

**Village of Lake Bluff, Illinois**  
**Zoning Relief Application**  
**Instructions for Special Use (Page 1 of 2)**

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**General Information**

The Village, similar to many communities, has a system of zoning and land use regulations that reasonably restrict how land owners may use and improve their property. In each of the Village’s zoning districts, certain uses are defined as permitted uses that may be undertaken without any special review. However, certain uses are considered **special uses**. While these uses are potentially appropriate and compatible with their surroundings, the Village has determined that their nature requires additional review. The Village issues **special use permits** with certain conditions to authorize these uses.

The Village’s Plan Commission and Zoning Board of Appeals (“PCZBA”) is a body of seven residents that reviews special use permits (among other requests). Your application will be considered at a public hearing before the PCZBA, and the PCZBA will evaluate your application based on the standards for a special use permit. The burden of proof is on the Applicant to demonstrate that they meet the standards.

For this type of relief, the PCZBA recommends that the Village Board of Trustees approve, approve with conditions, or deny the relief requested.

**Process and Public Notice**

- **>25 days before meeting:** Applicant submits application.
- **30-15 days before meeting:** Village publishes notice in the *Lake County News-Sun*. Village mails notice to all owners within 300 feet of subject lot.
- **Friday before meeting:** Meeting packet available online and at Village Hall, including application materials and staff memorandum.
- **Day of meeting:** PCZBA meets at 7 p.m. in the Village Hall Board Room (40 E. Center Ave.) Applications are generally considered in the order they were first received. Staff will provide an overview of the request, and the Applicant will give a brief presentation. Members of the public will be invited to comment, and then the PCZBA will discuss the application’s merits under the standards.

The PCZBA may recommend that the Village Board approve, approve with conditions, or deny the relief sought. The PCZBA may also choose to continue the hearing at the PCZBA’s next meeting date if they require more information from the Applicant or a third party.

- **Monday after meeting:** Village Board performs first reading; there is discussion, but no final action. Applicant may request immediate approval for cause (e.g. economic loss; construction timeline; etc.)
- **2nd Monday of next month:** Village Board performs second reading, votes.

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**Fee and Escrow**

You will be initially required to provide an escrow of **\$3,000** to cover (in advance) the Village's costs of considering your application. Some common costs charged to escrow include:

- Legal and public notice
- Printing and reproduction
- Recording (e.g. of real estate instruments)
- Attorney fees paid by the Village

From this escrow, the Village will also collect its **\$750** application fee. This fee is due whether your application is approved or denied. Any remaining balance in your escrow account will be refunded after all costs are actually paid by the Village, which is generally 60 to 90 days after your last hearing.

**Other Regulatory Review**

Applying for and obtaining a special use permit is **in addition** to other steps you may be required to undertake to complete your project or open your business. Other common steps include:

- Building plan review
- Architectural site plan & signage review
- Utility connections
- Health department inspections

**Checklist**

You **must** include the following with your application:

- \_\_\_ Applicant Information (signed)
- \_\_\_ Response to Special Use Standards
- \_\_\_ Special Use Questionnaire
- \_\_\_ Escrow agreement (signed)
- \_\_\_ **Provide:** Plat of survey including legal description
- \_\_\_ **Provide:** Evidence of title or contractual interest (e.g. a lease)
- \_\_\_ **Provide:** Scale site plan of parcel, including structures; parking; and landscaping
- \_\_\_ **Provide:** Other scale plans of proposed work (e.g. site plan; floor plan; elevations)

You **may** also consider including:

- \_\_\_ Photographs of the subject property and nearby area
- \_\_\_ Written testimony from nearby neighbors

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Zoning Relief Application  
2021 PCZBA Meeting Calendar**

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<b>Month</b>	<b>Deadline to Apply (Close of Business)</b>	<b>Date of Hearing (7 p.m.)</b>
Jan 2021	Fri, Dec 25, 2020	Wed, Jan 20, 2021
Feb 2021	Fri, Jan 22, 2021	Wed, Feb 17, 2021
Mar 2021	Fri, Feb 19, 2021	Wed, Mar 17, 2021
Apr 2021	Fri, Mar 26, 2021	Wed, Apr 21, 2021
May 2021	Fri, Apr 23, 2021	Wed, May 19, 2021
Jun 2021	Fri, May 21, 2021	Wed, Jun 16, 2021
Jul 2021	Fri, Jun 25, 2021	Wed, Jul 21, 2021
Aug 2021	Fri, Jul 23, 2021	Wed, Aug 18, 2021
Sep 2021	<b>Fri, Aug 27, 2021</b>	<b>Wed, Sep 22, 2021 (Rescheduled)</b>
Oct 2021	Fri, Sep 24, 2021	Wed, Oct 20, 2021
Nov 2021	Fri, Oct 22, 2021	Wed, Nov 17, 2021
Dec 2021	Fri, Nov 19, 2021	Wed, Dec 15, 2021

