hard copy, and 1 electronic copy, of the following information to Staff at least twelve (12) calendar days prior to the Village Board meeting date:

- 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.

Please refer to the following page regarding instructions for submitting the electronic copy of the application materials.

## Instructions for Submitting Electronic Files

When submitting a zoning or subdivision relief application with the Village, in addition to submitting the **required number of hard copies (refer to flow chart on page 8)**, you must also 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 on a USB flash drive (also known as a memory stick, a clip drive, thumb drive, etc.) or on a CD disk.
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 the order that is consistent with the order of the hard copy documents you also submit. You should number each file and 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

If you discover as your putting your files together, you noticed that you forgot to insert a file that is located between two other files, you may want to do as follows, rather than renumber all of the subsequent files:

- 1–Application Form
- 2–Special Permit Worksheet
- 2A–Plat of Survey – 11-24-15**
- 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 together and submitted as one electronic file. Each individual sheet should not be submitted as a separate file. If combining all of 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 to everyone on your design team.**