

# Checklist

**All Conditional Use submittals must complete a Plan Check prior to submitting final exhibits.**

## Step 1: Plan Check

**Please submit 1 of each of the following to staff for review. Staff will contact you with review comments within 5 business days of receiving your application.**

- Conditional Use Application
- Application Fee
- Conditional Use Questions
- Zoning Classification Checklist
- Zoning Statistics Chart
- Executive summary
- Current Plat of Survey
- Dimensioned, dated, and scaled site plan
- Building elevations

## Step 2: Final Exhibit Submittal (see calendar)

- PDFs: A digital copy of each of the below exhibits
- 15 individually COLLATED packets with \*exhibits (preferably 11 x 17) folded to 8 ½ x 11 and to include the following:
  - Conditional Use Application
  - Conditional Use Questions
  - Zoning Classification Checklist
  - Zoning Statistics Chart
  - Executive Summary
  - \*Current Plat of Survey
  - \*Dimensioned, dated, and scaled site plan
  - \*Building elevations

# The Village of Glenview

## Plan Commission 2014 Calendar

Final Exhibit Deadline (Step 2)	PC Meetings @ 7:00 p.m.
12/13	01/14
12/20	01/28
01/10	02/11
01/24	02/25
02/07	03/11
02/21	03/25
03/07	04/08
03/21	04/22
04/11	05/13
04/25	05/27
05/09	06/10
05/23	06/24
06/06	07/08
06/20	07/22
07/11	08/12
07/25	08/26
08/08	09/09
08/22	09/23
09/12	10/14
09/26	10/28
10/10	11/11
11/14	12/16

**Meeting availability depends on case load  
AN INCOMPLETE APPLICATION WILL CAUSE DELAYS.**

# Conditional Use



## Application Form

Application Fee:  
\$200.00  
+Publication Cost



**Village of Glenview  
Community Development  
Department  
1225 Waukegan Road  
Glenview, IL 60025**

**Phone: 847-904-4309  
Fax: 847-724-1752**

# Conditional Use Application

## Applicant Information

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

## Project Information

Project Name:

Project Address:

Existing Zoning:

Proposed Zoning:

## Property Owner Information (if different than Applicant)

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

## Project Manager Information

The person listed as the Project Manager will be the primary point of contact for staff to answer any necessary questions, provide additional information, and will receive copies of the meeting materials (agenda and staff memo).

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

## Disclosure

As the undersigned, I hereby attest that I have full legal authorization to file this application. I certify that the information and exhibits submitted herewith are true and correct. I agree to be bound by conditions of approval which may result from the Village's consideration of my application while reserving my right to oppose or present evidence to object to any proposed condition during any hearing regarding this or a related application. I authorize the Village to make any plans associated with this petition available for public view including posting of plans to the Village's website. I hereby acknowledge my understanding that no building permits will be issued by the Village of Glenview until all related reviews have been completed and all approvals have been granted and an executed final subdivision Mylar has been submitted for recording, if applicable.

Signature of Applicant:

Signature of Property Owner:

Signature of Project Manager:



4. Will the proposed Conditional Use diminish or impair property values in the neighborhood? **Please Explain in Detail**
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
5. Will the proposed Conditional Use generate a significant change in the character of the neighborhood? **Please Explain in Detail**
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
6. Will the Conditional Use be in harmony with present development of the District and abutting Districts considering the location, nature, and intensity of the proposed operation, the size of the site and the ease of ingress and egress? **Please Explain in Detail**
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
7. Will the location, nature, or height of buildings, walls, fences, and landscaping on the site unreasonably hinder or discourage the appropriate use and/or development of adjacent or nearby land and existing buildings? **Please Explain in Detail**

