Checklist

All Plan Commission submittals must complete a Plan Check prior to submitting final exhibits.

Step 1: Plan Check

Please submit 1 of each of the following to staff for review. Staff will contact you with review comments within 5 business days of receiving your application.

- Conditional Use Application
- Application Fee
- Conditional Use Questions
- Zoning Classification Checklist
- Zoning Statistics Chart
- Executive summary
- Current Plat of Survey
- Dimensioned, dated, and scaled site plan
- Building elevations

Step 2: Final Exhibit Submittal (see calendar)

- *PDFs: A digital copy of each of the below exhibits*
- 15 individually COLLATED packets: *Submittals should typically be 8 ½ x 11 in size or folded down to 8 ½ x 11*:
  - Conditional Use Application
  - Conditional Use Questions
  - Zoning Classification Checklist
  - Zoning Statistics Chart
  - Executive Summary
  - *Current Plat of Survey
  - *Dimensioned, dated, and scaled site plan
  - *Building elevations

The Village of Glenview

2500 East Lake Avenue
Glenview, IL 60026-2600
Phone: (847) 724-1700
Fax: (847) 724-1752

Plan Commission 2021 Calendar

Submittal Date	Meeting Date
12/11	1/12
12/23	1/26
1/8	2/9
1/22	2/23
2/5	3/9
2/19	3/23
3/12	4/13
3/26	4/27
4/9	5/11
4/23	5/25
5/7	6/8
5/21	6/22
6/11	7/13
6/25	7/27
7/9	8/10
7/23	8/24
8/13	9/14
8/27	9/28
9/10	10/12
9/24	10/26
10/8	11/9
11/12	12/14

Meeting availability depends on case load. An incomplete application will cause delays.

Conditional Use
Application Form

Application Fee: $200.00

+Publication Cost

Community Development Department
Planning Division
Phone: (847) 904-4309
Fax: (847) 724-1752

glenview.il.us/planning/SitePages/Applications.aspx

The Village of Glenview

The Village of Glenview

2500 East Lake Avenue
Glenview, IL 60026-2600
Phone: (847) 724-1700
Fax: (847) 724-1752

CONDITIONAL USE APPLICATION

Applicant Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____ Fax: _____

Project Information

Project Name: _____

Project Address: _____

Property Owner Information (if different than Applicant)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____ Fax: _____

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: _____

Email: _____ Phone: _____ Fax: _____

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 of Mylar has been submitted for recording, if applicable.

Signature of Applicant: _____

Signature of Property Owner: _____

Signature of Project Manager: _____

The Village of Glenview Zoning Ordinance 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 Plan Commission 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)**

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)**

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)**