

# Development Review Application



The Village of Glenview has two (2) Development Review bodies.

The New Development Commission reviews development proposals for projects which are substantial redevelopments of certain properties.

The Development Adjustment Commission reviews adjustments to the configuration or use of existing developments.

Based on the information you provide within this application packet, staff will direct your application to one of these commissions for review.

## New Development

**Recommending Authority**  
Annexation  
Rezoning / Map Amendments  
Conditional uses for new Commercial, Multi-Family, and Single-Family developments  
Zoning Variations for new Commercial & Multi-Family developments  
Final Site Plan Review for new development  
Preliminary/Final Subdivision of 3 or more lots  
Text Amendments to Chapters 54 Planning, 66 Subdivisions, & 98 Zoning  
Preliminary Architecture, Landscaping, Lighting, and Signage for new Commercial & Multi-Family development, and Single-Family Subdivisions

**Final Authority**  
Final Architecture, Landscaping, Lighting, and Signage for new Commercial & Multi-Family development, and Single-Family Subdivisions

## Development Adjustments

**Recommending Authority**  
Zoning Variations for existing Commercial & Multi-Family developments  
Conditional Uses for existing Commercial, Multi-Family, & Single-Family developments  
Final Site Plan Review for existing development  
Single Lot Subdivision & Final Subdivision of 2 lots  
Preliminary Architecture, Landscaping, Lighting, Signage for existing Commercial & Multi-Family developments, and Single-Family Subdivisions

**Final Authority**  
Zoning Variations for new & existing Single-Family Residences  
Final Architecture, Landscaping, Lighting, and Signage for existing Commercial & Multi-Family developments, and Single-Family Subdivisions  
Second Curb Cuts for new and existing Single-Family Residences

**Step 1: Plan Check**

Please submit 1 digital copy of each of the applicable exhibits via email to staff for review. Staff will contact you with review comments within 7 business days of receiving your application. Staff will also provide necessary information for payment of fee.

**Step 2: Correction and Final Exhibit(s) Submittal**

Once revisions are made, email one (1) digital copy (.PDF format is preferred) of each altered document to the applicable staff member. Staff will confirm all necessary revisions have been made. If additional revisions are required, staff will provide additional comments.

**Step 3: Public Notice Period (If Applicable)**

Certain applications require public notices to be published and issued. Staff will prepare the necessary public notice materials, publish a notice in a local newspaper, send mailers to neighboring properties and post a sign in the yard of the property. For larger cases, such as Rezoning requests and Planned Development Amendments, the applicant may be required to complete drafting of the public notice and notifications to surrounding property owners via mail.

**Step 4: Commission Meeting:**

Staff will prepare a report to the applicable Commission and it is distributed, along with your application materials, the week before the scheduled meeting date. A representative from the project is required to attend the meeting and will be required to provide testimony and respond to inquiries from the Commissioners. For certain application types, a recommendation may be forwarded to the Board of Trustees. For all others, a final decision shall be rendered or the case may be continued to permit the submission of additional information.

| Development Adjustments Commission |              |
|------------------------------------|--------------|
| Submittal Deadline                 | Meeting Date |
| 11/24/2023                         | 1/3/2024     |
| 12/8/2023                          | 1/17/2024    |
| 12/29/2023                         | 2/7/2024     |
| 1/12/2024                          | 2/21/2024    |
| 2/9/2024                           | 3/20/2024    |
| 2/23/2024                          | 4/3/2024     |
| 3/8/2024                           | 4/17/2024    |
| 3/22/2024                          | 5/1/2024     |
| 4/5/2024                           | 5/15/2024    |
| 4/26/2024                          | 6/5/2024     |
| 5/10/2024                          | 6/20/2024    |
| 6/7/2024                           | 7/17/2024    |
| 6/28/2024                          | 8/7/2024     |
| 7/12/2024                          | 8/21/2024    |
| 7/26/2024                          | 9/4/2024     |
| 8/9/2024                           | 9/18/2024    |
| 8/23/2024                          | 10/8/2024    |
| 8/30/2024                          | 10/16/2024   |
| 9/27/2024                          | 11/6/2024    |
| 10/11/2024                         | 11/20/2024   |
| 10/25/2024                         | 12/4/2024    |

| New Development Commission |              |
|----------------------------|--------------|
| Submittal Deadline         | Meeting Date |
| 12/1/2023                  | 1/10/2024    |
| 12/15/2023                 | 1/24/2024    |
| 1/5/2024                   | 2/14/2024    |
| 1/19/2024                  | 2/28/2024    |
| 2/16/2024                  | 3/27/2024    |
| 3/1/2024                   | 4/10/2024    |
| 3/15/2024                  | 4/24/2024    |
| 3/29/2024                  | 5/8/2024     |
| 4/12/2024                  | 5/22/2024    |
| 5/3/2024                   | 6/12/2024    |
| 5/17/2024                  | 6/26/2024    |
| 5/31/2024                  | 7/10/2024    |
| 6/14/2024                  | 7/24/2024    |
| 6/28/2024                  | 8/14/2024    |
| 7/19/2024                  | 8/28/2024    |
| 8/2/2024                   | 9/11/2024    |
| 8/16/2024                  | 9/25/2024    |
| 8/23/2024                  | 10/9/2024    |
| 10/4/2024                  | 11/13/2024   |
| 11/1/2024                  | 12/11/2024   |



| Application Types        |  | Check each that applies  |
|--------------------------|--|--|
| <input type="checkbox"/> | Final Site Plan Review                       | Final Site Plan Review is used to review new developments or modifications to the existing configuration of current developments.  |
| <input type="checkbox"/> | Conditional Use                              | In certain zoning districts, some uses are only permitted as a conditional use and require review of various standards, operating procedures, and mitigation of certain site impacts.<br><i>(Examples: Auto Repair in B-2, Modifications to public facilities in the P-1 Zoning District)</i>  |
| <input type="checkbox"/> | Zoning Variation (Multi-Family / Commercial) | Property owners may apply for a zoning variation to be granted in order for some aspect of the site design and/or bulk standards to be varied from the regulations and restrictions set forth in the Municipal Code. Commercial variations require a recommendation to the Board of Trustees and a development ordinance acting on the variation.<br><i>(Examples: Building Setbacks)</i>  |
| <input type="checkbox"/> | Zoning Variation (Single-Family)             | Property owners may apply for a zoning variation to be granted in order for some aspect of the site design and/or bulk standards to be varied from the regulations and restrictions set forth in the Municipal Code.<br><i>(Examples: Building Setbacks)</i>   |
| <input type="checkbox"/> | Subdivision                                  | The subdivision process can involve the consolidation of existing lots/parcels into a new single lot of record or the division of existing lots/parcels into multiple new lots of record. Often times, easements are granted and public right-of-way is dedicated through this process. Subdivision of property can also trigger the installation of outstanding/missing public improvements including roadway pavement, sidewalks, curb & gutter, and parkway trees |
| <input type="checkbox"/> | Design Review (Preliminary)                  | Reviews the appearance of commercial buildings and landscaping (e.g. scale, color, parking lot screening), and the appearance of signage, lighting, awnings, and mechanical screening. For most large developments or significant architectural changes, a preliminary and final review and approval will be required. Final review typically does not occur until after at least one (1) round of building permit review comments.                                  |
| <input type="checkbox"/> | Design Review (Final)                        |  |
| <input type="checkbox"/> | Planned Development / Amendment              | <i>"The purpose of the Planned Development (PD) District is to facilitate a more creative and efficient use of land than would otherwise be possible under traditional zoning regulations"</i> (Sec. 98-491, Municipal Code).<br><br>Existing Planned Developments require amendments for any substantive exterior changes to the property.  |
| <input type="checkbox"/> | Rezoning / Official Map Amendment            | Property owners can petition for their property to be assigned a different zoning designation. These decisions are based on a series of listed criteria that determine whether a particular rezoning is appropriate.   |
| <input type="checkbox"/> | Comprehensive Plan Amendment                 | The Village adopts a Comprehensive Plan periodically to direct development across the community. An amendment to the direction within that plan may be requested if a particular zoning or development pattern does not fit into the original Comprehensive Plan direction.  |
| <input type="checkbox"/> | Annexation                                   | In accordance with State statutes, municipalities may consider petitions for voluntary annexation from owners of unincorporated properties contiguous to the Village's corporate limits. Please discuss with staff if your application includes an annexation petition.  |

**Please turn this page in to staff with your application**

## Commission Application for Development Review

### Applicant Information or Business Owner

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

### Project Information

Project Name:

Project Address:

### Property Owner Information (if different than Applicant)

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

### Project Manager Information

The person listed as the Project Manager will be the primary point of contact for staff to answer any necessary questions, provide additional information, and will receive copies of the meeting materials (agenda and staff memo).

