



ZONING APPLICATION

ADMINISTRATIVE EXCEPTION

COMMUNITY DEVELOPMENT DEPARTMENT
VILLAGE OF NILES
1000 CIVIC CENTER DRIVE
NILES, ILLINOIS 60714
PHONE 847.588.8040 • FAX 847.588.8050
WWW.VNILES.COM

The Village of Niles has established a procedure that allows a property owner to receive approval of certain minor zoning variations without the need to go through the Planning and Zoning Board process. Section 15.5(C) of the Zoning Code states that the following items listed below are eligible for an **Administrative Exception**:

1. A reduction in any required district lot width or lot area standard of no more than 10%.
2. A reduction in any required district dimensional standard of no more than 10%.
3. A Reduction of required off-street parking spaces by no more than 10% of that required, or two spaces, whichever is greater.
4. A reduction in required bicycle parking of up to 25%.

PROCESS OVERVIEW

The following information can be used to understand the Village of Niles review process for **Administrative Exception** applications. Questions may be directed to the Community Development Department at 847.588.8077.

1. The project applicant first meets with a representative of the Community Development Department to discuss the proposal and to determine the necessary process for approval. A concept plan consisting of scaled sketches, existing and proposed site data and preferably a site photo, should be available for review by a Planner.
2. If it is determined that the project qualifies for an Administrative Exception, the applicant may submit a complete application package for evaluation by the Director of Community Development. A complete application package includes all required plans and materials, as well as application fees. Submittals will not be accepted and/or processed until all of the submittal requirements are met.
3. Once the completed application is accepted, a case number will be assigned and Village staff will review the application. This process typically takes 2-3 weeks. Once the review is complete, the applicant will be informed of any required revisions that must be made and any additional information that must be provided.
4. Once required revisions have been made/additional information has been provided, notice of the application is required to be mailed to property owners within 150 of the subject property. The Village of Niles will send these out with labels and postage provided by the applicant. See *Page 6 of this packet for more information regarding obtaining the mailing list.*
5. The Director of Community Development will evaluate the Administrative Exception application pursuant to the standards of the Zoning Ordinance (See *Page 5 of this packet for more information*) and will render a decision within 15 days of the date listed on the required notice. The decision will be to either approve, approve with conditions, or deny the application.
6. Alternatively, an application for the request may be resubmitted to the Planning and Zoning Board as a Variation in the following circumstances:
 - a. If the Director of Community Development fails to act within 15 days of the date listed on the required notice.
 - b. If the Director of Community Development decides that the administrative exception, even if it meets the thresholds of the Zoning Ordinance, is, by its nature, a variation.
 - c. If a noticed property owner objects to the administrative exception application in writing, prior to the date indicated on the notice that the Director of Community Development may render a decision.



ZONING APPLICATION – ADMINISTRATIVE EXCEPTION

PROJECT NO. _____

ADDRESS OF PROJECT AND/OR BUSINESS: _____

NAME(S) OF APPLICANT/PROPERTY OWNER(s): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

NAME(S) OF PROPERTY ATTORNEY OR AGENT (if applicable): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: _____

AREA OF SUBJECT PROPERTY: _____

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

CURRENT USE OF SUBJECT PROPERTY: _____

REQUESTED ADMINISTRATIVE EXCEPTION WITH EXPLANATION OF PROPOSED IMPROVEMENTS:

- A reduction in any required district lot width or lot area standard of no more than 10%. _____
- A reduction in any required district dimensional standard of no more than 10%. _____
- A Reduction of required off-street parking spaces by no more than 10% of that required, or two spaces, whichever is greater. _____
- A reduction in required bicycle parking of up to 25%. _____

With the submittal of this application, I hereby request that the Village of Niles Director of Community Development grant the requested Administrative Exception for the subject property as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF PROPERTY OWNER(S): _____ DATE: _____

REQUIRED APPLICATION MATERIALS – ADMINISTRATIVE EXCEPTION

When submitting an application, **one hard copy** and **one electronic copy** of the following materials must be submitted:

ONE COPY OF THE FOLLOWING (on 8.5" x 11" paper):

1. A copy of the most current **Tax bill** for the subject property
2. **Ownership Information** – Completed **Ownership Affidavit** (*Page 4 of this packet*) and, if the property is leased or under contract to purchase, one of the following items must be provided:
 - a. Fully Executed Lease, or
 - b. Fully Executed Contract to Purchase
3. After submission of a complete application – **Mailing Labels** for of property owners within 150-feet (excluding street rights-of-way) of the subject property. *See Page 6 of this packet for more information.*
4. **Application** (*page 2 of this packet*), completed and signed, and the **\$150.00 Application Fee**.
5. **Project Description** – a narrative describing the project, including the scope of work detailing planned improvements, a project timeline and anticipated date of completion. For applications involving a business, please include details on the anticipated hours of operation, number of employees, general business details, and parking information. For developments involving new construction, please provide details on the height of the proposed structure(s), number of stories, and number of units and tenancy structure (rental or condo – if residential). For all projects, please identify if any green features or sustainable design elements will be included.
6. Provide written response to the **Approval Standards for an Administrative Exception** (*See Page 5 of this packet for more information*).

