



ADMINISTRATIVE ADJUSTMENT APPLICATION

Administrative Adjustments are designed to allow the Village Manager to approve or deny limited deviations from the standards of the Zoning Code under specified circumstances only. There are limited items for which an Administrative Adjustment can be sought. The first step is to contact the Zoning Administrator of the Development & Planning Services Department at 847-664-4050 to see if the requested relief can be handled administratively. If the requested relief falls within the allowed Administrative Adjustment list, then it is necessary to file this application with the necessary additional information for review and a \$200.00 non-refundable fee.

Current Property Owner Information

Legal Name: _____
Primary Contact: _____
Company _____
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: _____

Review Criteria

General Review Criteria:

- a. The modification is consistent with the purpose and intent of the applicable regulation,
- b. The modification, in the case of dimensional standard modifications, is the smallest modification necessary to accommodate the proposed improvement or resolve the subject issue, and
- c. The modification is consistent with the Comprehensive Plan.

Additional Review Criteria (applicable to some requests):

- a. Required to compensate for some unusual aspect of the development site or the proposed development that is not shared by landowners generally (e.g. lot shape or configuration),
- b. Proposed to protect sensitive natural resources or save healthy established trees,
- c. Required to eliminate a minor inadvertent failure to fully comply with a standard,
- d. Required due to natural conditions, such as watercourses, riparian buffers, natural rock formations, or topography,
- e. Required due to the presence of existing utilities or other easements, or
- f. Proposed for site security purposes, based on a site security plan, meeting all requirements.

¹ www.northbrook.il.us/zoningmap



REQUIRED MATERIALS FOR SUBMISSION

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

- ☐ 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
- ☐ A written narrative explaining the requested relief in detail
- ☐ Plat of Survey
- ☐ Site 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.

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 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.