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

### Disclosure

As the undersigned, I hereby attest that I have full legal authorization to file this application. I certify that the information and exhibits submitted herewith are true and correct. I agree to be bound by conditions of approval which may result from the Village's consideration of my application while reserving my right to oppose or present evidence to object to any proposed condition during any hearing regarding this or a related application. I authorize the Village to make any plans associated with this petition available for public view including posting of plans to the Village's website. I hereby acknowledge my understanding that no building permits will be issued by the Village of Glenview until all related reviews have been completed and all approvals have been granted and an executed final subdivision Mylar has been submitted for recording, if applicable.

Signature of Applicant:

Signature of Property Owner:

Signature of Project Manager:

**Please turn this page in to staff with your application**



# FINAL SITE PLAN REVIEW

## Recommendation to the Board of Trustees

**i** **PURPOSE:**

*The purpose of Site Plan Review (“FSPR”) is to go beyond the basic zoning, subdivision, design and building requirements in order to address site details which these other codes may not regulate in such detail. The review process is intended to promote more orderly and harmonious development and are intended to ensure that all codes and ordinances have been met helping to provide a logical and coordinated review of proposed developments.*

## FINAL SITE PLAN REVIEW STANDARDS

- All site circulation systems, vehicular and pedestrian, shall provide adequate and safe access to the site. Dangerous traffic movements will be prohibited and curb cuts shall be minimized. Disruption of traffic flows on adjacent streets and undue congestion shall be minimized or avoided. Connections and linkages with adjacent developments are encouraged to promote logical circulation patterns and minimize curb cuts.
- The arrangements of the structures on the site shall allow for the effective and efficient use of the proposed development. Such arrangement shall be compatible and harmonious with development on adjacent property. The arrangement of structures on the site shall be evaluated to ensure effective and efficient provision of municipal services. In the downtown and downtown frame area, the site plan shall embody a pedestrian orientation, generally represented by a building location at or near the street, with parking at the rear.
- The scale of the proposed building must be appropriate to the site, location and function of the site. The building scale must promote harmonious transitions to adjacent developments and land uses.
- Proposed parking lots shall be designed, located and screened to minimize visual impact on adjacent properties. Such parking shall also be designed and located to minimize the number of curb cuts. Shared parking lot access shall be promoted, where practical. Perimeter screening is encouraged and interior lot landscaping shall be provided to break up large expanses of asphalt with plant and other landscape materials.
- Site illumination shall be designed, located and installed in such a manner that will minimize adverse impact on adjacent properties.
- Landscape design shall provide an aesthetically pleasing design, create a logical transition to adjoining development, screen incompatible uses, screen unsightly activities from public view and break up large expanses of asphalt with plant materials. Existing mature trees and shrubs should be maintained to the maximum extent practicable. Plant materials shall be selected so as to withstand the Village's climatic conditions and the specific constraints imposed by adjacent functions.
- Signs and other site graphics shall be minimized in size and number to promote their effectiveness. Such signs and site graphics shall be integrated with architectural and site landscape features.
- Preservation of unique architectural, cultural, environmental or historical resources is encouraged. Development designs and treatments that respect such desirable resources on adjacent properties are also encouraged.
- The proposed development should be designed to maximize the preservation of natural site features, including vegetation, drainage and topography. The landscape treatment of exterior open spaces should enhance the quality of the project and create a desirable and functional environment for patrons, visitors and occupants. Stormwater detention facilities should be integrated into the proposed site design to provide functional and attractive open space. The amount of open space provided shall be appropriate to the proposed use and compatible with surrounding development. Excessive lot coverage shall be prohibited, notwithstanding the amount of such coverage permitted by chapter 98 pertaining to zoning.
- The application for the site plan review must contain all the information required in section 54-84.



## FINAL SITE PLAN REVIEW APPLICATION MATERIALS

Applicant's interest in property (sole owner, co-owner, lessee, contract purchaser, etc.):

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**Describe the proposed scope of work requiring Final Site Plan Review:**

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**Please complete the summary on this page remit along with the applicable exhibits and materials.**

Please submit 1 digital copy of each of the following via email to [arepp@glenview.il.us](mailto:arepp@glenview.il.us) for staff for review. Staff will contact you with review comments within 5 business days of receiving your application.

- **Application Fee**
- **Site Plan Review Application:** Signed original turned in separately
- **Executive summary:** Background information and highlights of proposed project (goals, logistics, hours of operation, # of employees/visitors, project constraints, etc.)
- **Dimensioned, dated and scaled site plan:** Including:
  - Location of proposed buildings and/or structures with compass marker, scale and any revision dates
  - Dimensioned setbacks from all property lines for all structures
  - Dimensioned roadways (both private and existing or dedicated rights-of-way)
  - Parking and circulation with 9' by 19' stall dimensions; Typical aisle and driveway widths (24' for two-way, 18' for one-way)
  - Location of all curb cuts, distance to intersection and dimensions of aprons
  - Location of all fencing and trash enclosures with proposed material and height
  - Land uses and zoning of the adjacent parcels
- **Zoning Statistics Chart:** Included on next page
- **Parking Requirements Chart:** Included on next page
- **Landscaping plan Including:** location, size, quantity and species of materials
- **Tree preservation plan:** Including a tree survey and a chart detailing condition, species size and location
- **Building elevations:** All building facades, dimensioned roof and eave heights, and floor plans (where applicable)
- **Color rendering or perspective:** Demonstrating the proposed appearance of the development
- **Lighting plan:** Photometric plan with fixture locations, projected foot-candle measurements to the property line, the pole standards and heights, and fixtures and bulb details from the manufacture
- **Sign Plan:** Including: wall, ground and directional sign locations, dimensions and graphics
- **Current Plat of Survey:** Scaled copy
- **Fiscal or Traffic study:** If deemed applicable by staff
- **Preliminary Engineering:** 3 copies per Section I.B of the Engineering Standards Manual (Green Book): (i.e. proposed utility locations, storm water detention improvements, grading and any necessary easements).

*\*For requests related to minor alterations or accessory structures, certain exhibits may not be applicable. Please contact staff if you have a specific question about a submission requirement.*

**Please turn this page in to staff with your application**



**Site Data Evaluation (all measurements must be provided to the hundredth decimal foot):**

|                                 | Allowed/Required | Existing / Proposed | Compliance |
|---------------------------------|------------------|---------------------|------------|
| Zoning                          |                  |                     |            |
| Parcel Size                     |                  |                     |            |
| Building Height                 |                  |                     |            |
| Front Yard Setback              |                  |                     |            |
| Side Yard Setback(s)            |                  |                     |            |
| Rear Yard Setback               |                  |                     |            |
| Lot Coverage<br>(Building Only) |                  |                     | -          |

Zoning Requirements by District:  
[https://library.municode.com/il/glenview/codes/code\\_of\\_ordinances?nodeId=MUCO\\_CH98ZO\\_ARTIIIIZODI](https://library.municode.com/il/glenview/codes/code_of_ordinances?nodeId=MUCO_CH98ZO_ARTIIIIZODI)

**Parking Requirements:**

Single-Tenant Parking Chart

| Parking Requirements (Use) | Formula | Details | Total Required | Total Proposed |
|----------------------------|---------|---------|----------------|----------------|
|                            |         |         |                |                |

Municipal Code Parking Requirements:  
[https://library.municode.com/il/glenview/codes/code\\_of\\_ordinances?nodeId=MUCO\\_CH98ZO\\_ARTVIOREPALO](https://library.municode.com/il/glenview/codes/code_of_ordinances?nodeId=MUCO_CH98ZO_ARTVIOREPALO)

**Multi-Tenant Parking Chart**

| Address | Tenant Name | Square Feet | Seats /<br>Customers (for<br>certain uses such<br>as restaurants,<br>specialty schools) | Total Required | Total Proposed |
|---------|-------------|-------------|---|----------------|----------------|
|         |             |             |   |                |                |
|         |             |             |   |                |                |
|         |             |             |   |                |                |
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**Municipal Code Parking Requirements:**  
[https://library.municode.com/il/glenview/codes/code\\_of\\_ordinances?nodeld=MUCO\\_CH98ZO\\_ARTVIOREPALO](https://library.municode.com/il/glenview/codes/code_of_ordinances?nodeld=MUCO_CH98ZO_ARTVIOREPALO)

**Please turn this page in to staff with your application**





## CONDITIONAL USE

### Recommendation to the Board of Trustees

**i** *PURPOSE:*

*The purpose of a Conditional Use (“CU”) is to provide opportunity for the potential impacts from a particular development to be mitigated through the application of conditions based on the operations, site configuration, and other factors of a particular use within a designated zoning district.*

