

Village of Glenview, Illinois

Zoning Review Checklist

Single Family Zoned Properties

Prepared by Teska Associates, Inc. | December 2014

Getting Started

■ Navigation 101: Things to Know

The 'Zoning Review Checklist' incorporates the following tools noted below. Taken together they will assist and navigate you through the zoning review process.



Series of Questions

To help guide your review, this checklist consists of a series of questions, specifically ordered and grouped into six steps to lead you through the review process from start to finish.



Resources

Links, cross-references, graphic resources and charts are included throughout this guide. Take advantage of such, they will help provide answers to your questions.



Municode

To make reviewing easier, included herein are extracted Municode references as they apply to each question. Read these excerpts completely as they will affect your answers to questions.



Special Circumstances

These items involve complex issues unique to Glenview's code and approval process. Be sure you thoroughly understand the content prior to completing the step or contact staff for assistance.

ONLINE REVIEW: If viewing this document online, please note that text adjacent to link symbols are interactive hyperlinks. Click them to expedite your review.

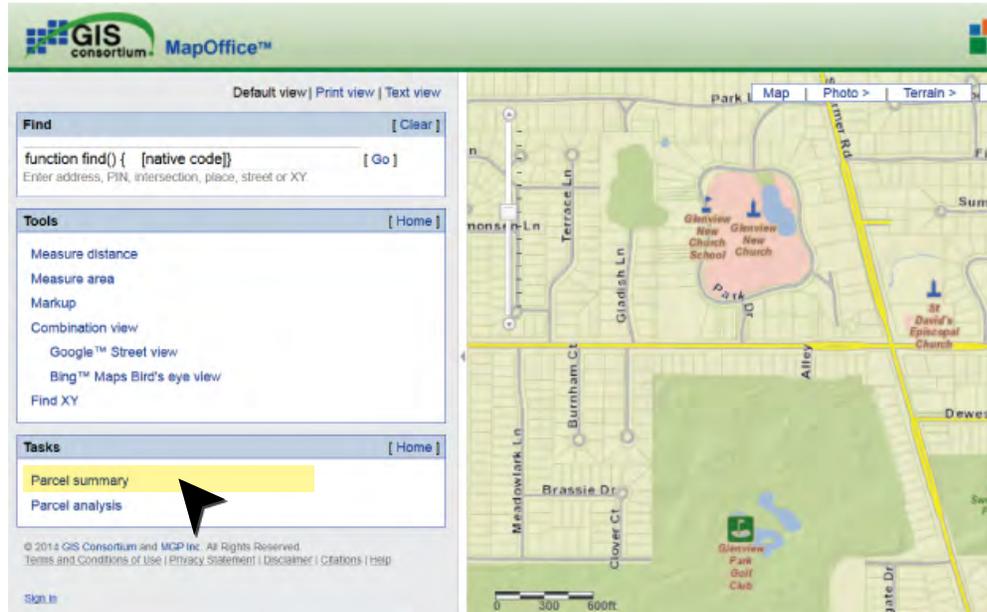
Overview of Resources

■ Helpful Tools to Assist with Reviews

GIS Consortium

🔗 [GIS Consortium](#) is an online database that allows you to view Village properties and information via a computer-based GIS mapping system. The database allows you to view an aerial map of the Village, zoom in and select individual properties, and/or enter an address to view property specific information. To start, visit the 'GIS Consortium' and find your property on the map. Once you've located and verified the correct property, select the property or parcel you are reviewing to highlight such (ensure the property's address is within Glenview, IL). Once you have the parcel highlighted, select 'Parcel Summary' listed under 'Tasks' in the left sidebar (see screenshot below) to view property-specific details. Use the 'GIS Consortium' to acquaint yourself with the property's location, address, zoning classification, and lot type.

DO NOT USE the 'GIS Consortium' to determine lot area, building square feet or impervious surface coverage. Details are not always current and may not reflect latest changes to the property. Always cross-check property information gathered via the 'GIS Consortium' with the Plat of Survey.



