



## 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)
- 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
- 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](mailto: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<sup>†</sup> payable to 'Village of Niles' for: \$\_\_\_\_\_
- Revised/Final Preliminary and/or Final Plat
- Revised/Final Traffic/Parking Study
- Other: \_\_\_\_\_

<sup>†</sup> This fee is for additional consulting services required per Section XI (I) (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.**

## **15.2(E). Approval Standards For Proposed Zoning Map Amendments (Rezoning)**

The Planning and Zoning Board recommendation and the Village Board decision on any zoning text or map amendment is a matter of legislative discretion that is not controlled by any particular standard. However, in making their recommendation and decision, the Planning and Zoning Board and the Village Board must consider the following standards. The approval of amendments is based on a balancing of these standards.

### **1. Approval Standards for Map Amendments**

- a. The consistency of the proposed amendment with the Comprehensive Plan and any adopted land use policies.
- b. The compatibility with the existing use and zoning of nearby property.
- c. The extent to which property values of the subject property are diminished by the existing zoning.
- d. The extent to which the proposed amendment promotes the public health, safety, and welfare of the Village.
- e. The relative gain to the public, as compared to the hardship imposed upon the applicant.
- f. The suitability of the property for the purposes for which it is presently zoned, i.e. the feasibility of developing the property in question for one or more of the uses permitted under the existing zoning classification.
- g. The length of time that the property in question has been vacant, as presently zoned, considered in the context of development in the area where the property is located.
- h. That the proposed amendment will benefit the residents of the Village as a whole, and not just the applicant, property owner(s), neighbors of any property under consideration, or other special interest groups, and the extent to which the proposed use would be in the public interest and would not serve solely the interest of the applicant.
- i. The extent to which the proposed amendment creates nonconformities.
- j. The trend of development, if any, in the general area of the property in question.