## CONDITIONAL USE STANDARDS

Per Sec. 98-50 of the Municipal Code, the Plan Commission shall evaluate any petition for Conditional Use Permit in accordance with the following standards before offering a recommendation to the Village Board of Trustees:

1. The proposed conditional use at the particular location is necessary or desirable for the public convenience; and it will not be injurious to the use and enjoyment of property already permitted in the immediate vicinity; nor will it diminish or impair property values in the neighborhood; nor will it affect a significant change in the character of the neighborhood.
2. The location and size of the conditional use, the nature and intensity of the operation involved in or conducted in connection with it, the size of the site in relation to it, and the location of the site with respect to streets giving access to it, shall be such that it will be in harmony with present development and the appropriate and orderly future development of the district in which it is located, as well as other butting districts.
3. The location, nature, and height of buildings, walls, and fences, and the nature and extent of the landscaping on the site shall be such that the use will not unreasonably hinder or discourage the appropriate development and use of adjacent and nearby land and buildings.
4. Parking areas shall be of adequate size for the particular use, properly located, and suitably screened from adjoining residential uses, and the entrance and exit drives shall be laid out so as to prevent traffic hazards and nuisances, and minimize traffic congestion in the area.
5. A use which is permitted in another district by conditional use shall comply with all applicable bulk regulations of the district in which the use is located.



## CONDITIONAL USE APPLICATION MATERIALS

Applicant's interest in property (sole owner, co-owner, lessee, contract purchaser, etc.):

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**Describe the proposed scope of work and/or operation requiring Conditional Use:**

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**Please complete the parking data table and questions on the next page and remit those along with the applicable exhibits and materials.**

Please submit 1 digital copy of each of the following via email to [arepp@glenview.il.us](mailto:arepp@glenview.il.us) for staff for review. Staff will contact you with review comments within 5 business days of receiving your application.

- **Application Fee:** \$200 + publication fee for public notice publication in newspaper. Staff will assign that fee once it is received from the publisher
- **Conditional Use Application:** Signed original turned in separately
- **Executive summary:** Background information and highlights of proposed project (goals, logistics, hours of operation, # of employees/visitors, project constraints, etc.)
- **Parking Requirements Chart (See Below)**
- **Current Plat of Survey:** Scaled copy
- **Floor Plan:** Scaled copy depicting areas of operation with applicable square footages
- **Fiscal or Traffic study:** If deemed applicable by staff
- **Responses to Conditional Use Questions:** Included on subsequent pages

*\*For requests related to minor alterations or certain operations, certain exhibits may not be applicable. Please contact staff if you have a specific question about a submission requirement.*

**Please turn this page in to staff with your application**

### Parking Requirements:

#### Single-Tenant Parking Chart

| Parking Requirements (Use) | Formula | Details | Total Required | Total Proposed |
|----------------------------|---------|---------|----------------|----------------|
|                            |         |         |                |                |

**Municipal Code Parking Requirements:**

[https://library.municode.com/il/glenview/codes/code\\_of\\_ordinances?nodeId=MUCO\\_CH98ZO\\_ARTVIOREPALO](https://library.municode.com/il/glenview/codes/code_of_ordinances?nodeId=MUCO_CH98ZO_ARTVIOREPALO)

**Multi-Tenant Parking Chart**

| <b>Address</b> | <b>Tenant Name</b> | <b>Square Feet</b> | <b>Seats /<br/>Customers (for<br/>certain uses such<br/>as restaurants,<br/>specialty schools)</b> | <b>Total Required</b> | <b>Total Proposed</b> |
|----------------|--------------------|--------------------|--|-----------------------|-----------------------|
|                |                    |                    |  |                       |                       |
|                |                    |                    |  |                       |                       |
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**Municipal Code Parking Requirements:**  
[https://library.municode.com/il/glenview/codes/code\\_of\\_ordinances?nodeld=MUCO\\_CH98ZO\\_ARTVIOREPALO](https://library.municode.com/il/glenview/codes/code_of_ordinances?nodeld=MUCO_CH98ZO_ARTVIOREPALO)

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The Village of Glenview Municipal Code requires that certain standards must be met before a Conditional Use may be granted. Answers to the questions within this application should be as complete and detailed as possible. Additional pages may be attached if necessary.

**PLEASE NOTE: “Yes” and “No” answers are not acceptable. Any application that does not contain detailed answers to ALL questions will not be scheduled for the Commission meeting until the questions have been answered sufficiently.**

**Please explain in detail. all answers**

1. **Explain in detail** the Conditional Use for which you are applying.
  
2. Is the particular location of the proposed Conditional Use necessary or desirable for the public convenience? **(Please Explain in Detail)**
  
3. Will the proposed Conditional Use be injurious to the use and enjoyment of property already permitted in the immediate vicinity? **(Please Explain in Detail)**
  
4. Will the proposed Conditional Use diminish or impair property values in the neighborhood? **(Please Explain in Detail)**

**Please turn this page in to staff with your application**



5. Will the proposed Conditional Use generate a significant change in the character of the neighborhood? **(Please Explain in Detail)**
  
6. Will the Conditional Use be in harmony with present development of the District and abutting Districts considering the location, nature, and intensity of the proposed operation, the size of the site and the ease of ingress and egress? **(Please Explain in Detail)**
  
7. Will the location, nature, or height of buildings, walls, fences, and landscaping on the site unreasonably hinder or discourage the appropriate use and/or development of adjacent or nearby land and existing buildings? **(Please Explain in Detail)**
  
8. Will off-street parking facilities be of adequate size and number, properly located, and suitably screened from any adjoining Residential Districts in accordance with the requirements of the Glenview Zoning Ordinance? **(Please Explain in Detail)**
  
9. Will the entrance and exit drives be laid out so as to prevent traffic hazards and nuisances, and minimize traffic congestion in the area? **(Please Explain in Detail)**

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10. Will the Conditional Use comply with all bulk regulations of the District in which the proposed use would be located? **Please Explain in Detail**

**Please turn this page in to staff with your application**



# COMMERCIAL / MULTI-FAMILY ZONING VARIATION

## Recommendation to the Board of Trustees

### **i** PURPOSE:

*The Development Review Commissions are vested with the authority to hear, and make a recommendation for approval or denial to the Village Board of Trustees for commercial variances subject to the standards set forth in Sections 98-47 and 98-50 of the Municipal Code. The Commissions shall identify findings of fact based upon the standards prescribed whether the application of regulations of the zoning ordinance will create a practical difficulty or hardship for the owner, lessee, or occupant of land, buildings, or structures.*

## VARIATION STANDARDS

- 1.) The Hearing Body shall not vary the regulations of Chapter 98 of the Municipal Code unless it shall make a finding of fact based upon the evidence as presented to it in each specific case that the:
  - a. Particular physical surroundings shape or topographical condition of the specific property involved would result in a practical difficulty or hardship upon or for the owner, lessee or occupant, as distinguished from a mere inconvenience, if the strict letter of the regulation were carried out.
  - b. Conditions upon which the petition for a variation is based are unique and would not be generally applicable to other property within the same zoning classification.
  - c. Alleged difficulty or hardship has not been created by any person presently having an interest in the property.
  - d. Granting of the variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
  - e. Proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire or endanger the public safety.
  - f. Variation, if granted, will not alter the essential character of the locality.
- 2.) If all of the standards set forth in subsection (1) of this section cannot be met, yet an identifiable overriding public benefit can be realized by the granting of the requested variation, the zoning board of appeals shall forward a written recommendation, including a specific finding of fact of overriding public benefit, to the board of trustees for final disposition.
- 3.) The Hearing Body may impose such conditions and restrictions upon the premises benefited by a variation as may be necessary to comply with the standards set forth in this subsection (1) to reduce or minimize the injurious effect of such variation upon other property in the neighborhood, and to better carry out the general intent of Chapter 98 of the Municipal Code.