My Glenview Property Search

🔗 [My Glenview Property Search](#) is a detailed property search tool provided by the Village where you can enter an address to determine zoning, view aerial photography, roughly measure distance and area, draw, create and print maps. In addition to the 'GIS Consortium' and the 'My Glenview Property Search', other online databases including the 'Cook County Property Tax Portal' and 'Cook Viewer - Cook County's Map Application', exist that allow you to select parcels and view property information.

Plat of Survey

A legal graphic document, drawn to scale, showing the divisions of a piece of land. Plats show subdivisions, individual lots, and lot boundaries. The platting process allows governing bodies to ensure properties comply with zoning regulations including lot size and lot geometry. Plats are typically included with the property's sale documents.

Municode

The Village of Glenview's Legal Municipal Code listed on Municode. Commonly used sections include:

- 🔗 [Chapter 98: Zoning](#), and within that chapter:
- 🔗 [Article 1-General](#)
- 🔗 [Article 2-Administration](#)
- 🔗 [Article 3-Zoning Districts](#)
- 🔗 [Article 4-Accessory Uses, and](#)
- 🔗 [Article 5-Non-Conformities](#)

Staff

Village Staff are here to provide assistance with special reviews and answers to difficult questions. Call them at **(847) 904-4330**. For specific questions or to determine code compliance, you may need to schedule a meeting.

Glenview Zoning Review Checklist

■ Step 1: Gather the Basics

1. What is the address of the property?



[Check GIS Consortium](#)



[Check My Glenview Property](#)

* **NOTE:** Ensure the address you are selecting is listed as Glenview, IL.

2. Is there a current plat of survey?

Yes, I have a current Plat. I have a Plat but it is not up to date. No, I don't have a Plat.

• Proceed to next question

• See note at right.

• See note at right.

* **NOTE:** Residents who are missing plats or have ones that are out-of-date should follow these steps to update or obtain a current record:

- Dated Plats - Locate surveyor's contact number on latest Plat and request update.
- Missing Plats - Check files that are available for the property, safety deposit box or other likely locations. Contact local surveyor to complete Plat update.

Resources

[Municode Reference Section 98-4. Definitions](#)

- **Plat:** A current plat is a graphic that shows all structures and impervious surfaces on your property. Impervious surfaces include buildings or pavement and any other surface that does not allow water to pass through to the ground during rain events. This includes buildings and structures such as the primary dwelling, attached and detached garages, sheds and other structures in addition pavement such as patios, driveways, sidewalks and paths.

[Municode Reference Sec. 98-45.](#)

- **Plats:** Every application for a building permit shall be accompanied by a plat showing the design and layout of all off-street parking facilities and, in addition to the information required by chapter 18, such other information as may be required by the director of development for the proper enforcement of this chapter.

3. What is the zoning district?

(The zoning district is listed at the bottom of the 'Parcel / Property Summary' page.)



[Check GIS Consortium](#)



[Check My Glenview Property](#)

* **NOTE:** Ensure the address you are selecting is listed as Glenview, IL.

■ Step 1: Gather the Basics

4. What type of lot is it?

For assistance in determining, see figure below.

