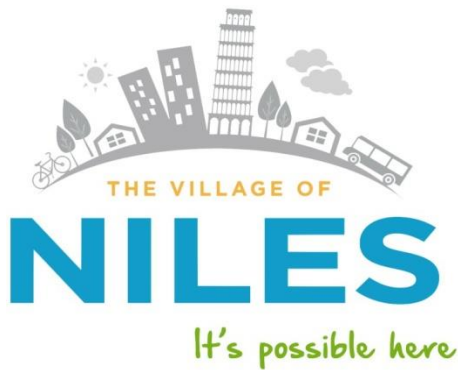




PLANNING AND ZONING BOARD APPLICATION

MAP AMENDMENT

COMMUNITY DEVELOPMENT DEPARTMENT

VILLAGE OF NILES
1000 CIVIC CENTER DRIVE
NILES, ILLINOIS 60714

PHONE 847.588.8040 • FAX 847.588.8050
WWW.VNILES.COM

PROCESS OVERVIEW

The following information can be used to understand the Village of Niles Planning and Zoning Board (also referred to as PZB in this packet) review process for **Map Amendment** applications. Questions may be directed to the Community Development Department at 847.588.8077.

1. The project applicant first meets with a representative of the Community Development Department to discuss the proposal and to determine the necessary process for approval. The Planner will explain the Village's zoning rules and the procedure and timeline for proposing amendments/changes to the Village's Zoning Ordinance.
2. Upon preliminary review of the proposed project by the Community Development staff, feedback will be sought from the other Village departments to determine any preliminary issues that need to be addressed within a complete application. Any preliminary feedback will be provided to the applicant.
3. A complete application package may be submitted and should incorporate resolutions to the preliminary feedback received from Village staff. A complete application package includes all required materials, as well as application fees. Submittals will not be accepted and/or processed until all of the submittal requirements are met. Once the completed application is accepted, a case number will be assigned.
4. The completed application packet will be forwarded to the necessary Village staff/consultants (Engineering/Public Works, Fire, Landscape, Police, and Building) for review and comment. Typically, there is a 14 day review cycle for this phase of the process.
5. The Planner will work with the applicant to schedule a public hearing/meeting before the PZB. Village staff will complete all notification once general information is provided by the applicant. *Please see page 6 of this packet for information on the Village's mailed notice requirements.*
6. The PZB typically meets the first Monday of the month at 7:00 PM in the Council Chambers of the Niles Village Hall. Digital and/or paper copies of all application materials must be submitted to the Community Development Department at least one week prior to the PZB hearing date. At the Public Hearing, the applicant or a designated representative makes a formal presentation to the PZB and answers any questions concerning the proposal. *Please see page 5 of this packet for general information on the order of business for PZB meetings.*
7. Following a public hearing and recommendation by the PZB, the project will be scheduled for Village Board consideration, typically within a month of the public hearing. The applicant or designated representative must be present at this meeting to answer questions from the Village Board of Trustees. The Village Board makes the final decision on the applicant's proposal and is the only Village body that can legally do so.



PLANNING AND ZONING BOARD APPLICATION – **MAP AMENDMENT**

PROJECT NO. _____

NAME OF PROJECT: _____

ADDRESS OF PROJECT: _____

NAME(S) OF APPLICANT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

NAME(S) OF PROPERTY OWNER(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

NAME(S) OF PROPERTY ATTORNEY OR AGENT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: _____

AREA OF SUBJECT PROPERTY: _____

ZONING CLASSIFICATION OF SUBJECT PROPERTY: CURRENT: _____ PROPOSED: _____

USE OF SUBJECT PROPERTY: CURRENT: _____ PROPOSED: _____

GENERAL INFORMATION REGARDING THE REQUESTED MAP AMENDMENT:

With the submittal of this application, I hereby request that the Mayor and Village Board of the Village of Niles grant the approvals as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF PROPERTY OWNER(S): _____ DATE: _____

REQUIRED APPLICATION MATERIALS

When submitting an application, in addition to submitting the required number of hard copies outlined below, you must also submit **one electronic copy** of your application submittal.

ONE COPY OF THE FOLLOWING (on 8.5" x 11" paper):

- I. **Application** (page 2 of this packet), completed and signed, and the **Application Fee**:
 - a. Areas less than 1 acre: **\$350.00**
 - b. Areas between 1 and 5 acres: **\$600.00**
 - c. Areas between 5 and 10 acres: **\$950.00**
 - d. Areas over 10 acres: **\$1,600.00**
2. **Project Description** – a one to two page narrative describing the proposed change to the Village's zoning map, including an explanation for why the change is being proposed.
3. Provide written response to the **Approval Standards for Map Amendments** (See Page 4 of this packet for more information).
4. A map showing the property that would be affected by the proposed map amendment.
5. A Plat of Survey for the affected properties.
6. Any other plans and/or documents that are determined by the Director of Community Development as necessary for the review of the proposed map amendment.

APPROVAL STANDARDS FOR A MAP AMENDMENT

(Continued)

- f. *The suitability of the property for the purposes for which it is presently zoned, i.e. the feasibility of developing the property in question for one or more of the uses permitted under the existing zoning classification.*
- g. *The length of time that the property in question has been vacant, as presently zoned, considered in the context of development in the area where the property is located.*
- h. *That the proposed amendment will benefit the residents of the Village as a whole, and not just the applicant, property owner(s), neighbors of any property under consideration, or other special interest groups, and the extent to which the proposed use would be in the public interest and would not serve solely the interest of the applicant.*
- i. *The extent to which the proposed amendment creates nonconformities.*
- j. *The trend of development, if any, in the general area of the property in question.*
- k. *Whether adequate public facilities are available including, but not limited to, schools, parks, police and fire protection, roads, sanitary sewers, storm sewers, and water lines, or are reasonably capable of being provided prior to the development of the uses, which would be permitted on the subject property if the amendment were adopted.*

Your explanation of answer to the questions listed above will be the basis for a final determination from the Planning and Zoning Board. It is incumbent upon YOU to explain how these Village Ordinance requirements are satisfied by your request. Failure to satisfy all of the requirements above may result in the Village denying your requested application. Please do not submit only "yes" or "no" but provide an explanation of HOW the application meets the standard.

GENERAL PROCEDURES FOR PLANNING AND ZONING MEETINGS

1. **Call to Order/Declaration of a Quorum**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes** from Preceding Meeting
5. **General Public Comment**
6. **Continued Public Hearings/Old Business**
7. **New Business:** Public Hearings, each agenda item follows this process:
 - a) Statement of the Secretary regarding the nature of the case and confirmation of completed notification (**Opening of the individual Public Hearing**)
 - b) **Identification and swearing in** of Applicant and anyone else representing the Applicant.
 - c) The Applicant (and representatives) presents **testimony** regarding the petition and associated applications. The application and any accompanying exhibits will be identified and made part of the record.
 - d) **Questions** are directed to the applicant by the Board.
 - e) **Testimony and other evidence by members of the public.** All persons shall state his/her name and address before questioning a witness.
 - f) **Follow-up questions** and discussion of evidence gathered by the Board.
 - g) **Report by staff**, if any.
 - h) **Public Hearing closed**
 - i) Planning and Zoning Board Deliberation
 - j) **Recommendation/Decision**
8. **Other New Business**
9. **Discussions**
10. **Adjournment**