## COMMERCIAL ZONING VARIATION APPLICATION MATERIALS

- **Application Fee:** \$200 + publication fee for public notice publication in newspaper. Staff will assign that fee once it is received from the publisher
- **Commercial Zoning Variation Application:** Signed original turned in separately
- **Executive summary:** Background information and highlights of proposed project (goals, logistics, hours, # of employees/visitors, project constraints, etc.)
- **Dimensioned, dated and scaled site plan:** Including:
  - Location of proposed buildings and/or structures with compass marker, scale and any revision dates
  - Dimensioned setbacks from all property lines for all structures
  - Dimensioned roadways (both private and existing or dedicated rights-of-way)
  - Parking and circulation with 9' by 19' stall dimensions; Typical aisle and driveway widths (24' for two-way, 18' for one-way)
  - Location of all curb cuts, distance to intersection and dimensions of aprons
  - Location of all fencing and trash enclosures with proposed material and height
  - Land uses and zoning of the adjacent parcels
- **Site Data Evaluation Table:** Included on next page
- **Landscaping plan including (if applicable):** location, size, quantity and species of materials
- **Tree preservation plan (if applicable):** Including a tree survey and a chart detailing condition, species size and location
- **Building elevations (if applicable):** All building facades, dimensioned roof and eave heights, and floor plans
- **Color rendering or perspective (if applicable):** Demonstrating the proposed appearance of the development
- **Lighting plan (if applicable):** Photometric plan with fixture locations, projected foot-candle measurements to the property line, the pole standards and heights, and fixtures and bulb details from the manufacture
- **Sign Plan(if applicable):** Including: wall, ground and directional sign locations, dimensions and graphics
- **Current Plat of Survey:** Scaled copy
- **Parking or Traffic study:** If deemed applicable by staff
- **Additional Information in support of the variation:** e.g. sign detail, site photos, circulation exhibits, etc.





***This application must be completed in full by the applicant or their appointed agent.***

**Please Identify the Variation(s) applied for:**

Front Yard Setback    Rear Yard Setback    Side Yard Setback(s)    FAR    Lot Coverage    Sign Height

Other: \_\_\_\_\_

**Describe the proposed variation request compared to the regulations required by the Glenview Municipal Code:**

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**Site Data Evaluation (all measurements must be provided to the hundredth decimal foot):**

| Principle Residence or Structure | Existing         | Proposed         | Permitted        |
|----------------------------------|------------------|------------------|------------------|
| Lot Size                         | sq. ft.          | sq. ft.          | sq. ft.          |
| Floor Area Ratio                 | sq. ft.          | sq. ft.          | sq. ft.          |
| Front Yard Setback               | ft.              | ft.              | ft.              |
| Rear Yard Setback                | ft.              | ft.              | ft.              |
| Side Yards Setbacks              | ft. /        ft. | ft. /        ft. | ft. /        ft. |
| Maximum Building Height          | ft.              | ft.              | ft.              |
| Building Lot Coverage            | sq. ft.          | sq. ft.          | sq. ft.          |
| Parking Stalls                   | stalls           | stalls           | stalls           |
| Loading Berths                   | berths           | berths           | berths           |
| <b>Accessory Structure(s)</b>    | <b>Existing</b>  | <b>Proposed</b>  | <b>Permitted</b> |
| Structure Height (if applicable) | ft.              | ft.              | ft.              |
| Structure Area (if applicable)   | sq. ft.          | sq. ft.          | sq. ft.          |
| Rear Yard Setback                | ft.              | ft.              | ft.              |
| Side Yards Setbacks              | ft. /        ft. | ft. /        ft. | ft. /        ft. |
| <b>Fences</b>                    | <b>Existing</b>  | <b>Proposed</b>  | <b>Permitted</b> |
| Fence Height (if applicable)     | ft.              | ft.              | ft.              |
| Fence Material (if applicable)   |                  |                  |                  |
| <b>Signage</b>                   | <b>Existing</b>  | <b>Proposed</b>  | <b>Permitted</b> |
| Sign Height (if applicable)      | ft.              | ft.              | ft.              |
| Sign Area (if applicable)        | sq. ft.          | sq. ft.          | sq. ft.          |
| Sign Setback (if applicable)     | ft.              | ft.              | ft.              |
| Front Yard Setback               | ft.              | ft.              | ft.              |
| Side Yards Setbacks              | ft. /        ft. | ft. /        ft. | ft. /        ft. |

**Please turn this page in to staff with your application**



**VARIANCE QUESTIONS:**

Section 98-47(c) of the Village of Glenview Municipal Code requires that certain conditions must exist before the Hearing Body may grant a variation. Your responses to the items set forth below should address these conditions and provide the basis by which the ZBA will evaluate your application. Therefore, answers to the following items must be as complete and detailed as possible. Please feel free to prepare responses separately on additional pages if necessary.

**PLEASE NOTE:** “Yes” and “No” answers are not acceptable. Any application that does not contain detailed answers to ALL questions will not be scheduled for the ZBA until the questions have been answered sufficiently.

**Please explain all answers in detail.**

1. Briefly explain the extents of the improvement(s) currently proposed and itemize each zoning variation that is requested.
  
2. Explain how the enforcement of the applicable zoning requirement(s) for which relief is currently requested to the proposed conditions would create a **hardship** or **practical difficulty**. Examples of hardships or practical difficulties include the following:
  - the subject property’s physical surroundings including but not limited to proximity of proposed improvements to adjacent properties and improvements, compatibility of adjacent land uses, attempts to preserve existing mature/quality trees, etc.;
  - an irregular lot shape, multiple lot frontages, topography, drainage patterns, etc.;
  - potential impacts upon adjacent properties would be greater if development was pursued in accordance with the ordinance than the alternative requested;
  - the history or chronology of the existing improvements upon the subject property; and/or
  - other similar conditions which demonstrate a hardship or practical difficulty.

**PLEASE NOTE:** The alleged hardship or practical difficulty should not originate from a personal need of the present user(s) or occupant(s) of the property, but should instead arise from the condition(s) of the property or improvements, or from the application of the ordinance requirements to the situation.

**Please turn this page in to staff with your application**



3. Explain how the existing conditions and factors creating the need for relief from the zoning ordinance are **unique**. The evidence provided should identify how the factors identified are unusual due to unique site conditions or circumstances, and demonstrate how these site conditions or circumstances would not be generally applicable to other lots subject to the same zoning regulations.
  
4. Identify the characteristics of your plan which demonstrate how the granting of your requested variation(s) would not create **impacts upon adjacent property owners** or other properties in the vicinity. Your response should address any potential impacts on each of the following criteria:
  - the supply of light and air to neighboring properties;
  - traffic and congestion on nearby public streets;
  - public safety, such as increased risk of fire or other potential hazards;
  - neighboring property values; and
  - the future development and enjoyment of neighboring properties.

If warranted in response to any potential impacts, describe any design solutions that will be implemented or other efforts you plan to undertake to mitigate or eliminate potential negative impacts stemming from the granting of your requested variation(s).
  
5. Describe **available alternatives** you considered to the variation(s) you have requested, and explain why each alternative is not considered viable. Your response must identify why the plan selected is the only viable option.
  
6. Economic impacts can be considered by the Zoning Board of Appeals, however economic impacts alone do not provide sufficient grounds for approval or denial of any variation request. Explain what, if any, **economic impact** you would incur if the requested variation(s) were to be denied.

**Please turn this page in to staff with your application**



# RESIDENTIAL ZONING VARIATION

## Final Determination

### **i** PURPOSE:

*The Development Review Commissions are vested with the authority to hear, and make a final determination regarding applications for residential variations subject to the standards set forth in Section 98-47 of the Municipal Code. The Development Review Commission shall identify findings of fact based upon the standards prescribed whether the application of regulations of the zoning ordinance will create a practical difficulty or hardship for the owner, lessee, or occupant of land, buildings, or structures.*

## VARIATION STANDARDS

- 2.) The Hearing Body shall not vary the regulations of Chapter 98 of the Municipal Code unless it shall make a finding of fact based upon the evidence as presented to it in each specific case that the:
  - g. Particular physical surroundings shape or topographical condition of the specific property involved would result in a practical difficulty or hardship upon or for the owner, lessee or occupant, as distinguished from a mere inconvenience, if the strict letter of the regulation were carried out.
  - h. Conditions upon which the petition for a variation is based are unique and would not be generally applicable to other property within the same zoning classification.
  - i. Alleged difficulty or hardship has not been created by any person presently having an interest in the property.
  - j. Granting of the variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
  - k. Proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire or endanger the public safety.
  - l. Variation, if granted, will not alter the essential character of the locality.
- 4.) If all of the standards set forth in subsection (1) of this section cannot be met, yet an identifiable overriding public benefit can be realized by the granting of the requested variation, the zoning board of appeals shall forward a written recommendation, including a specific finding of fact of overriding public benefit, to the board of trustees for final disposition.
- 5.) The Hearing Body may impose such conditions and restrictions upon the premises benefited by a variation as may be necessary to comply with the standards set forth in this subsection (1) to reduce or minimize the injurious effect of such variation upon other property in the neighborhood, and to better carry out the general intent of Chapter 98 of the Municipal Code.