Typical Corner Lot

- **Corner lot (not on a two-lot block) without rounded lot corners.**

2-Lot Block Corner Lot

- **Corner lot on a two-lot block and without rounded lot corners.**

Center Lot / Infill Lot

- **This is a lot located between two built homes.**

None of the above

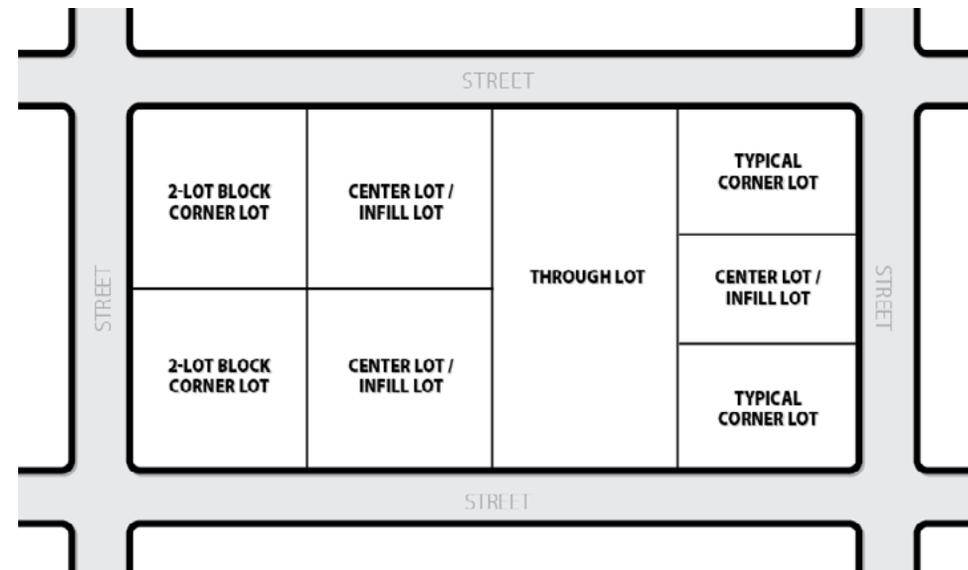
- **Contact staff for lots not covered, i.e. flag lots, cul-de-sacs, through-lots, rounded lot corners, landlocked lots.**



Resources

[Municode Reference Section 98-4. Definitions](#)

- **Corner lot:** a lot that adjoins the point of intersection or meeting of a street and two or more streets and in which the interior angle formed by the street lines is 135 degrees or less. If the street lines are curved, the angle shall be measured at the point of intersection of the extensions of the street lines in the directions which they take at the intersections of the street line with the side lot line and with the rear lot line of the lot. If the street line is curved at its point of intersection with the side lot line or rear lot line, the tangent to the curve at that point shall be considered the direction of the street line.
- **Infill lot:** lot bounded on any front, side, or rear by a lot with an existing residence; primarily any lot in an established neighborhood.
- **Lot:** a parcel of land which is described and made a part of a plat of a subdivision that has been recorded in the office of the recorder of deeds or registrar of titles of the county, that is designated by its owner or developer at the time of applying for a permit for construction of a new building, enlargement of an existing building (excluding work performed solely on the interior of the building), exterior building additions, garages, accessory structures, parking lots and generally any other improvement which would be reflected on a plat of survey as a tract of land, all of which is to be used, developed or built upon as a unit under single ownership. The division of any lot or parcel of land by the use of metes and bounds description shall not be considered as a lot by the Village.



■ **Step 1: Gather the Basics**

5. Where are the front, side and rear lot lines?

For assistance in determining, see figure below.

1 Determine what lot line is the front lot line.

- The front lot line is not necessarily where the front of the residence or driveway is oriented.
- If it is a corner lot, the front lot line is the narrower of the two dimensions on the street.

2 Locate what lot line is the rear lot line.

- The rear lot line is that opposite the front lot line and most nearly parallel to.
- If there isn't a rear lot line, it faces a street or if it converges to a point, contact staff.

3 Determine if there is a street-side lot line.

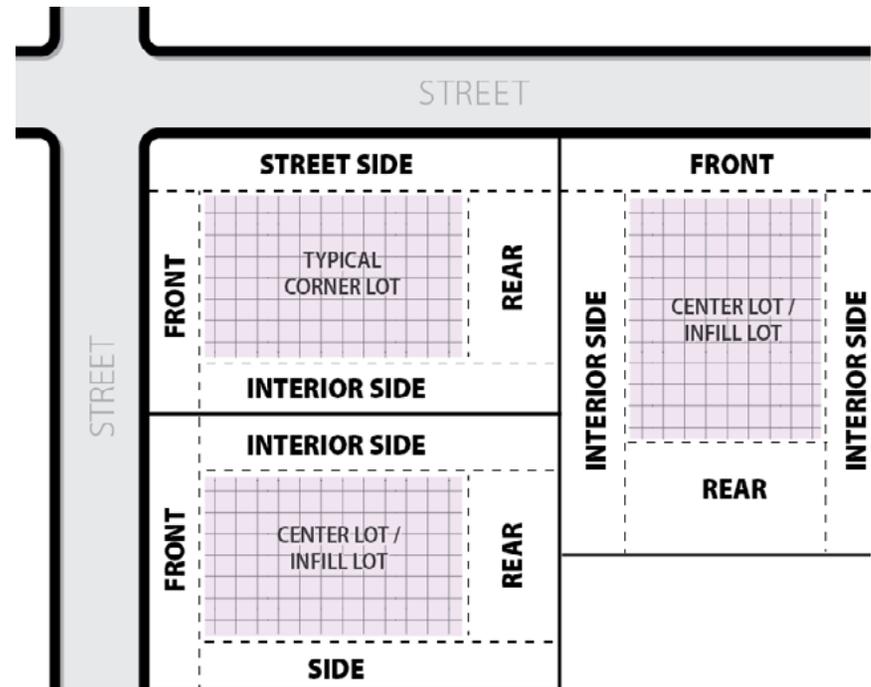
- The street-side lot line is the line at which the side yard abuts the street.

