



# Village of Northfield

## Plan and Zoning Commission Review Process



*Department of Community Development and Building*

**Village of Northfield**  
*Department of Community Development and Building*  
361 Happ Road  
Northfield, Illinois 60093  
[www.northfieldil.org](http://www.northfieldil.org)  
(847) 446-9200

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# Plan and Zoning Commission Review Process

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## Overview

The Plan and Zoning Commission consists of nine (9) members appointed by the Village Board of Trustees in Northfield to prepare and make recommendations on the Village's Comprehensive Plan and Map, Subdivision Ordinance, Annexations, and required public improvement standards as well as to act as the Zoning Commission and Plan Commission pursuant to Illinois Statutes and to exercise other powers and duties as may be granted by the Village Board of Trustees. Specifically, all of the following require a public hearing before the Plan and Zoning Commission:

- Special Uses – *Appendix A, Articles VIII, VIIIA, VIIIB, IX, & XII*
- Planned Developments - *Appendix A, Article XV*
- Rezoning & Map Amendments– *Chapter 4, Article VII*
- Subdivisions – *Appendix B*
- Annexation Agreements (at the request of the Village Board)
- Zoning Ordinance Text Amendments – *Chapter 4, Article VII & Appendix A, Article XX*

## Process

Thank you for your interest in applying for review of your project by the Northfield Plan and Zoning Commission. Please be assured that our staff is available to assist you whenever necessary to help you through this process. To that end, this packet sets forth the basic procedures and necessary submittals. We hope you find it helpful.

1. As a first step, the Petitioner may choose to arrange a pre-application meeting with the Department of Community Development and Building to review the preliminary concept plan, application and relevant code sections. If desired, this may be scheduled for review at the weekly Village Department Directors meeting.
2. The Petitioner must make formal application for a Plan and Zoning Commission hearing. The Petitioner must provide twenty five (25) copies and one (1) original of the application including all submittals (see submittal section on page 4).
3. The Plan and Zoning Commission meetings are held on the first Monday of each month and applications are due approximately five (5) weeks prior to the date of the scheduled meeting. A detailed list of the meeting and submittal dates for the year is provided on the back side of the yellow cover page.
4. The staff will review applications and submittals and forward them along with a staff report to the Plan and Zoning Commission and the petitioner.
5. Public notice to surrounding property owners is required for all projects reviewed by the Plan and Zoning Commission. The petitioner is responsible for this notification and all letters must be mailed, certified mail - return receipt requested, not less than fifteen (15) days nor more than thirty (30) days prior to the meeting. Details on the notification process, notification affidavit and a sample letter have been provided in the notification section of this application (see page 7 and 8).
6. The Plan and Zoning Commission will then hold a public hearing to review the application. At the meeting, the Petitioner or designated representative must be in attendance to present the matter and answer questions of the Commissioners. At the meeting, the Commission will make a recommendation to the Village Board. The Plan and Zoning Commission is an advisory body only and all projects are subject to the final action of the Village Board.
7. Upon completion of the public hearing by the Plan and Zoning Commission, the petition along with the recommendation of the Commission and an ordinance, will be forwarded to the Village Board for review at their next Regular Board Meeting. The petitioner or designated representative must be present at this meeting to answer questions from the Board. The Village Board makes the final decision on the petitioner's request and is the only Village governing body which can legally do so.

## Submittals

**Twenty-five (25) copies and one (1) original of the following information, applicable to the requested action, must be provided to constitute a complete application:**

- Application (see page 6).
- Current Plat of Survey illustrating all easements and right-of-ways which effect the site.
- Detailed letter explaining the special use, planned unit development, annexation, etc.
- Detailed Site Plan. A fully dimensioned plan illustrating all site improvements such as buildings, sign locations, trash enclosures, loading docks, fire lanes, lights, parking, tennis courts, antennas, fencing, and project zoning data.
- Design details of all proposed improvements including but not limited to, buildings, fences, antennas and lighting.
- Preliminary engineering drawing with general drainage and grading.
- Floor Plans (not working drawings).
- Building elevations with height and materials indicated.
- Landscape plans with existing and proposed plant material as well as the size and species of all proposed plantings indicated.
- Preliminary and Final Plats of Subdivision. Please refer to the supplementary Subdivision Submittal Requirements and Appendix B of the Municipal Code.
- Traffic Study (when applicable).
- Marketing Study (when applicable).
- Hours of Operation (when applicable).

**In addition to the above, one (1) copy of the following information must also be provided to constitute a complete application:**

- Application fee (see page 5).
- Ownership information in the form of warranty deed, trust, title policy, fully executed lease, or fully executed contract to purchase.
- Original executed ownership affidavit and site authorization form (see page 6).
- Notification affidavit, copy of the mailed letter and complete list of the mailing list must be submitted no later than fifteen (15) days prior to the meeting (see notification section on page 7).

