



ZONING PERMIT APPLICATION—VARIATION

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

Address for Subject Property/Petition: _____

Parcel Identification Number(s) (PINs): _____

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 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.

To be completed by Staff:

PETITION #: _____

Date of Initial Consultation _____

Date of Preliminary Application _____

Date of Final Application _____

Hearing Dates: _____

Parcel Zoning Classification _____

(1) _____

(2) _____

(3) _____

Tentative: _____

Application Fees:

- Variation—R-1 and R-2 Districts \$ 100.00
- Variation—All Other Districts \$ 200.00
- Special Use—All Districts \$ 350.00
- Rezoning (by acreage) \$ 250-1,500.00
- Text Amendment \$ 350.00
- Plat, preliminary and final \$ 800.00
- Appeal \$ 300.00
- Annexation (by acreage) \$ 200-500.00
- 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, 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 Variations—Responses to Sheet "Requirements for Variations"
- 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 Variations—Responses to Sheet: “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: 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 Zoning Variation From the Village of Niles

As part of your application, please provide written responses explaining how your requested variation meets ALL of the following requirements, as found in the Village of Niles Code of Ordinances, Appendix B, Section 15.4(E):

- (1) Explain how the strict application of the terms of this Ordinance will result in undo hardship, as distinguished from a mere inconvenience, unless the specific relief requested is granted;

- (2) Explain how the variation, if granted, will not alter the essential character of the locality;

- (3) Explain how the plight of the owner is due to unique circumstances inherent to the subject property, related to the particular physical surroundings, shape, or topographical conditions of the specific property, and not from the personal situation of the owner.

- (4) Explain how the plight of the owner has not been created by any person presently having a proprietary interest in the property in question.

Your explanation of/answer to the questions listed above will be the basis for a decision 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 variation.