4 Determine if the street side lot line is in a two lot block.

Resources

[Municode Reference Section 98-4. Definitions](#)

- **Lot line** - the lot boundary line.
- **Front lot line** - a street line forming the boundary of a lot. For a corner lot, the front lot line shall be the narrowest of the two frontage dimensions. In the case of two equally dimensioned frontages, the front lot line shall be along the street with more lots. For a lot bounded by two non-intersecting streets (through lot), the lot lines along such streets shall each be deemed as a front lot line for the purpose of this chapter.
- **Rear lot line** - the lot line that is most distant from, and is, or is most nearly, parallel to, the front lot line. If a rear lot line is less than 15 feet in length, or if the lot comes to a point at the rear, the rear lot line shall be at least 15 feet in length, lying wholly within the lot, parallel to the front lot line.
- **Side lot line** - a lot line which is neither a front lot line, nor a rear lot line.



■ Step 2: Determine Lot Width & Setbacks

6. What is the lot width?

7. Does the lot meet the minimum lot width?

Yes

- Proceed to question 8 and apply setbacks.

No

- Contact staff if lot width is non-conforming.



Minimum Lot Width by Zoning District

| | |
|----|--------|
| R1 | 100 FT |
| R2 | 80 FT |
| R3 | 70 FT |
| R4 | 60 FT |
| R5 | 60 FT |
| R6 | 50 FT |

Resources

Definitions:

- **Lot width** – the distance between the side lot lines measured at the required minimum front yard setback perpendicular to the lot depth.
- **Setbacks** – distance between property lines (or distance between required setback) and a conforming residence .
- **Front Yard Setback** – the distance between the front lot line and a conforming residence.

[Municode Reference Section 98-101. Residential District Regulations:](#)

- **Minimum front yard setback** - Minimum front yard depth shall be 30 feet; provided, however, that if there are improved lots on the block which include more than 50 percent of the total lineal footage along the block, there shall be a minimum front yard setback equal to the average front yard setback on the block or 15 feet, whichever is greater, provided that if improved lots are on both sides of and contiguous to the lot in question, the minimum front yard setback of such lot shall be the average of that of the two improved lots, or in the case of a corner lot contiguous to an improved lot, the minimum front yard setback shall be that of the improved lot, provided further, that in no event need the front yard setback be more than 50 percent of the lot depth.

Glenview Zoning Review Checklist

■ Step 2: Determine Lot Width & Setbacks

7. Apply front, side and rear setbacks

Minimum Setbacks by Zoning District and Lot Type

| Zoning District | Front Setback | | Side Setback | | Rear Setback |
|-----------------|---|--|--------------------|-----------------------------|--------------|
| | Typical Center Lot | Corner Lot with front lot line on street | Interior Side | Street Side | |
| R1 | Average of Adjacent Property Setbacks | Equal to Neighbor on Front Lot Line Street | 15 FT | 30 FT (2-Lot Block 15ft) | 25 FT |
| R2 | Average of Adjacent Property Setbacks | Equal to Neighbor on Front Lot Line Street | 15 FT | 30 FT (2-Lot Block 15ft) | 25 FT |
| R3 | Average of Adjacent Property Setbacks | Equal to Neighbor on Front Lot Line Street | 12 FT | 30 FT (2-Lot Block 12ft) | 25 FT |
| R4 | Average of Adjacent Property Setbacks *See Exception | Equal to Neighbor on Front Lot Line Street *See Exception | 10 FT | 30 FT (2-Lot Block 10ft) | 25 FT |
| R5 | Average of Adjacent Property Setbacks *See Exception | Equal to Neighbor on Front Lot Line Street *See Exception | 7.2 FT (7' 2½") | 30 FT (2-Lot Block 10ft) | 20 FT |
| R6 | Average of Adjacent Property Setbacks *See Exception | Equal to Neighbor on Front Lot Line Street *See Exception | 6 FT | 30 FT (2-Lot Block 10ft) | 20 FT |