For questions on what information is applicable to your type of application, please contact the Department of Community Development and Building at (847) 446-9200, extension 3551 or refer to the relevant code section.

## Fees (as of January 2009)

The following non-refundable fees are for the Plan and Zoning Commission review only and may be amended by the Village Board. Checks are to be made payable to the Village of Northfield. Please note there may be other applicable fees associated with the plan review, building permit or other approval process.

- Planned Unit Development \$2,500.00 + \$1,200.00 escrow
- Annexation (per lot) \$1,000.00 + \$1,200.00 escrow
- Rezoning \$1,100.00 + \$1,200.00 escrow
- Special Use \$1,100.00 + \$1,200.00 escrow
- Subdivision \$1,000.00 + \$300 Per lot and \$1,200 escrow
- Other \$1,000.00 + \$1,200.00 escrow

If the process also requires a hearing before the Architectural Commission, the fee indicated above and escrow shall cover both processes. The petitioner is responsible for the full cost of any charges incurred by the Village in the processing of an application. Costs above and beyond the base fee shall be automatically deducted from the escrow funds posted. In the event the escrow account is depleted below an acceptable level, the petitioner shall be required to post additional escrow funds. Upon completion of the review process, excess escrow funds shall be returned to the petitioner.

## Reference Material

This publication is intended as an application and informational piece only. Applicants are responsible for the review of all relevant Village code sections, which are subject to change. The code chapters related to the Plan and Zoning Commission are as follows:

- Chapter 1 – *General Provisions*
- Chapter 4 – *Boards and Commissions*
- Appendix A – *Zoning Code*
- Appendix B – *Subdivision Code*
- Appendix D – *Fees and Bond Amounts*

## Questions

If you should have any questions on the process, required submittals, relevant code sections or would like to schedule a meeting to review your project on a preliminary level with staff, please call the Village of Northfield's Department of Community Development and Building at (847) 784-3551.

## Village of Northfield

### Plan and Zoning Commission Application

<b>Petitioner:</b> _____	<b>Contact Person:</b> _____
Name _____	Name _____
Address _____	Address _____
_____	_____
Phone Number _____	Phone Number _____
Fax Number _____	Fax Number _____
E-mail Address _____	E-mail Address _____

**Project Location:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Type of Review Requested (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Environmental Incentive Plan |  |
| <input type="checkbox"/> Subdivision                  | <input type="checkbox"/> Annexation Agreement      |
| <input type="checkbox"/> Planned Unit Development     | <input type="checkbox"/> Rezoning (map amendments) |
| <input type="checkbox"/> Special Use                  | <input type="checkbox"/> Zoning Text Amendments    |

### Ownership Affidavit and Site Authorization Form

I, \_\_\_\_\_, under oath, state that I am the \_\_\_ sole  
\_\_\_\_ an  
\_\_\_\_\_ authorized officer of

the Owner of the property commonly described as:  
\_\_\_\_\_ and that such property is legally owned by  
\_\_\_\_\_ as of this date.

As such, I hereby grant employees of the Village of Northfield, their agents, and members of the Northfield Plan and Zoning Commission permission to enter on the property to conduct a visual inspection of the site during reasonable hours. This permission is granted in regards to the Northfield Plan and Zoning Commission application pending for this site.

\_\_\_\_\_  
Signature

In the space below, a) if a partnership, name all partners; b) if a corporation, name all officers, directors and shareholders who have 25% or more of the outstanding stock; or c) if a trust, name the trustee and the trust, all beneficiaries thereunder, the person or persons holding Power of Direction.

Name	Address	Interest Held
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Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**Notification Requirements**

The petitioner is required to send a notification letter to all property owners of record within two hundred fifty (250) feet (excluding right-of-way) of the boundaries of the property for which the hearing is being requested. All notices pursuant to this section shall be delivered by registered or certified mail, return receipt requested.

The name and addresses for the owner of records can be obtained through the township offices. Petitioner must first come to Village Hall for property identification numbers (PIN) and than take these to the applicable township office. For sites in New Trier Township the office is located at 739 Elm in Winnetka, (847) 446-8200 and for sites in Northfield Township the office is located at 3801 West Lake in Glenview, (847) 724-8300.

The name and addresses for the owner of records are also available on the internet at: [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com) Click on Payment Status. Enter PIN # (example 04-13-305-023-0000). Enter given security code. Click search.

The petitioner must provide the Village with proper evidence of notification by submitting a copy of the letter sent, complete mailing list and notification affidavit a minimum of fifteen (15) days prior to the meeting.