## RESIDENTIAL ZONING VARIATION APPLICATION MATERIALS

- **Application Fee:** \$100 + publication fee for public notice publication in newspaper. Staff will assign that fee once it is received from the publisher
- **Residential Zoning Variation Application:** Signed original turned in separately (Pg. 4 of packet)
- **Dimensioned, dated and scaled site plan:** Including:
  - Location of proposed buildings and/or structures with compass marker, scale and any revision dates
  - Dimensioned setbacks from all property lines for all structures
  - Dimensioned roadways (both private and existing or dedicated rights-of-way)
  - Parking and circulation with 9' by 19' stall dimensions; Typical aisle and driveway widths (24' for two-way, 18' for one-way)
  - Location of all curb cuts, distance to intersection and dimensions of aprons
  - Location of all fencing and trash enclosures with proposed material and height
  - Land uses and zoning of the adjacent parcels
- **Site Data Evaluation Table:** Included on next page
- **Landscaping plan including (if applicable):** location, size, quantity and species of materials
- **Tree preservation plan (if applicable):** Including a tree survey and a chart detailing condition, species size and location
- **Building elevations (if applicable):** All building facades, dimensioned roof and eave heights, and floor plans
- **Color rendering or perspective (if applicable):** Demonstrating the proposed appearance of the development
- **Current Plat of Survey:** Scaled copy
- **Additional Information in support of the variation:** e.g. sign detail, site photos, circulation exhibits, etc.



***This application must be completed in full by the applicant or their appointed agent.***

**Please Identify the Variation(s) applied for:**

Front Yard Setback    Rear Yard Setback    Side Yard Setback(s)    Max. Bldg. Size    Lot Coverage    Fence

Other: \_\_\_\_\_

**Describe the proposed variation request compared to the regulations required by the Glenview Municipal Code:**

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**Site Data Evaluation (all measurements must be provided to the hundredth decimal foot):**

| Principle Residence or Structure | Existing         | Proposed         | Permitted        |
|----------------------------------|------------------|------------------|------------------|
| Lot Size                         | sq. ft.          | sq. ft.          | sq. ft.          |
| Maximum Building Size            | sq. ft.          | sq. ft.          | sq. ft.          |
| Front Yard Setback               | ft.              | ft.              | ft.              |
| Rear Yard Setback                | ft.              | ft.              | ft.              |
| Side Yards Setbacks              | ft. /        ft. | ft. /        ft. | ft. /        ft. |
| Maximum Building Height          | ft.              | ft.              | ft.              |
| Maximum Eave Height              | ft.              | ft.              | ft.              |
| Impervious Lot Coverage          | sq. ft.          | sq. ft.          | sq. ft.          |
| <b>Accessory Structure(s)</b>    | <b>Existing</b>  | <b>Proposed</b>  | <b>Permitted</b> |
| Structure Height (if applicable) | ft.              | ft.              | ft.              |
| Structure Area (if applicable)   | sq. ft.          | sq. ft.          | sq. ft.          |
| Rear Yard Setback                | ft.              | ft.              | ft.              |
| Side Yards Setbacks              | ft. /        ft. | ft. /        ft. | ft. /        ft. |
| <b>Fences</b>                    | <b>Existing</b>  | <b>Proposed</b>  | <b>Permitted</b> |
| Fence Height (if applicable)     | ft.              | ft.              | ft.              |
| Fence Material (if applicable)   |                  |                  |                  |
| Fence Design (if applicable)     | % open / solid   | % open / solid   | % open / solid   |

**Please turn this page in to staff with your application**



**VARIANCE QUESTIONS:**

Section 98-47(c) of the Village of Glenview Municipal Code requires that certain conditions must exist before the Hearing Body may grant a variation. Your responses to the items set forth below should address these conditions and provide the basis by which the ZBA will evaluate your application. Therefore, answers to the following items must be as complete and detailed as possible. Please feel free to prepare responses separately on additional pages if necessary.

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  - other similar conditions which demonstrate a hardship or practical difficulty.

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3. Explain how the existing conditions and factors creating the need for relief from the zoning ordinance are **unique**. The evidence provided should identify how the factors identified are unusual due to unique site conditions or circumstances, and demonstrate how these site conditions or circumstances would not be generally applicable to other lots subject to the same zoning regulations.
  
4. Identify the characteristics of your plan which demonstrate how the granting of your requested variation(s) would not create **impacts upon adjacent property owners** or other properties in the vicinity. Your response should address any potential impacts on each of the following criteria:
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# PRELIMINARY DESIGN REVIEW

## Recommendation to the Board of Trustees

**i** *PURPOSE: Adopted in 1968 per Section 54-64 of the Municipal Code and as amended from time-to-time, the Village of Glenview Appearance Plan stipulates the criteria for evaluations of design in regard to the review of new development and site improvements.*

## APPEARANCE CODE STANDARDS

### Architecture Criteria

- a. Architectural style is not restricted – evaluation of appearance of a project shall be based on quality of its design and relationship to surroundings.
- b. Buildings shall have good scale and be in harmonious conformance with permanent neighboring development.
- c. Materials shall have good architectural character and shall be selected for harmony of the building with adjoining buildings. Materials shall be selected for suitability to the type of buildings and the design in which they are used. Buildings shall have the same materials, or those which are architecturally harmonious, used for all building walls and other exterior building components wholly or partly visible from public ways. Inappropriate materials and methods, and those which will produce inconsistency with the structure of the building, shall be avoided. Materials shall be of durable quality. In any design in which the structural frame is exposed to view, the materials shall meet other criteria for materials.
- d. Building components - such as windows, doors, eaves, and parapets - shall have good proportions and relationship to one another.
- e. Colors shall be harmonious, with bright or brilliant colors used only for accent.
- f. Mechanical equipment or other utility hardware on roof, ground or buildings shall be screened from public view with materials harmonious to the building, or they shall be located so as not to be visible from any public ways.
- g. Refuse and waste removal areas, service yards, storage yards and exterior work areas shall be screened from view from public ways, using materials as stated in criteria for equipment screening.
- h. Monotony of design in single or multiple building projects shall be avoided. Variation of detail, form and siting shall be used to provide visual interest. In multiple building projects variable siting of individual buildings may be used to prevent a monotonous appearance.
- i. Inappropriate, incompatible, and exotic designs shall be avoided.
- j. The provisions of the Chapter 98 of the Glenview Municipal Code relating to bulk regulations and standards, those portions of Chapter 18 of the Glenview Municipal Code which directly affect appearance, and the Village’s applicable adopted design guidelines shall be part of the criteria of this subsection.

### Landscaping Criteria

- a. Where natural or existing topographic patterns contribute to beauty and utility of a development, they shall be preserved and developed. Modification to topography will be permitted where it contributes to good appearance.
- b. Landscape treatment shall be provided to enhance architectural features, strengthen vistas and important axes, and provide shade. Spectacular effects shall be reserved for special locations only.
- c. Unity of design shall be achieved by repetition of certain plant varieties and other materials, and by correlation with adjacent developments.
- d. Plant material shall be selected for interest in its structure, texture and color, and for its ultimate growth. Plants that are indigenous to the area and others that will be hardy, harmonious to the design, and of good appearance shall be used.
- e. In locations where plants will be susceptible to injury by pedestrian or motor traffic, they shall be protected by curbs, tree guards, or other devices.
- f. Parking areas and traffic ways shall be enhanced with landscaped spaces containing trees or tree groupings. Shrubs shall be used only where they will not obscure vision and will not require excessive
- g. maintenance.
- h. Where building sites limit planting, the placement of trees in parkways or paved areas is encouraged.
- i. Screening of service yards, and other spaces which tend to be unsightly shall be accomplished by use of walls, fencing, planting, or combinations of these. Screening shall be equally effective in winter and summer.
- j. Shrubbery shall be used with restraint in locations other than parking areas.
- k. In areas where general planting will not prosper, other materials - such as fences, walls, and pavings of wood, brick, stone, gravel, and cobbles - shall be used. Carefully selected plants shall be combined with such materials where possible.



### Lighting Criteria

- a. Exterior lighting shall be part of the architectural concept. Fixtures, standards, and all exposed accessories shall be harmonious with building design.
- b. Exterior lighting, when used, shall enhance the building design and the adjoining landscape. Lighting standards and fixtures shall be of a design and size compatible with the building and adjacent areas. Lighting shall be restrained in design, and excessive brightness and brilliant colors avoided.
- c. The provisions of Chapter 98 of the Glenview Municipal Code in regard to lighting and the Village's applicable adopted design guidelines shall be a part of the criteria of this subsection.