ONE COPY OF THE FOLLOWING (on 11" x 17" paper):

1. Current **Plat of Survey**
2. Preliminary **Site Plan** (*if required*) indicating the following:
 - a. All parcel lines, lot lines, and adjacent right-of-way lines with dimensions
 - b. All site improvements, with dimensions, such as sign locations, screened trash container areas, loading docks, fire lanes, area lighting, parking, handicapped parking, drive aisle, and throat dimensions
3. **Floor Plans** (*if required*)
4. **Building elevations** (*if required*) indicating height and building materials
5. **Color rendering** (*if required*)
6. **Building section** (multi-floor structures only – *if required*)
7. **Landscape Plan** prepared on a separate sheet, indicating species, plant location, quantity, size and spacing (*if required*)



AFFIDAVIT OF OWNERSHIP

COUNTY OF COOK)
) SS
STATE OF ILLINOIS)

I, _____, under oath, state that I am:

_____ the sole)
_____ an) owner of the property
_____ an authorized officer of the)

commonly described as _____

and that such property is owned by _____
_____ as of this date.

Signature

Subscribed and Sworn to before me
this ____ day of _____, 20 ____.

Notary Public

APPROVAL STANDARDS FOR ADMINISTRATIVE EXCEPTION

Per Village of Niles Code of Ordinances, Appendix B, Section 15.5(E), the decision of the Director of Community Development must include findings to support certain conclusions/standards (listed below). As part of a complete application, an applicant must provide a specific explanation of how the requested administrative exception meets EACH of the standards. The area below each standard may be used for a response to each standard.

- a. The strict application of the terms of this Ordinance will result in undue hardship unless the specific relief requested is granted.

- b. The particular physical surroundings, shape or topographical conditions of the specific property impose a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.

- c. The plight of the owner is due to unique circumstances inherent to the subject property and not from the personal situation of the owner and 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 final determination from the Director of Community Development. 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 request. Please do not submit only "yes" or "no" but provide an explanation of HOW the project meets the standard.

PUBLIC HEARING MAILING PROCESS

1. Receive list of PINS (Parcel Identification Numbers) from the Village. ***This will happen after an application has been submitted and deemed complete.***
 2. Decide if you will create the labels yourself (*suggested*) or hire a company
 - a. Creating the labels yourself requires good internet, spreadsheet, and mail-merge skills, as well as the ability to print onto label-sticker sheets.
- A. If you wish to make the labels yourself (suggested):**
- a. Create an Excel (*or similar software*) spreadsheet
 - b. Go to www.cookcountypropertyinfo.com
 - c. Enter each 14-digit PIN one-at-a-time on the website
 - i. You may need to enter 0000 after the PIN if the PINs provided to you are only 10-digits.
 - d. In the spreadsheet, create a row/record for EACH PIN and its corresponding MAILING ADDRESS that you find on the Cook County Property Info website
 - i. Type-in the MAILING ADDRESS found on the web-site for each PIN
 - ii. DO NOT type-in the 'property address', you must type-in the 'MAILING ADDRESS'
 - e. Repeat steps 4(c) and 4(d) above for ALL PINS that were given to you by the Planner
 - f. Save the spreadsheet once you have entered the Mailing Address for All PINS
 - g. Once you have found the MAILING ADDRESS for all PINS, open a Microsoft Word (*or similar software*) document and complete a 'Mail Merge' using the spreadsheet you created.
 - i. The 'Mail Merge' should include the PIN as the first row of the mailing labels, then the mailing address for the property owner as found on the web-site.
 - See the 'Sample' provided to you by the Planner
 - h. In the 'Mail Merge' process, use the option to create 'mailing labels' and select "Avery 8460"
 - i. Print the formatted mailing labels onto mailing-label sticker sheets
 - j. Give the following items to the Planner:
 - i. The label sheet(s)
 - ii. The photocopy of the label sheet(s)
 - iii. Postage for each mailing label
- B. If you wish to hire a company:**
- a. Contact: Property Insight
1 North LaSalle Street, Suite 500
Chicago, Illinois 60602
(312) 637-4845
 - b. Give them the list of PINS that the Planner gave you.
 - c. They will charge you to produce the mailing label sheet(s).
 - d. After you receive the label sheet(s), MAKE A PHOTO COPY OF THEM to give to the Village.
 - e. Give the following items to the Planner:
 - i. The label sheet(s)
 - ii. The photocopy of the label sheet(s)
 - iii. Postage for each mailing label

Please note, hiring a company may prove to be more costly and may take longer than doing the work yourself!