



ZONING PERMIT APPLICATION

VILLAGE OF NILES

1000 Civic Center Drive
 Niles, Illinois 60714
 847/588-8040
 847/588-8050 (Fax)

To Be Completed by the Applicant—Please Print

Variation Special Use Permit Rezoning Plat PUD Other: _____

Address for Subject Property/Petition: _____

Parcel Identification Number (PIN): _____

Applicant's Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

E-Mail Address: _____

Name of Business (if applicable): _____

Applicant is (Check **ALL** that apply):

Property Owner* Business Owner Attorney Engineer Architect Other:

* If the applicant is *not* the property owner, the owner of the property or their agent must print their name and sign below:

 Property Owner Name (*Printed*)

 Property Owner Signature

Note: By signing this form, you grant permission to Village of Niles staff to enter onto the subject property.

Signature of Applicant: _____

Note: By signing this form, you grant permission to Village of Niles staff to enter onto the subject property.

Application Fees:

- Variation R-1 and R-2 Districts \$ 100.00
- Variation, All Other Districts \$ 200.00
- Special Use - All Districts \$ 350.00
- Rezoning/Zoning Map Amendment
 - Less than 1 Acre: \$ 250.00
 - 1-5 Acres: \$ 500.00
 - 5-10 Acres: \$ 850.00
 - 10 Acres or More: \$1,500.00
- Zoning Text Amendment \$ 350.00
- Plat – Major \$ 800.00
- Plat – Minor \$ 250.00
- Appeal of C.D. Director Determination: \$ 300.00
- Annexation 1 acre or less \$ 200.00, *plus publication costs*
- 1 Acre or more \$ 500.00, *plus publication costs*
- Planned Unit Developments To Be Provided By Staff

	Amount	Date Paid	Check # or Cash
Filing Fee			
Escrow Fund			
Other			
Total Paid			

Village of Niles Zoning Permit Process

- Step One:** Initial Consultation
Step Two: Preliminary Application for Staff Review
Step Three: Final Application and Agenda Placement

Step One: Initial Consultation

Call the Village of Niles Senior Planner at 847-588-8075 or stop by the Community Development Department's front desk to discuss your proposal. The Planner will explain the Village's zoning rules and the procedure and timeline for receiving any necessary zoning permits. If it appears that you are eligible to receive a zoning permit, the Planner will provide you with a Zoning Permit application form.

Step Two: Preliminary Application for Staff Review

Please provide the following information for Staff Review:

6 copies of each of the following items on 8 1/2" x 11" paper

- ✓ Page 1 of the application, completed and with required signatures
- ✓ Project Description, typed, of your business or proposal, including relevant information such as:
 - Parking information, including total number of spaces required and total number available
 - Hours of operation
 - Number of employees
- ✓ For Special Use Permits—Responses to "Requirements for Special Use Permits"
- ✓ For Variations—Responses to "Requirements for Variations"

For only the 'checked' items below, please provide 6 copies on 11"x17" paper and 2 copies on 22"x34" paper:

- Preliminary Site Plan of the property with all of the following information:
 - All property lines and adjacent right-of-way lines *with dimensions*
 - All improvements *with dimensions*, including buildings, pavement with markings, etc...
 - Access and circulation information including parking stall, drive aisle, and throat dimensions
 - Parking Summary with total amount required and total amount provided, including handicapped
 - Site Data to include at least the following:
 - Gross area of site (A)
 - Building floor area (B)
 - Pavement area (P)
 - Total Impervious Area (TIA) (TIA = B + P)
 - Impervious Ratio (IR) (IR = TIA/A)
- Preliminary Landscape Plan, colored
- Preliminary Building Elevations, colored, including building height and exterior materials
- Preliminary Floor Plans
- Other: _____

1 copy of each of the following 'checked' items:

- ✓ A copy of the most current Tax bill for the subject property
- ✓ Proof of ownership (...or signed authorization from the property owner on Page One...)
- Title Search Results/Title Information
- Alta Survey
- Plat of Survey with legal description of the property
- Traffic/Parking Study
- Preliminary Plat (*for proposed plats only...*)

Note—Village staff requires 2-3 weeks to review your Preliminary Application.

After Village staff have reviewed your preliminary application materials, you will be informed of any required revisions that must be made and any additional information that must be provided. Please revise the plans as requested when you submit your Final Application.

Step Three: Final Application - Due At Least 6 Weeks Before the Planning and Zoning Board Meeting*

Note: Petitions will not be placed on the Planning and Zoning Board agenda until all required documents are filed and approved by the Senior Planner.

Please provide 14 copies of each of the following items, in the following order, collated into 12 stapled packets:

On 8 1/2" x 11" paper:

- Revised/Final Project Description
- For Special Use Permits—Responses to “Requirements for Special Use Permits”
- For Variations—Responses to “Requirements for Variations”
- Other: _____

On 11" x 17" paper:

- Revised/Final Site Plans
- Revised/Final Landscape Plans
- Revised/Final Building Elevations
- Revised/Final Floor Plans
- Other: _____

Please provide 1-each of those items that are ‘checked’ below:

- Digital Copies (PDF Format) of all application materials, emailed to: bks@vniles.com or provided on a disc or thumb-drive
- Application Fee payable to ‘Village of Niles’ for: \$ _____
- Escrow Deposit[†] payable to ‘Village of Niles’ for: \$ _____
- Revised/Final Preliminary and/or Final Plat
- Revised/Final Traffic/Parking Study
- Other: _____

[†] This fee is for additional consulting services required per Section XI (1) (3)

Mailed Notification Requirements

The Village of Niles is required to provide notice of your application to property owners in the vicinity of the subject property. This notice will include the type of zoning permit you are seeking, the purpose of the permit, and the date, time, and place for the Public Hearing. *As the applicant, you are required to pay for this notification.* To simplify the process, the Village of Niles will charge you a fee to provide all legally required notifications.

***Note** - To insure that the Village can comply with all notification requirements, completed ‘Final Applications’ that are submitted at least 6 weeks before the a Planning and Zoning Board meeting can be placed on that meeting’s agenda for action. Completed ‘Final Applications’ that are received later than this deadline will be placed on a later agenda.

Requirements for receiving a Special Use Permit From the Village of Niles

As part of your application, please provide written responses explaining how your requested special use permit meets ALL of the following requirements, as found in the Village of Niles Code of Ordinances, Appendix B, Section 15.3(E):

- Is the special use in the specific location proposed consistent with the spirit and intent of the zoning ordinance, the adopted Comprehensive Plan, and other adopted Village land use policies?

- Will the proposed special use endanger the public health, safety, and welfare?

- Is the proposed special use compatible with the general land use of adjacent properties and other property within the immediate vicinity?

- Is the proposed special use deemed necessary for the public convenience at the proposed location?

Your explanation of/answer to the questions listed above will be the basis for a recommendation from the Planning and Zoning Board. It is incumbent upon YOU to explain how these Village Ordinance requirements are satisfied by your request. Failure to satisfy all of the requirements above may result in the Village denying your requested special use permit.