### Signage Criteria

- a. Building wall signs shall be part of the architectural concept. Size, color, lettering, location, and arrangement shall be harmonious with the building design and shall be compatible with signs on adjoining buildings. Signs shall have good proportions.
- b. Ground signs shall be designed to be compatible with the architecture of the building. The same criteria applicable to wall signs shall apply to ground signs.
- c. Materials used in signs shall have good architectural character and be harmonious with building design and surrounding landscape.
- d. Every sign shall have good scale in its design and its visual relationship to buildings and surroundings.
- e. Colors shall be used harmoniously and with restraint. Excessive brightness and brilliant colors shall be avoided.
- f. Sign illumination shall be harmonious with the signage design. Lighting shall be arranged so that light source is shielded from view.
- g. The provisions of the Municipal Code in regard to general standards and signage and all applicable adopted design guidelines shall be part of the criteria of this section.

## **PRELIMINARY DESIGN REVIEW APPLICATION MATERIALS**

Please submit 1 digital copy of each of the following via email to [arepp@glenview.il.us](mailto:arepp@glenview.il.us) or [mhouse@glenview.il.us](mailto:mhouse@glenview.il.us) for staff for review. Staff will contact you with review comments within 5 business days of receiving your application.

- **Commission Review Application:** Signed original turned in separately (Pg. 4 of packet)
- **Executive summary:** Background information and highlights of proposed project (summary of updates, explanation of design, alterations, materials, design elements)
- **Dimensioned, dated and scaled site plan (if applicable):** Including:
  - Location of proposed buildings and/or structures with compass marker, scale and any revision dates
  - Dimensioned setbacks from all property lines for all structures
  - Location of all curb cuts
  - Location of all fencing and trash enclosures with proposed material and height
  - Land uses and zoning of the adjacent parcels
- **Landscaping plan including:** location, size, quantity and species of materials
- **Tree preservation plan:** Including a tree survey and a chart detailing condition, species size and location
- **Building elevations:** All building facades, dimensioned roof and eave heights, and floor plans (where applicable)
- **Color rendering or perspective:** Demonstrating the proposed appearance of the development
- **Building material list:** Including manufacturer, finish, and color information for all primary exterior building materials
- **Building materials cutsheets:**
- **Material Samples:** Material samples for all applicable building and/or signage materials will be required 1 week before the meeting
- **Lighting plan:** Photometric plan with fixture locations, projected foot-candle measurements to the property line, the pole standards and heights, and fixtures and bulb details from the manufacturer, uniformity ratio (excluding 0.0 fc readings), max/min fc readings, average footcandle readings.
- **Sign Plan:** Including: wall, ground and directional sign locations, dimensions and graphics
- **Sign Details:** Including dimensions for all letters heights and negative space, colors, materials, installation methods and illumination methods. See Sign Detail Examples on following pages.

- **Awning Details** (if applicable)



## FINAL DESIGN REVIEW

### Final Determination

**i** *PURPOSE: Adopted in 1968 per Section 54-64 of the Municipal Code and as amended from time-to-time, the Village of Glenview Appearance Plan stipulates the criteria for evaluations of design in regard to the review of new development and site improvements.*

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- Plant material shall be selected for interest in its structure, texture and color, and for its ultimate growth. Plants that are indigenous to the area and others that will be hardy, harmonious to the design, and of good appearance shall be used.
- In locations where plants will be susceptible to injury by pedestrian or motor traffic, they shall be protected by curbs, tree guards, or other devices.
- Parking areas and traffic ways shall be enhanced with landscaped spaces containing trees or tree groupings. Shrubs shall be used only where they will not obscure vision and will not require excessive
- maintenance.
- Where building sites limit planting, the placement of trees in parkways or paved areas is encouraged.
- Screening of service yards, and other spaces which tend to be unsightly shall be accomplished by use of walls, fencing, planting, or combinations of these. Screening shall be equally effective in winter and summer.

- j. Shrubbery shall be used with restraint in locations other than parking areas.
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- f. Sign illumination shall be harmonious with the signage design. Lighting shall be arranged so that light source is shielded from view.
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## **FINAL DESIGN REVIEW APPLICATION MATERIALS**

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  - Dimensioned setbacks from all property lines for all structures
  - Location of all curb cuts
  - Location of all fencing and trash enclosures with proposed material and height
  - Land uses and zoning of the adjacent parcels
- **Landscaping plan including:** location, size, quantity and species of materials
- **Tree preservation plan:** Including a tree survey and a chart detailing condition, species size and location
- **Building elevations:** All building facades, dimensioned roof and eave heights, and floor plans (where applicable)
- **Color rendering or perspective:** Demonstrating the proposed appearance of the development
- **Building material list:** Including manufacturer, finish, and color information for all primary exterior building materials
- **Building materials cutsheets:**
- **Material Samples:** Material samples for all applicable building and/or signage materials will be required 1 week before the meeting
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- **Sign Plan:** Including: wall, ground and directional sign locations, dimensions and graphics
- **Sign Details:** Including dimensions for all letters heights and negative space, colors, materials, installation methods and illumination methods. See Sign Detail Examples on following pages.



# SUBDIVISION

## Recommendation to the Board of Trustees

**i** **PURPOSE:**

*Chapter 18 of the Village of Glenview Municipal Code requires that all properties be complete lots of record via the subdivision process before any new building permits will be issued. The subdivision process can involve the consolidation of existing lots/parcels into a new single lot of record or the division of existing lots/parcels into multiple new lots of record. Often times, easements are granted and public right-of-way is dedicated through this process. Subdivision of property can also trigger the installation of outstanding/missing public improvements including roadway pavement, sidewalks, curb & gutter, and parkway trees.*

## PLAT OF SUBDIVISION REQUIREMENTS

All boundaries, street lines and lot lines, plus any other lines pertinent to the plan, shall be neatly and clearly shown, together with sufficient data, accurately calculated, so that each line and property corner may be located and reproduced upon the ground. The plan shall show the following items, as applicable in each case:

1. All property boundary lines necessary to identify the subdivision, with the conveyance, or part thereof, by which the owner acquired the property. Where a subdivision includes all or parts of two or more conveyances, the boundaries of such separate deed descriptions shall be indicated by light lines running through the subdivision, together with deed reference to each original tract or parcel.
2. Exact locations, widths and names of all streets within the subdivision, and widths of alleys and walk easements, if any.
3. All easements established or rights-of-way provided for public services or utilities in the subdivision, and any limitations on such easements.
4. Accurate outlines of any areas to be reserved for common use by residents of the subdivision, or dedicated for general public use, or proposed to be acquired by a public body, with the purposes indicated thereon.
5. Accurate bearings and lengths of all blocks and lot lines, together with the length of radii, arcs, tangents and chords, with chord bearings and central angles for all curves in the layout. A curve table containing such data and references to the curves shown on the drawing is required.
6. Accurate location of all monuments, as required by law.
7. Lots, numbered in numerical order. In tracts containing more than one block, the blocks shall be lettered in alphabetical order. If there is a resubdivision of lots in any block, such resubdivided lots shall be numbered consecutively, beginning with the number following the highest lot number in the original block subdivision and the original lot lines shall be dashed and the original lot numbers shall be dotted.
8. Areas of each lot or parcel, shown on a copy of the plat.
9. Names and locations of adjoining subdivisions, with lot and block numbers immediately adjoining, together with plat references.
10. Location of adjoining unsubdivided property.
11. Key map, showing the location of the subdivision. In case of a large subdivision requiring multiple plats, the key map shall show the location of previously recorded plats within the subdivision, by section number.
12. Surveyor's verification that field and plat measurements are not in conflict.
13. All signature blocks as required via the Village of Glenview Engineering Standards Manual (Link: <https://www.glenview.il.us/Documents/Engineering%20Details/ESM2020-1.pdf> )



## PLAT OF SUBDIVISION PROCESS

### **Step 1: Plan Check**

Please submit 1 digital copy of each of the following via email to [arepp@glenview.il.us](mailto:arepp@glenview.il.us) for staff for review. Staff will contact you with review comments within 10 business days of receiving your application.

- **Commission Review Application:** Signed original turned in separately (Pg. 4 of packet)
- **Proof of Ownership**
- **Letter from Surveyor:** Authorizing the Village of Glenview to record the plat of subdivision
- **One (1) digital copy of the existing Plat of Survey:** .PDF format is preferred
- **One (1) digital copy of the Proposed Plat of Subdivision:** .PDF format is preferred

Staff will review the application materials and provide a written response of required revisions to the Plat of Subdivision document. Staff will also provide necessary information for payment of fee.

### **Step 2: Correction and Final Exhibit(s) Submittal**

Following receipt of the revision comments from staff, the plat of subdivision should be revised to address any and all applicable comments.

Once revisions are made, email one (1) digital copy (.PDF format is preferred) to [arepp@glenview.il.us](mailto:arepp@glenview.il.us) Staff will confirm all necessary revisions have been made. If additional revisions are required, staff will provide additional comments.