**Notification Affidavit Northfield Plan and Zoning Commission**

I, \_\_\_\_\_, hereby certify as follows:

1. That on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant caused to be mailed, through certified or registered mail, return receipt requested, in the Post Office of \_\_\_\_\_, copies of the attached Notice of Public Hearing to all listed taxpayers of real estate within two hundred fifty (250) feet, excluding public rights of ways of the subject site, located at \_\_\_\_\_, and to the owners, or representatives, of property listed as exempt.
2. That the parties to whom said notice was mailed are set forth on the attached list.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

## Sample Notification Letter

The following is a sample letter, which must be mailed by the petitioner not more than thirty (30) nor less than fifteen (15) days prior to the meeting:

Date \_\_\_\_\_

### **Notice of Public Hearing**

Please be advised that a petition has been filed with the Village of Northfield for a \_\_\_\_\_  
(R-6 Environmental Incentive, Special Use, Planned Development, Subdivision, Annexation  
or Rezoning)

The property is located at \_\_\_\_\_ and the beneficial owner is  
\_\_\_\_\_.

This hearing is open to the public and comments on the proposal are invited. All interested persons will be given the opportunity to express their views or concerns at the meeting. The hearing on said petition will be held by the Northfield Plan and Zoning Commission at the Village Hall located at 361 Happ Road, Northfield, Illinois at 7:00 p.m. on Monday \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

All persons in attendance at the hearing shall have an opportunity to be heard. Any person who also wishes to appear at the hearing as an “interested party” with the right to cross-examine others giving testimony at the hearing must complete and file an appearance with the Village Manager, Stacy Alberts Sigman, at the Village Hall, 361 Happ Road no later than 4:30 p.m. the third business day before the date of the hearing. Appearance forms are available in the Building Department during regular business hours.

Note: This agenda is subject to change. Please contact the Village Hall at (847) 784-3551 the day of the meeting for the status of this agenda item.

The Village of Northfield is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with Disabilities who plan to attend this meeting and require certain accommodations in order to allow them to observe and/or participate or have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village Managers office at (847) 446-9200 / TDD 446-7131 at least one (1) week prior to the meeting, if possible, to allow the Village of Northfield to make the necessary accommodations.

## Preliminary Subdivision Submittal Requirements & Checklist

In addition to the submittal requirements outlined for Plan & Zoning Commission hearings, all preliminary subdivisions must submit twenty (20) copies of the following information :

1. Preliminary Plat.
  - a. Proposed name of subdivision (not duplicating name of any plat heretofore recorded in Cook County).
  - b. Location by Township, Section, Town, and Range or by other legal description.
  - c. Graphics (engineering scale not smaller than 1 inch to 100 feet).
  - d. Names and addresses of all property owners adjacent to the subject site along with all adjacent property lines and easements.
  - e. Proposed easements for public utilities.
  - f. A topographical survey of the property which shall extend at least 200 feet beyond the property boundary exclusive of adjacent right-of-ways and shall include a full topographical survey of all adjacent right-of-ways. The topographic survey shall be prepared based upon the FEMA vertical reference mark system.
  - g. An engineering plan and narrative statement describing all existing and proposed facilities available or to be provided which will serve the proposed development. The improvements to be included are sanitary sewers, water mains, lighting, sidewalks, streets, natural gas facilities, electrical, telephone, etc. The description of the proposed facilities shall include their location and size. In the case of streets, a typical right-of-way section illustrating the right-of-way and roadway width, pavement construction materials and thickness, and location of utilities, etc. is also required.
  - h. A storm water report describing how the area drains, the site characteristics and the manner in which the project will manage stormwater and the projects conformity to the Village Stormwater Management Regulations. In addition, should the property be located near or within a regulatory floodplain, the stormwater management plan should state whether any portion of the property is located within the floodplain, the Base (100-year) Flood Elevation and, if applicable, the manner in which the project is to conform to the Village Floodplain Regulations. The quantity of storm water detention required and provide the actual and allowable release rate, the upstream bypass area, and the route and capacity of the downstream system.
  - i. Soils information including USDA type, water table, bearing capacity, and boring location (one boring shall be provided for every 300 feet of road).
  - j. Preliminary landscape and lighting plan for roads or areas intended for use by the public.
  - k. Lot area for each lot with designations of the largest lot, smallest lot and average lot area. In addition, all building setback lines shall be shown.

1. Subdivision design features with width and location of streets, alleys, and public ways; location of sewers and storm drains; proposed dedication of public grounds if any; layout, number, area, and typical dimensions of lots to the nearest foot.
2. Restrictive Covenants.
  - a. An outline of the restrictive covenants shall accompany the preliminary plat.
  - b. In cases of annexation, the applicant shall, within ninety (90) days after the final plat is recorded, initiate proceedings to disconnect from the Northbrook Rural Fire Protection District and the Special Police District such portion or portions of land contained in said subdivision that lies with the Village limits. The applicant shall further petition to annex such portions of land to the Northfield or Winnetka Park District and the Winnetka Library District.

