



PLANNING AND ZONING BOARD APPLICATION

VARIATION

COMMUNITY DEVELOPMENT DEPARTMENT

VILLAGE OF NILES
1000 CIVIC CENTER DRIVE
NILES, ILLINOIS 60714

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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 **Variation** 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. A concept plan consisting of scaled sketches, existing and proposed site data and preferably a site photo, should be available for review by a Planner.
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 plans and 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. If it is determined that the documents are in compliance with Village codes, a hearing before the PZB will be scheduled. If changes are required, a letter outlining the deficiencies will be provided and the applicant shall resubmit revised plans for another departmental review (another 14 day review cycle for any subsequent submittals). The specified review cycles are contingent on a complete submittal being made with all required documents. **Please note – there are additional review fees for any of the Village’s consultants, which will be billed directly to the applicant from the consultant.**
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 fully compliant plans and other 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 proposals. Please see page 7 of this packet for general information on the order of business for PZB meetings.
7. The Planning and Zoning Board has final authority on Variations unless the variation is in conjunction with another zoning action. If the Planning and Zoning Board approves the variation, an application for a building permit may be submitted.



PLANNING AND ZONING BOARD APPLICATION – **VARIATION**

PROJECT NO. _____

NAME OF PROJECT AND/OR BUSINESS: _____

ADDRESS OF PROJECT AND/OR BUSINESS: _____

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: _____

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

CURRENT USE OF SUBJECT PROPERTY: _____

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: _____

With the submittal of this application, I hereby request that the Planning and Zoning Board and/or the Mayor and Village Board of the Village of Niles grant the approvals as noted for the subject property 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 – VARIATION

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. *Please see Page 6 of this packet for more information.*

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

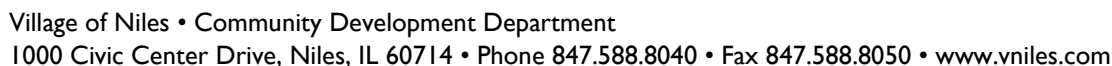
1. **Application** (page 2 of this packet), completed and signed, and the following **Application Fee**:
 - a. Variation in R-1 and R-2 Districts: \$100.00
 - b. Variation in all other districts: \$250.00
2. A copy of the most current **Tax bill** for the subject property
3. **Ownership Information** – Completed **Ownership Affidavit** (Page 4 of this packet) and, if the property is leased or under contract to purchase, one of the following items must be provided:
 - a. Fully Executed Lease, or
 - b. Fully Executed Contract to Purchase
4. Current **Plat of Survey**
5. **Project Description** – a one to two page narrative describing the project, including a project timeline and anticipated date of completion. For developments involving a business, please include details on the anticipated hours of operation, number of employees, general business details, and parking information. For developments involving new construction, please provide details on the height of the proposed structure(s), number of stories, and number of units and tenancy structure (rental or condo – if residential). For all projects, please identify if any green features or sustainable design elements will be included.
6. Provide written response to the **Approval Standards for a Variation** (See Page 5 of this packet for more information).
7. After submission of a complete application – **Mailing Labels** for of property owners within 250-feet (excluding street rights-of-way) of the subject property. See Page 7 of this packet for more information.

ONE COPY* OF THE FOLLOWING (on 11" x 17" paper):

1. Preliminary **Site Plan** (if required) indicating the following:
 - a. All parcel lines, lot lines, and adjacent right-of-way lines with dimensions
 - b. All site improvements, with dimensions, such as sign locations, screened trash container areas, loading docks, fire lanes, area lighting, parking, handicapped parking, drive aisle, and throat dimensions
 - c. Parking Summary with total amount required and total amount provided, including handicapped
 - d. All dimension and project data including the following:

i. Gross area of site	(A)
ii. Building lot coverage	(B)
iii. Pavement lot coverage	(P)
iv. Total Impervious Area (TIA)	(TIA = B + P)
v. Impervious Ratio (IR)	(IR = TIA/A)
2. **Preliminary Engineering Site Plans** (if required)
3. **Floor Plans** (if required)
4. **Building elevations** (if required) indicating height and building materials
5. **Color rendering** (if required)
6. **Building section** (multi-floor structures only – if required)
7. **Landscape Plan** prepared on a separate sheet, indicating species, plant location, quantity, size and spacing (if required)
8. **Traffic Study** (if required)

*** Additional paper copies may be required throughout the review process depending on the complexity of the project. Additionally, a minimum of 11 complete sets of project materials and plans may be required for distribution to the Planning and Zoning Board. The Staff liaison from the Community Development Department will advise through the review process.**



Per Village of Niles Code of Ordinances, Appendix B, Section 15.4(E), “The decision of the Planning and Zoning Board must be based on findings to support the following conclusions. No single standard is controlling and a recommendation will be made based on the cumulative weight of the evidence submitted.”