### **Step 3: Commission Approval**

Staff will present your documents to the applicable Hearing Body for a recommendation to the Board of Trustees. The Board of Trustees will consider the recommendation at a meeting approximately a month after the first commission meeting. **Applicants are not typically required to appear before either body during subdivision applications, but staff will advise if attendance is required.**

### **Step 4: Mylar Submittal**

Following approval, the applicant will be required to submit a signed and stamped mylar copy of the plat of subdivision. Village staff will obtain necessary signatures from Village Officials and take the document to the Cook County Recorder's Office.

### **Subdivision Information:**

| Number of Lots Proposed | Existing Lot Size(s) | Existing Lot Width(s) | Proposed Lot Size(s) | Proposed Lot Width(s) |
|-------------------------|----------------------|-----------------------|----------------------|-----------------------|
|                         |                      |                       |                      |                       |

**Please turn this page in to staff with your application**





# PLANNED DEVELOPMENT (INCLUDING AMENDMENTS)

## Recommendation to the Board of Trustees

### **i** PURPOSE:

*“The purpose of the Planned Development (PD) District is to facilitate a more creative and efficient use of land than would otherwise be possible under traditional zoning regulations” (Sec. 98-491, Municipal Code).*

## PLANNED DEVELOPMENT STANDARDS

The standards for consideration of applications for Planned Development are stipulated in Section 98-496 of the Municipal Code.

### 1. Development

A planned development should be developed in accordance with the general purpose and intent of the Village comprehensive plan, Chapter 98 of the Code, and other adopted goals and policies of the Village.

### 2. Ownership

- a. The entire property to be occupied by a planned development shall be held in single ownership or unified control as defined by this article if there is a single use on a single lot.
- b. Separate structures, each on their own lot, may be separately subdivided and separately owned.
- c. Should a mixture of uses occur within a single structure, the ownership of such structure and the lot on which it is located shall remain with a single owner as defined by this article to ensure consistent and comprehensive property management. The entire planned development property, inclusive of all lots which may be separately owned, shall be managed by a single entity to ensure that common areas, such as landscaped open space, parking areas, driveways, retention detention areas, private streets, fire lanes and recreational facilities, are properly maintained.
- d. Any departure from the ownership and management provisions set forth in this subsection (b) shall require approval of the board of trustees.
- e. A statement of present and proposed ownership and management control shall be required.

### 3. Compatibility

The planned development uses must be of a type and nature, and location so as not to create a detrimental impact or influence upon surrounding properties. Within a mixed use planned development, the uses, despite their differences, should be complementary to one another.

### 4. Need

The planned development must be of a character, land use, and type needed in the area.

### 5. Density

- a. The density of a planned development, either in terms of dwelling units and/or square footage, shall generally correspond to the requirements of the underlying zoning district.
- b. In the instance of a senior citizen housing facility, the number of dwelling units permitted is 55 units per acre.
- c. Where a planned development is permitted by the board of trustees to contain a hotel or motel, the density shall not exceed one room for each 500 square feet of the lot area devoted to the development.

### 6. Changes in residency or tenancy for senior citizen housing facility

Where a planned development includes any structure designed and intended to be used as a senior citizen housing facility, adequate safeguards shall be provided to prevent any subsequent change in residency from the elderly to the nonelderly, or any change in tenancy from renter-occupied to owner-occupied, for a period of not less than 50 years.



**7. Height**

There shall be a maximum height limit of 50 feet for structures other than single-family. For single-family residential structures, there shall be a maximum height limit of 35 feet.

**8. Yards**

- a. A yard at least 30 feet in depth shall be provided along the entire perimeter of the planned development for structures of 35 feet in height or less.
- b. A yard at least 50 feet in depth shall be provided along the entire perimeter of the planned development for structures over 35 feet in height.
- c. If a mixture of structural heights occurs within a planned development, the most restrictive yard requirement shall be applied.
- d. The setback requirements of the underlying I-1 and 1-2 zoning districts shall apply to developments of a limited commercial (I-1) or light industrial (1-2) nature.

**9. Accessory uses**

Accessory uses, to the extent provided in article IV, shall not be permitted in any part of the perimeter yard, except signs, fences, walls and hedges.

**10. Parking**

Adequate parking shall be provided for each planned development use as set forth in article VI. Shared parking may be permitted on a limited basis for multiuse and/or multi-structure planned developments. The amount of such shared parking shall be appropriate to the mix of uses proposed and the adequacy of parking resources in the general vicinity and shall minimize overlapping peak parking demand peculiar to the uses proposed. The justification for such shared parking must be provided by the applicant. A single structure, single use, planned development must provide the parking required in article VI.

**11. Public improvements on-site and off-site**

- a. The planned development site shall be provided with adequate storm drainage facilities, public water supply and sanitary sewer facilities on-site as well as off-site, if deemed necessary.
- b. The proposed planned development site shall be accessible from public roads that are adequate to serve the traffic demand imposed upon them by the proposed development. Improvements to the public road system, such as lane additions, pavement widening, signalization and dedication of rights-of-way to achieve such improvements, may be necessary to provide for improved traffic flow to and around the proposed site. Adequate ingress and egress shall be designed so as to minimize traffic congestion in the vicinity of the proposed site.
- c. The on-site roadways, public or private, and the driveways shall be adequate to serve the uses of the planned development and shall meet the minimum standards of all applicable ordinances of the Village.

**12. Public services and facilities**

The proposed planned development shall not impose any undue burden upon the public services and facilities of the Village, such as fire, police, and public works.

**13. Maximum lot coverage**

The maximum lot coverage of the proposed planned development shall not exceed that which is permitted by the underlying zoning district, and such maximum lot coverage shall be established by the plan commission in its review of the proposal.

**14. Open space**

- a. Each proposed planned development shall provide an appropriate amount of the net site acreage as open space. Open space shall consist of land specifically intended to be used by the public, or those areas reserved for use by all property owners within the planned development. Areas which shall not be considered as open space include parking lots, parking islands, landscaped areas immediately adjacent to buildings (architectural landscaping), landscaping for parking areas and detention areas which are wet the majority of the time or have their perimeter fenced.
- b. In evaluating the adequacy of the open space proposed, consideration shall be given to the following criteria:
- c. The location of proposed buildings and land uses on the site;
- d. The character and proximity of the surrounding development;
- e. The amount of open space provided on other developed parcels in the general vicinity; and
- f. The extent to which such open space is landscaped or otherwise improved to benefit intended users.
- g. Such open space shall be an integral component of the overall site design.
- h. All common open space shall be conveyed either to an entity established for the purpose of benefiting the owners or residents of the planned development, the Village park district or the developer/owner, provided that, in all cases, legally binding guarantees, as approved by the board of trustees, verify that the common open space will





be permanently preserved as open space and properly maintained. Adequate safeguards, including covenants, shall be provided to prevent the subsequent development of such open space and to prevent the future construction of buildings and structures on such open space. Adequate provision shall be made for the care and maintenance of such open space.

**15. Landscape plan**

A landscape plan shall be provided for all common open space areas and noncommon open space site amenities, indicating plant materials, grading, berming and recreational facilities and equipment. A schedule of landscape maintenance and material replacement shall also be provided and approved by the Village appearance commission and Village Board.

**16. Form of ordinance**

Any ordinance approving a planned development shall specify with particularity the special conditions and restrictions imposed by the board of trustees on the planned development, and shall specify the extent to which the district regulations which would otherwise have been applicable have been varied or modified, and shall provide for the land to be rezoned PD planned development, and shall be so shown on the zoning map of the Village.



## PLANNED DEVELOPMENT APPLICATION MATERIALS

Describe the proposed scope of work requiring Planned Development or Amendment approval:

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**Please complete the summary on this page remit along with the applicable exhibits and materials.**

Please submit 1 digital copy of each of the following via email to [arepp@glenview.il.us](mailto:arepp@glenview.il.us) for staff for review. Staff will contact you with review comments within 5 business days of receiving your application.