## **Final Subdivision Submittal Requirements & Checklist**

Application for Final Plat approval shall be filed with the Department of Community Development and Building not later than one (1) year after preliminary approval. Final Subdivision Submittal Requirements are as follows:

1. Original of the tracing of the proposed final plat, suitable for recording at a scale of 1" = 50' and twenty (20) copies. Each plat must contain the following:
  - a. Proposed name of subdivision and legal description.
  - b. An identification system for all lots and blocks.
  - c. Accurate angles and lineal dimensions for all liens, angles and curvatures used to describe boundaries, streets, alleys, easements, building setback lines, areas to be reserved for public use, and other important features. Lot lines shall be dimensioned in feet and hundredths. All dimensions shown on curved lines shall be arch distances.
  - d. True angles and distances to at least two (2) of the nearest established street lines or official monuments accurately described in the plat.
  - e. North point (designated as true north).
  - f. Township, County or Section lines accurately tied to the lines for the subdivision by distance and angles.
  - g. Radii, internal angles, points of tangency and curvature, tangent bearings and lengths of all arcs.
  - h. Accurate location of all subdivision boundary and monuments of three inches by three inches by thirty inches (3" x 3" x 30") precast concrete with iron pipe cast in the center. Concrete monuments shall be placed at all changes in direction of a subdivision exterior boundary and at all points where a proposed dedicated right-of-way crosses the boundary. Pipes or steel rods shall be placed at the corners of each lot and at each point of tangency and curvature.

- i. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use or for the exclusive use of property owners within the subdivision.
  - j. Restrictive covenants shall be lettered on the final plat or appropriately referenced thereon.
  - k. Certification by a licensed surveyor, to the effect that the plat represents a survey made by him and that monuments and markers shown thereon exist as locating and all dimensions are correct.
  - l. The Base Flood Elevation for the site shall be shown at each corner of each plat. Said plat shall also indicate the top of foundation, lowest foundation opening, and basement floor elevation for each lot located in the regulatory floodplain.
  - m. Signed approval of the Illinois Department of Transportation indicating that the Plat complies in all respects with all local, county, state and federal regulations, including but not limited to Chapter 109, Paragraph 2 of the Illinois Revised Statutes, with respect to the approval for roadway access.
  - n. Notarized certification by owner and by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas.
  - o. Line for approval by signature of Village, County, Metropolitan Sanitary District, and State officials concerned with the specifications of utility installations.
  - p. Line for approval by the Plan & Zoning Commission.
  - q. Line for approval by the Village Board of Trustees.
  - r. Line for approval by Cook County authorities as required.
2. Four (4) sets of complete engineering plans and specifications of required land improvements as regulated by Section 3.2 of Appendix B. Said plans and specifications shall bear the seal of an Illinois registered professional engineer, along with a signed statement that such plans and specifications have been prepared in compliance with Appendix B and good engineering practices.
  3. Where a floodwater retention/detention facility or storm sewer system is to be provided, a schedule for completion of such basin or system shall be prepared and submitted to the Village for review and approval. Such schedule shall assure the completion of all storm sewers and flood water retention basins necessary to accommodate all storm water associated with the particular phasing of the development prior to the issuance of any building permits.
  4. Mylar topographical overlay for entire subdivision.
  5. All fees as required by Appendix D of the Northfield Village Code.
  6. All bonds as required under Appendix B of the Northfield Village Code.

7. A statement signed by the petitioner setting forth an agreement executed by the petitioner wherein they agree to make and install the improvements providing in Section 3 of Appendix B and in accordance with the plans and specifications.
8. Twenty (20) copies of the existing conditions within two hundred (200) feet including the following:
  - a. Boundary lines of the subdivision
  - b. Location, widths, and names of all existing or previously platted streets or other public ways indicating types of improvements and location of railroads and utility right-of-ways, parks and other public open spaces, permanent buildings and structures, easements, and section and corporate boundary lines.
  - c. Location and size of existing sewers, water mains, culverts, or other underground facilities, including such data as grades, invert elevations, and locations of catch basins, manholes and hydrants.
  - d. Boundary lines of adjoining land identified by name and ownership.
  - e. Topographical data including contours at vertical intervals of not more than one (1) foot, water courses, marshes, rock outcrops, and high water elevation.

### **North Cook County Soil and Water Conservation District**

As a courtesy to you, the Village of Northfield is providing with this packet, copies of the North Cook County Soil and Water Conservation District Natural Resources Inventory Report Application. This is not a Village ordinance, but one which is required by Cook County. **All applications, materials and questions regarding this should be directed to the District at (847) 468-0071.** *(Added 12/13/01)*