*Exception – For new construction/infill lots, front setback must equal exactly what is required.

■ Step 2: Determine Lot Width & Setbacks

8. If it is an infill lot, use the following guidelines to determine the front yard setback. *What characteristics are present on the adjacent lots?*

- There are two improved properties on either side of my property
 - **Front Yard Setback = Average of setbacks of two adjacent properties**
- There is a vacant property on one side of my property
 - **Front Yard Setback = Average of setbacks on the whole block**
- There are vacant properties on both sides of my property
 - **Front Yard Setback = Average of setbacks on the whole block**

** NOTE: The reason for determining front yard setbacks in this way is to ensure a consistent building line.*

Resources

[🔗 Municode Reference Section 98-4. Definitions](#)

- **Setback** - the distance between a reference line, which shall be a public or private right-of-way or easement, whichever shall be applicable, and a building, or portion thereof, on the lot in question. In the case of a lot adjoining a public or private street right-of-way, the setback shall be the difference between such right-of-way line and the building closest to the right-of-way on the lot. In the case of an unrecorded easement, the Director of Community Development shall determine the setback in a manner which will provide a reasonably consistent setback.
- **Front Yard** - a yard extending along the full length of a front lot line and back to a line drawn parallel to the front lot line at a distance therefrom equal to the depth of the required front yard. When a lot fronts onto two non-intersecting streets (through lot), the front yard shall be determined to be on the street to which all of the houses along that block are oriented, and the opposite yard shall be treated as a rear yard. Children's playhouses and/or playground equipment may be located in the rear yard of a through lot, subject to the provisions of section 98-47. When a rear yard on a through lot abuts a front yard of a lot fronting on the opposite side of a right-of-way, all detached accessory structures shall meet the minimum front yard setback, excluding requirements for accessory structures, of the zoning district in which the lot is located.
- **Rear Yard** - a yard extending along the full length of the rear lot line, except as qualified in the definition in this section of the term Yard, side, and back to a line drawn parallel to the rear lot line at a distance therefrom equal to the depth of the required rear yard.
- **Side Yard** - a yard extending along a side lot line and back to a line drawn parallel to the side lot line at a distance therefrom equal to the width of the required minimum side yard, but excluding any area encompassed within a front yard or rear yard, except that, for corner lots, the side yard adjacent to the street shall encompass the rear yard to the rear lot line. Dimensions of minimum side yards specified in the district regulations of this chapter refer to the required width of each side yard, rather than to the total width of both side yards, unless otherwise specified.

Glenview Zoning Review Checklist

■ Step 3: Calculate Lot Area & Building Size

9. What is the lot area in square feet?

* **NOTE:** Area of the private easement / roadway is excluded from the total lot area.

Resources

[Municode Reference Section 98-4. Definitions](#)

- **Lot Area / Size** - the area of a horizontal plane bounded by the front, side, and rear lot lines. For determining lot size for use in the formulas contained within subsections 98-101(b)(3) and 98-101(b)(4), any land area contained within any recorded roadway easement or ingress and egress easement shall be excluded from the area comprising the horizontal plane bounded by the front, side, and rear lot lines.

10. Is there a private roadway easement located within the front setback or side street of a lot?

- If yes, calculate easement area and remove this total from the lot area in question above.
 - Calculate easement area and remove this total from the lot area.
 - If depth of easement exceeds the zoning setback the easement governs. 
- No
 - Proceed to next question

11. What is the proposed building size?

Resources

[Municode Reference Section 98-4. Definitions](#)

- **Lot depth** - the distance between the midpoint of the front lot line and the midpoint of the rear lot line.