- **Application Fee**
- **Site Plan Review Application:** Signed original turned in separately
- **Executive summary:** Background information and highlights of proposed project (goals, logistics, hours, # of employees/visitors, project constraints, etc.)
- **Dimensioned, dated and scaled site plan:** Including:
  - Location of proposed buildings and/or structures with compass marker, scale and any revision dates
  - Dimensioned setbacks from all property lines for all structures
  - Dimensioned roadways (both private and existing or dedicated rights-of-way)
  - Parking and circulation with 9' by 19' stall dimensions; Typical aisle and driveway widths (24' for two-way, 18' for one-way)
  - Location of all curb cuts, distance to intersection and dimensions of aprons
  - Location of all fencing and trash enclosures with proposed material and height
  - Land uses and zoning of the adjacent parcels
- **Zoning Statistics Chart:** Included on next page
- **Landscaping plan Including:** location, size, quantity and species of materials
- **Tree preservation plan:** Including a tree survey and a chart detailing condition, species size and location
- **Building elevations:** All building facades, dimensioned roof and eave heights, and floor plans (where applicable)
- **Color rendering or perspective:** Demonstrating the proposed appearance of the development
- **Lighting plan:** Photometric plan with fixture locations, projected foot-candle measurements to the property line, the pole standards and heights, and fixtures and bulb details from the manufacture
- **Sign Plan:** Including: wall, ground and directional sign locations, dimensions and graphics
- **Current Plat of Survey:** Scaled copy
- **Fiscal or Traffic study:** If deemed applicable by staff
- **Preliminary Engineering:** 3 copies per Section I.B of the Engineering Standards Manual (Green Book): (i.e. proposed utility locations, storm water detention improvements, grading and any necessary easements).

*\*For requests related to minor alterations or accessory structures, certain exhibits may not be applicable. Please contact staff if you have a specific question about a submission requirement.*

**Please turn this page in to staff with your application**



# REZONING / OFFICIAL MAP AMENDMENT

## Recommendation to the Board of Trustees

### REZONING STANDARDS

The Hearing Body should consider evidence in regard to the following judicial standards and requisites to determine whether the rezoning request merits a recommendation to the Board of Trustees for approval or denial:

1. The existing uses and zoning of nearby property.
2. The extent to which property values may be diminished by the particular zoning restrictions.
3. The extent to which the destruction of property values upon the plaintiff promotes the health, safety, morals, and general welfare of the public.
4. The relative gain to the public as compared to the hardship imposed upon the individual property owner.
5. The suitability of the subject property for the zoned purposes.
6. The length of time the property has been vacant as zoned considered in the context of land development in the area in the vicinity of the subject property.
7. The community need for the proposed use.
8. The care with which the community has undertaken to plan its land use development.

### OFFICIAL MAP

The Village’s Official map prescribes appropriate land uses for property within the Village and property within 1.5 miles of the Village’s corporate limits. Also, the Village’s Official Map is incorporated by reference within the Village’s Comprehensive Plan to provide guidance regarding rezoning petitions.

### Zoning Information:

| Existing Zoning | Proposed Zoning |
|-----------------|-----------------|
|                 |                 |

**Please turn this page in to staff with your application**



# COMPREHENSIVE PLAN AMENDMENT

## Recommendation to the Board of Trustees

The Village Board of Trustees adopted a Comprehensive Plan in 2017. The Comprehensive Plan is intended to guide the Village in its planning efforts over an extended period.

The current Comprehensive Plan can be found at this link:

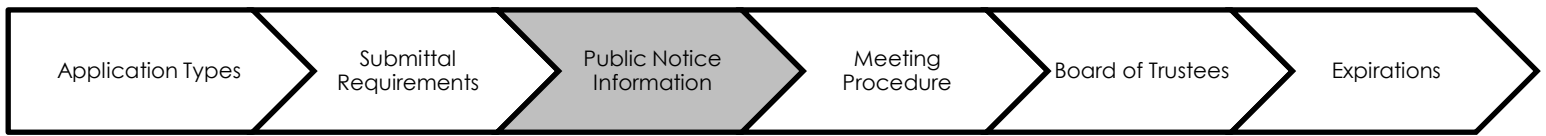
[https://www.glenview.il.us/business/Documents/2017\\_Comprehensive\\_Plan.pdf](https://www.glenview.il.us/business/Documents/2017_Comprehensive_Plan.pdf)

Chapter 5: Redevelopment provides a number of development scenarios for various areas of the Village. If a proposed use does not fit within the context of the provided guidance within this chapter, an amendment to the Comprehensive Plan will be required.

### Zoning Information:

| Existing Zoning | Proposed Zoning | Proposed Use |
|-----------------|-----------------|--------------|
|                 |                 |              |

**Please turn this page in to staff with your application**



## Public Notice

Certain application types require a Public Notice. These include:

- Zoning Variations
- Conditional Uses
- Rezoning / Map or Plan Amendments
- Planned Development Approvals or Amendments
- Annexation

The required public notice is typically published in the Glenview Announcements or other local newspaper between 15-30 days prior to the scheduled meeting date in which a case is to be heard.

Public notices are typically prepared by staff for applications such as single-family residential zoning variations and small business conditional use applications.

For other larger or more complex cases, such as Rezoning requests or Planned Development Amendments, the applicant shall be required to draft a public notice for submittal and review by Village staff and the Village Attorney. As part of staff's initial review of the application, a determination will be made as to which party will be responsible for creating the public notice. Staff will coordinate with the appropriate parties of an application team regarding the requirements for such mailing.

## Public Notice Mailings

Notifications of the public hearing will be mailed approximately fifteen (15) days prior to the hearing date to property owners directly adjacent to the subject property, as well as those directly adjacent to the first group - generally two lots deep in all directions.

Public notice mailings are typically completed by staff for applications such as single-family residential zoning variations and small business conditional use applications.

For other larger or more complex cases, such as Rezoning requests or Planned Development Amendments, the applicant shall be required to complete the public notice mailings. As part of staff's initial review of the application, a determination will be made as to which party will be responsible for complete public notice mailings. Staff will coordinate with the appropriate parties of an application team regarding the requirements for such mailing.

All mailings are required to be completed in accordance with the applicable State of Illinois statutes regarding public notification of development projects and the Rules of Procedure for the Village of Glenview's Development Review Commissions.

## Public Notice Signs

A sign regarding the public hearing will be posted on the site(s) approximately fifteen (15) days prior to the public hearing date by Village staff. If alternate arrangements are required for the posting of public notice signs, staff will advise the applicant during their initial submittal review.



## Public Meeting Procedure

1. The Chair calls the meeting to order and the roll is called to establish a quorum
2. The Chair calls for any changes to and then passes the previous meeting minutes
3. General Communications are shared
4. The Chair calls the cases comprising the Old Business agenda (items previously discussed) and subsequently calls New Business
5. Village staff members present an overview of each case
6. The applicant elaborates on specific details and clarifies or answers the Commission's inquiries
7. The Chair opens the Public Hearing
8. The Chair calls on members of the public who wish to speak about a case. The Commission may ask clarifying questions of the public.
9. The Chair closes the public hearing.
10. The Commission deliberates the issues of each case.
11. One of the following actions will be taken by the Commission for each case on the agenda: a) continue a case to a future date; b) approve the case; or c) Deny the case.

## Public Testimony and Comment

Those people wishing to speak will stand and be sworn in prior to speaking and will be called on by the Chair at specific times during the meeting. Proper public speaking etiquette includes:

- Speak directly into the microphone.
- Clearly state your name and address for the Commission Secretary.
- Avoid repeating topics that have been already discussed.
- Limit comments to 3-5 minutes.



## Board of Trustees Meeting (if applicable)

Certain application types require that a commission make a recommendation to the Village Board of Trustees for final review and determination. The following application types require final review and determination:

- Commercial Zoning Variations
- Final Site Plan Review for Commercial and Multi-Family Properties
- Subdivisions
- Conditional Uses
- Rezoning / Map or Plan Amendments
- Planned Development Approval or Amendments
- Annexations

During the Board of Trustees meeting, procedures similar to those followed at previous Commission meetings will be in place. The applicant or a representative may be required to respond to questions or provide testimony and evidence to the Board of Trustees.

The Board of Trustees will typically review an application approximately four (4) weeks after it has received a Commission recommendation.



## Development Approval Expirations

Following approval a particular application, there are timelines by which the project must be issued a building permit or begin operation:

| <b>Types of Regulatory Review</b>                            | <b>Issuance of building permit to enact the conditions approved by the associated regulatory review within time listed or approval expires</b> | <b>Regulatory Review Extension Process</b>            |
|--|--|---|
| Residential Variance   | 180 days   | Submit letter and appear before applicable commission |
| Commercial Variance  | 180 days or if no permit is required then from date of ordinance approval  | Submit letter and appear before BOT                   |
| Commercial Variance Associated with Final Site Plan Approval | 1 year   | Submit letter and appear before BOT                   |
| Conditional Use  | 180 days or issuance of Certificate of Occupancy within 180 days   | Submit letter and appear before BOT                   |
| Conditional Use Associated with Final Site Plan Approval     | 1 year   | Submit letter and appear before BOT                   |
| Final Site Plan Approval                                     | 1 year   | Submit letter and appear before BOT                   |