**For months not listed above:**

*Meetings are typically on the third Wednesday of each month.*

*The deadline is 25 days prior to the meeting date.*

*Please contact us if you need to confirm a specific date.*

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**Subject Property**

Address: \_\_\_\_\_

PIN: \_\_\_\_\_

Current Use: \_\_\_\_\_

**Owner / Title Holder**

**Joint Ownership (if applicable)**

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

**If ownership is other than individual or joint, check below and attach additional information:**

**Corporation**

**Partnership**

**Land Trust**

**Trust**

**Applicant (If Different)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship  
to Property: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Are all real estate taxes, special assessments, and other obligations  
paid on the subject property in full? If no, explain.**

**Yes**

**No**

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**Narrative of Request / Proposed Work:**

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**Printing - Choose One:**

**In addition to printed copies, all materials must be e-mailed to [vlb@lakebluff.org](mailto:vlb@lakebluff.org).**

\_\_\_ I will provide **9 printed copies** of my application and any attachments to Village Hall (40 E. Center Ave.) and will ensure they are **received** no later than 15 days prior to the meeting.

\_\_\_ I request that the Village produce any necessary copies of my application and any attachments. I understand that my application escrow will be charged the cost of printing. For architectural sized plans, costs may be significant and include delivery fees.

**Signatures**

The undersigned hereby represent, upon all of the penalties of the law, for the purpose of inducing the Village of Lake Bluff to take the action herein requested, that all statements herein and on all related attachments are true and that all work here mentioned will be done in accordance with the ordinances of the Village of Lake Bluff and the laws of the State of Illinois. **The owner must sign the application.**

**Owner** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Standards for Special Use (Page 1 of 2)**

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The PCZBA is required to base their recommendations on the following standards. It is the burden of the Applicant to establish that they meet each standard.

Each standard is printed below. You should provide a statement as to how your application satisfies each standard. You may respond to the questions below on this sheet, or attach a separate typed sheet.

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**General Standard:** The proposed use will not have a substantial or undue adverse effect upon adjacent property, the character of the area, or the public health, safety, and general welfare.

**No Interference With Surrounding Development:** The proposed use will be constructed, arranged, and operated so as not to dominate the immediate vicinity or to interfere with the use and development of neighboring property in accordance with the applicable district regulations.

**Adequate Public Facilities:** The proposed use will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools, or the applicant shall provide adequately for such services as a condition of being granted a special use permit under this section.

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**No Traffic Congestion:** The proposed use will not cause undue traffic or traffic congestion.

**No Destruction Of Significant Features:** The proposed use will not result in the destruction, loss, or damage of natural, scenic or historic features of significant importance.

**Compliance With Standards:** The proposed use will comply with all additional standards imposed on it by the particular provision of this title authorizing such use.

**Title Purposes:** The proposed use will be in harmony with the general and specific purposes for which this title and the regulations of the district in question were enacted.

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Special Use Questionnaire**

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The PCZBA commonly considers the following information in evaluating an application for a special use permit. You may respond to the questions below on this sheet, or attach a separate typed sheet.

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**Hours of Operation:** \_\_\_\_\_

Expected # of **Employees** \_\_\_\_\_

Expected # of **Customers** (at one time) \_\_\_\_\_

**Parking:** Is adequate parking available for employees and customers? How many spaces are provided? Are all spaces controlled by the Applicant, or are any shared?

**Deliveries:** Where will deliveries to or from the property be received? How will trucks enter and exit the property?

**Special Events or Assemblies:** Does the Applicant expect to habitually host special events or public assemblies that will attract an unusual number of people? How many additional people does the Applicant anticipate will visit? How will the Applicant provide for parking or transportation?

**Adjacent Residences:** Are there adjacent residential areas? If so, what steps is the property owner taking to reduce or mitigate any disruption to these areas due to the special use?