Glenview Zoning Review Checklist

■ Step 3: Calculate Lot Area & Building Size

12. Does the lot depth exceed 3x the lot width?

- Yes**
 - Use the adjusted lot depth of 3 times the lot width to calculate allowable Maximum Building Size.
- No**
 - Proceed to next question.

13. Does the building size fall below the Maximum Building Size Requirement?

To determine the maximum building size, see chart below.

- Yes**
 - Proceed to next question.
- No**
 - In order for plan to be approved this dimension must comply with Village zoning standard.

* **Calculate:** [Click here to use Glenview's 'Maximum Building Size Calculator'](#)
- or - view chart below.

| Lot Size Range | Maximum Building Size Calculation |
|-----------------|--|
| <5,000 | 2,700 |
| 5,001 - 15,000 | $2,700 + [(\text{lot size} - 5,000) \times 0.26]$ |
| 15,001 - 20,000 | $5,300 + [(\text{lot size} - 15,000) \times 0.10]$ |
| >20,000 5,800 + | $[(\text{lot size} - 20,000) \times 0.17]$ |

■ Step 4: Determine the Impervious Coverage

14. What is the total proposed impervious coverage in square feet?

* **Calculate:** [Click here to use the Village's Impervious Surface Calculator.](#)
 * **NOTE:** A current Plat of Survey will show existing impervious coverage.

Resources

[Municode Reference Section 98-101. Residential District Regulations](#)

- **Impervious lot coverage** - includes all building and pavement surfaces on a given lot, except that the water surface of an in-ground swimming pool and/or a wood deck with semi-permeable membrane beneath it shall not contribute to impervious lot coverage. Detention/retention areas located on a lot shall be used when calculating lot size and impervious surfaces.

15. Does the impervious coverage total fall below the Maximum Allowable Impervious Lot Coverage?

Note: The Maximum Allowable Impervious Lot Coverage is based on Lot Size. Moving from left to right by column in the chart below, start by determining in what range your lot size falls. Use the formula to the right of that range to determine your lot's maximum allowable impervious coverage.

Yes

- Proceed to next question.

No

- In order for plan to be approved total coverage must comply with Village zoning standard.

* **View Chart:** [Click here to view the chart below within Municode.](#)

Lot Size (square feet)

Maximum Impervious Lot Coverage

| | |
|------------------|--|
| Less than 10,000 | Lot size × 0.45 |
| 10,001—14,519 | The greater of: a. 4,500; or b. [(Lot size - 10,000) × 0.40] + 4,000 |
| 14,520—21,779 | The greater of: a. 5,807; or b. [(Lot Size - 14,520) × 0.35] + 5,082 |
| 21,780—32,669 | The greater of: a. 7,622; or b. [(Lot size - 21,780) × 0.30] + 6,534 |
| 32,670—43,559 | The greater of: a. 9,800; or b. [(Lot size - 32,670) × 0.25] + 8,167 |
| 43,560—53,560 | The greater of: a. 10,889; or b. Lot size × 0.24 |
| 53,561—63,560 | The greater of: a. 12,854; or b. Lot size × 0.23 |
| 63,561—73,560 | The greater of: a. 14,681; or b. Lot size × 0.22 |

Lot Size (square feet)