- a. The strict application of the terms of this Ordinance will result in undue hardship, as distinguished from a mere inconvenience, unless the specific relief requested is granted.
- b. The variation, if granted, will not alter the essential character of the locality.
- c. The plight of the owner is due to unique circumstances inherent to the subject property, related to the particular physical surroundings, shape, or topographical conditions of the specific property, and not from the personal situation of the owner and has not been created by any person presently having a proprietary interest in the property in question.

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 special use permit. Please do not submit only "yes" or "no" but provide an explanation of HOW the project meets the standard.

INSTRUCTIONS FOR SUBMITTING ELECTRONIC FILES

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 e-mail or on a USB flash drive (also known as a memory stick, see image to the right) if the files are too large.
2. **Each electronic file must be submitted as a PDF file.**
3. The files should contain descriptive filenames and the most recent revision date; for example, landscape plans should be labeled "Landscape Plans – 10-14-2022" rather than an internal file naming system.
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 – Project Description
- 3 – Special Use Standards
- 4 – Site Plan – 10-14-2022
- 5 – Landscape Plan – 10-14-2022

If you forget 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 – Project Description
- 3 – Special Use Standards
- 3A – Plat of Survey – 10-14-2022**
- 4 – Site Plan – 10-14-2022
- 5 – Landscape Plan – 10-14-2022

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.

PUBLIC HEARING MAILING PROCESS

1. Receive list of PINS (Parcel Identification Numbers) from the Village. ***This will happen after an application has been submitted and deemed complete.***
 2. Decide if you will create the labels yourself (*suggested*) or hire a company
 - a. Creating the labels yourself requires good internet, spreadsheet, and mail-merge skills, as well as the ability to print onto label-sticker sheets.
- A. If you wish to make the labels yourself (suggested):**
- a. Create an Excel (*or similar software*) spreadsheet
 - b. Go to www.cookcountypropertyinfo.com
 - c. Enter each 14-digit PIN one-at-a-time on the website
 - i. You may need to enter 0000 after the PIN if the PINs provided to you are only 10-digits.
 - d. In the spreadsheet, create a row/record for EACH PIN and its corresponding MAILING ADDRESS that you find on the Cook County Property Info website
 - i. Type-in the MAILING ADDRESS found on the web-site for each PIN
 - ii. DO NOT type-in the 'property address', you must type-in the 'MAILING ADDRESS'
 - e. Repeat steps 4(c) and 4(d) above for ALL PINS that were given to you by the Planner
 - f. Save the spreadsheet once you have entered the Mailing Address for All PINS
 - g. Once you have found the MAILING ADDRESS for all PINS, open a Microsoft Word (*or similar software*) document and complete a 'Mail Merge' using the spreadsheet you created.
 - i. The 'Mail Merge' should include the PIN as the first row of the mailing labels, then the mailing address for the property owner as found on the web-site.
 - See the 'Sample' provided to you by the Planner
 - h. In the 'Mail Merge' process, use the option to create 'mailing labels' and select "Avery 8460"
 - i. Print the formatted mailing labels onto mailing-label sticker sheets
 - j. Give the following items to the Planner:
 - i. The label sheet(s)
 - ii. The photocopy of the label sheet(s)
 - iii. Postage for each mailing label
- B. If you wish to hire a company:**
- a. Contact: Property Insight
1 North LaSalle Street, Suite 500
Chicago, Illinois 60602
(312) 637-4845
 - b. Give them the list of PINS that the Planner gave you.
 - c. They will charge you to produce the mailing label sheet(s).
 - d. After you receive the label sheet(s), MAKE A PHOTO COPY OF THEM to give to the Village.
 - e. Give the following items to the Planner:
 - i. The label sheet(s)
 - ii. The photocopy of the label sheet(s)
 - iii. Postage for each mailing label

Please note, hiring a company may prove to be more costly and may take longer than doing the work yourself!

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**