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Escrow Agreement (Page 1 of 3)**

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THIS AGREEMENT ("**Agreement**") is made and entered into as of \_\_\_\_\_, 20\_\_\_\_,  
by and between THE VILLAGE OF LAKE BLUFF ("**Village**") and  
\_\_\_\_\_  
 ("**Applicant**").

IN CONSIDERATION OF the recitals and mutual covenants and agreements set forth herein, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

**SECTION 1. RECITALS.**

A. The Applicant has submitted to the Village for its review and consideration an application seeking zoning relief necessary to commence a proposed use at or to construct proposed improvements of the real property located at:  
\_\_\_\_\_, Lake Bluff, Illinois ("**Proposal**") that requires one or more of the following actions by the Village:

- i. Approval or amendment of zoning relief pursuant to Title 10 of the Municipal Code, including without limitation: a variation, special use permit, site plan approval, planned residential development, planned commercial development, planned mixed use development, RIO development plan, and/or amendment to the text of Title 10;
- ii. Approval or amendment of a plat of subdivision pursuant to Title 11 of the Municipal Code;
- iii. Approval pursuant to the Village's Watershed Development Ordinance, as adopted by reference in Title 12 of the Municipal Code; or
- iv. The preparation and consideration of amendments to the Village's liquor regulations, contained in Title 3, Chapter 2 of the Municipal Code.

B. Pursuant to Section 1-12-3 of the Village Comprehensive Fee Schedule and Section 10-2-6 of the Village Zoning Regulations ("**Escrow Regulations**"), applications for approval of a variation and a site plan and/or an amendment to a site plan and/or a text amendment to the Village's Zoning Regulations and other zoning relief must be accompanied by the applicable application fee and the applicant is responsible for payment of any additional costs incurred by the Village, including consultant costs and attorneys' fees, but not including normal operating activities such as internal staff time ("**Reimbursement Costs**").

**SECTION 2. CASH DEPOSIT.**

Pursuant to the Escrow Regulations, and in connection with the application for the Development, the Developer agrees to provide a cash escrow deposit to the Village in the amount of **\$3,000** ("**Escrow**") to be used towards Reimbursement Costs incurred by the Village in processing the application for approval of the Proposal.

**SECTION 3. REPLENISHMENT.**

Pursuant to the Escrow Regulations, the Village Administrator shall periodically review the Escrow to ensure that adequate funds are available to satisfy the Reimbursement Costs relating to the Development. The Village Administrator shall notify the Applicant at such times when draws are made against the Escrow towards Reimbursement Costs. Subject to the terms of this Agreement, in the event that the Village Administrator determines that sufficient funds are not available, the Village Administrator shall so notify the Applicant and request a further amount to defray the anticipated additional costs. The Village Administrator shall determine the further amount due based on the nature of the Proposal, its complexity, the anticipated need for additional legal and other consultant services, and the amount of time remaining before the completion of the Proposal. The Applicant shall be given fourteen (14) days to deposit the additional funds. In the event that the funds are not deposited, the Village shall take no further action on the Proposal and shall so advise the Applicant.

**SECTION 4. FINAL DISBURSEMENT.**

Pursuant to the Escrow Regulations, at the completion of the Proposal and after all outstanding Reimbursement Costs incurred by the Village related to the Proposal have been satisfied in full, the Village Administrator shall remit the balance of the Escrow, if any, to the Applicant.

**SECTION 5. DESIGNATED CONTACTS.**

The designated contact persons for the Applicant and the Village concerning this Agreement are as follows:

	<b><u>For Village</u></b>	<b><u>For Applicant</u></b>
<b>Name</b>	Glen Cole	_____
<b>Title</b>	Asst. to the Village Administrator	_____
<b>Organization</b>	Village of Lake Bluff	_____
<b>Address</b>	40 East Center Avenue	_____
<b>City, State, Zip</b>	Lake Bluff, IL 60044	_____
<b>Phone Number</b>	(847) 283-6889	_____
<b>Email</b>	gcole@lakebluff.org	_____

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Escrow Agreement (Page 3 of 3)**

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**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

**ATTEST**

By \_\_\_\_\_

Its \_\_\_\_\_

**ATTEST:**

By \_\_\_\_\_

Its \_\_\_\_\_

**APPLICANT**

By \_\_\_\_\_

Its \_\_\_\_\_

**VILLAGE OF LAKE BLUFF**

By \_\_\_\_\_

Its **Village Administrator**