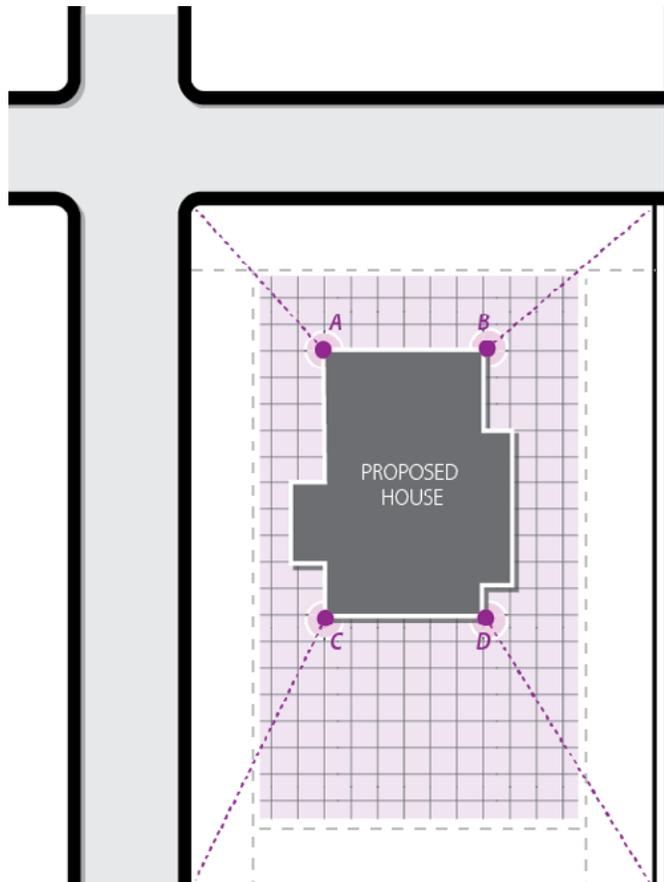
Maximum Impervious Lot Coverage

| | |
|-----------------|--|
| 73,561— 83,560 | The greater of: a. 16,183; or b. Lot size × 0.21 |
| 83,561— 93,560 | The greater of: a. 17,547; or b. Lot size × 0.20 |
| 93,561—103,560 | The greater of: a. 18,712; or b. Lot size × 0.19 |
| 103,561—113,560 | The greater of: a. 19,671; or b. Lot size × 0.18 |
| 113,561—123,560 | The greater of: a. 20,440; or b. Lot size × 0.17 |
| 123,561—133,560 | The greater of: a. 21,005; or b. Lot size × 0.16 |
| 133,561—143,560 | The greater of: a. 21,369; or b. Lot size × 0.15 |
| 143,561—153,560 | The greater of: a. 21,534; or b. Lot size × 0.14 |

■ **Step 5: Measure Building Height**

16. What is the average existing grade of the property?

To determine the existing grade, see figure below.

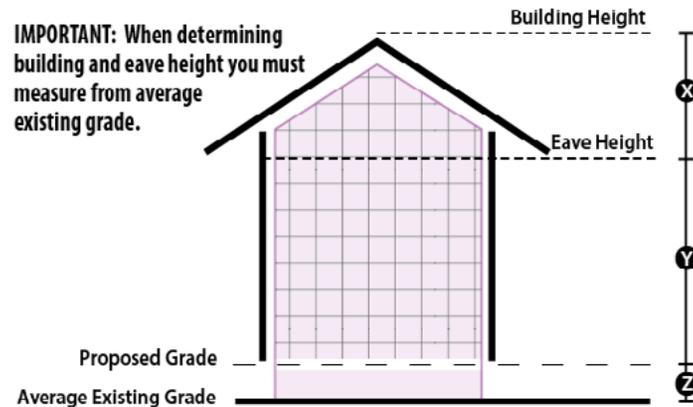


Step 1: Determine which 4 corners of the proposed house (including attached garages and roofed over porches) are closest to the 4 corners of the lot.

Step 2: Determine the existing grade at each of the 4 corners.

Step 3: Add these 4 figures together and divide by 4 to establish the average existing grade.

IMPORTANT: When determining building and eave height you must measure from average existing grade.



AVERAGE EXISTING GRADE
 $(A + B + C + D) / 4$

BUILDING HEIGHT = X + Y + Z
EAVE HEIGHT = Y + Z

■ Step 5: Measure Building Height

17. What is the building (roof/ridge) height measured from average existing grade?

18. Does the building (roof/ridge) height fall below the Maximum Ridge Height requirement?

See chart on following page.

Yes

- Proceed to next question.

No

- In order for plan to be approved this dimension must comply with Village zoning standards.

Parapet or Flat Roof

- In the case of a flat roof or parapet roof, contact staff.



