



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

✓ Text Amendment

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: _____

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 #: _____ Parcel Zoning Classification _____
 Date of Initial Consultation (1) _____
 Date of Preliminary Application (2) _____
 Date of Final Application (3) _____
 Hearing Dates: Tentative: _____

Application Fees:

Text Amendment \$ 350.00

	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 proposed zoning text amendment. The Planner will explain the Village's zoning rules and the procedure and timeline for proposing amendments/changes to the Village's zoning rules, after which the Planner will provide you with a Zoning Text Amendment 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 ½" x 11" paper

- ✓ Page 1 of this application, completed and with required signatures;
- ✓ Project Description, Description of your proposed change to the Village's zoning regulations, including and explanation for why the change is being proposed. Explain which zoning districts would be affected, and—if applicable—if uses would be classified as 'permitted' or 'special';
- ✓ Responses to the Approval Standards for Text Amendments (...see last page...); and
- ✓ A map showing areas that would be affected by the proposed text amendment.

7 copies—OF ONLY THE CHECKED ITEMS BELOW:

- Other: _____

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

- 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
- ✓ Responses to the Approval Standards for Text Amendments (...see last page...); and
- ✓ Map
- Other: _____

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

- ✓ Digital Copies (PDF Format) of all application materials, emailed to: kel@vniles.com or provided on a disc or thumb-drive
- ✓ Application Fee payable to 'Village of Niles' for: \$ _____
- Other: _____

***Note - To ensure 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.**

Zoning Text Amendment – Approval Standards

Section 15.2(E) of the Village of Niles Zoning Ordinance provides the following Standards that must be satisfied in order to approve a Zoning Text Amendment. Please provide a written response explaining how your proposed Text Amendment meets or complies with these standards:

15.2(E)

2. Approval Standards for Text Amendments

- a. The consistency of the proposed amendment with the Comprehensive Plan.*
- b. The extent to which the proposed amendment promotes the public health, safety, and welfare of the Village.*
- c. The relative gain to the public, as compared to the hardship imposed upon the applicant.*
- d. The consistency of the proposed amendment with the intent and general regulations of this Ordinance.*
- e. Whether the proposed amendment corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy.*
- f. Whether the proposed amendment provides a more workable way to achieve the intent and purposes of this Ordinance and the Comprehensive Plan.*
- g. The extent to which the proposed amendment creates nonconformities.*
- h. The extent to which the proposed amendment is consistent with the overall structure and organization of this Ordinance.*