

Village of Niles Zoning Permit Process

- Step One:** Initial Consultation
Step Two: Preliminary Application for Staff Review
Step Three: Final Application, Payment of Fees, Mailings, and Placement on Agenda

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 Village Staff Review

Please provide the following information for Staff Review:

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

- ✓ Page 1 of this 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

7 copies—OF ONLY THE CHECKED ITEMS BELOW:

- Preliminary Site Plan (on 11" x 17" paper) showing the property with all of the following information:
 - All parcel lines, lot lines, and adjacent right-of-way lines *with dimensions*
 - All improvements *with dimensions*, including buildings and pavement
 - 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 lot coverage (B)
 - Pavement lot coverage (P)
 - Total Impervious Area (TIA) (TIA = B + P)
 - Impervious Ratio (IR) (IR = TIA/A)
- Preliminary Landscape Plan, (on 11" x 17" paper)
- Preliminary Building Elevations, (on 11" X 17" paper) with building height and exterior materials
- Preliminary Floor Plans (on 11" x 17" paper)
- For Special Use Permits—Responses to Sheet: "Requirements for Special Use Permits"
- Other: _____

1 copy of each—OF ONLY THE CHECKED ITEMS BELOW:

- ✓ 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...)
- Other: _____

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.

If checked, please provide 15 copies of the following items, in the following order, collated into 15 stapled packets:

On 8 ½” x 11” paper:

- ✓ Page 1 of this application, completed and with required signatures
- ✓ Project Description, with any revisions requested by staff
- For Special Use Permits—Responses to Sheet: “Requirements for Special Use Permits”
- 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: nbb@vniles.com or provided on a disc or thumb-drive
- ✓ Application Fee payable to ‘Village of Niles’ for: \$ _____
- ✓ Labelled envelopes with affixed postage (*See ‘Mailed Notification Requirements’ below*)
- ✓ Copy of mailing label sheet(s) (*See ‘Mailed Notification Requirements’ below*)
- 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

Most zoning application will require notifications to nearby property owners. The village will provide the applicant with the procedures for completing this required notification.

***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.