** Note: Maximum building and eave heights are based on the closest sideyard setback whether existing or proposed.*

19. What is the eave height measured from average existing grade?

20. Does the eave height fall below the Maximum Ridge Height requirement?

See chart on following page.

Yes

- Proceed to next question

No

- In order for plan to be approved this dimension must comply with Village zoning standards.

** Note: Maximum building and eave heights are based on the closest sideyard setback whether existing or proposed.*

Glenview Zoning Review Checklist

■ Step 5: Measure Building Height

Bulk Regulations - Residential Roof and Eave Height Restrictions

| Zoning District | Required Side Yard Setback (feet) | | Actual Side Yard Setback | | | | | |
|-----------------|-----------------------------------|------|--------------------------|----------|----------|----------|---------------------|-----------|
| | | | ≥20 feet | ≥15 feet | ≥12 feet | ≥10 feet | ≥7.2 feet | <7.2 feet |
| R-1 | 15' | Roof | 35' | 33' | 32' | 32' | 30' | 28' |
| | | Eave | 23' | 23' | 21' | 21' | 20' | 20' |
| R-1.3 | 15' | Roof | 35' | 33' | 32' | 32' | 30' | 28' |
| | | Eave | 23' | 23' | 21' | 21' | 20' | 20' |
| R-2 | 15' | Roof | 35' | 33' | 32' | 32' | 30' | 28' |
| | | Eave | 23' | 23' | 21' | 21' | 20' | 20' |
| R-3 | 12' | Roof | | 33' | 32' | 32' | 30' | 28' |
| | | Eave | | 23' | 21' | 21' | 20' | 20' |
| R-4 | 10' | Roof | | | 32' | 32' | 30' | 28' |
| | | Eave | | | 21' | 21' | 20' | 20' |
| R-5 | 7.2' | Roof | | | | 32' | 30' | 28' |
| | | Eave | | | | 21' | 20' | 20' |
| R-6 | 6.0' | Roof | | | | 32' | 30' | 28' |
| | | Eave | | | | 21' | 20' | 20' |

Resources

[Municode Reference Section 98-4. Definitions](#)

- **Eave Height** - for a peaked roof, the vertical height, measured at the four most distant corners of a building, between the lowest point of the roof covering material and the average existing grade, and for a flat roof, the vertical height, measured at the four most distant corners of a building, between the highest point of the parapet and average existing grade. For purposes of this definition, the term "average grade" means the existing grade prior to commencement of construction, including demolition, as measured at the four corners of the building or structure located nearest the lot corners.
- **Maximum Height** - a horizontal plane above the average of the existing grade (the average grade prior to commencement of construction, including demolition, as measured at the four corners of the building or structure located nearest the lot corners) of the ground at the height shown in the district regulations of which no part of any building or structure shall project through such plane, except: (1) Chimneys, flues, stacks, fire escapes, gas holders, elevator enclosures, penthouses, ventilators, skylights, water tanks and similar roof structures needed to operate and maintain the building on which they are located may extend 12 feet above the portion of the roof on which they are located. (2) For flagpoles, water towers and tanks, steeples, monuments, cupolas, silos and barns. (3) For television reception antennas or dishes specifically designed for residential application, but only to a height of 12 feet above the roof upon which they are located or the maximum height listed in the district bulk requirements, whichever is greater. (4) Freestanding telecommunications antennas or towers shall be no taller in height that the distance, in lineal feet, from the base of such tower to any adjacent lot line which abuts a residential lot or property zoned residential.

Glenveiw Zoning Review Checklist

■ Step 6: Other Considerations

Garages on Infill Lots

- The front wall of an attached garage located on infill lots that are 60 feet wide or less shall not extend more than ten feet beyond the front wall of the residence.

Depth of Residence

- The depth of a residence shall not exceed 2x width (outermost exterior planes, including porches; this rule does not apply on corner lots)

MUNICODE

[Municode Reference Section 98-101. Residential District Regulations](#)

- B(10) Depth of residence. On infill lots, excluding corner lots, the depth of a residence shall be no greater than two times the width of the front elevation of the residence.

Applicants seeking zoning standards for Single-Family homes in Multi-Family Districts should contact staff. Call them at (847) 904-4330.