

# NON-RESIDENTIAL ZONING REVIEW PROCESS AND REQUIREMENTS



2020 Chestnut Road, Homewood, IL 60430

## APPLICATION CHECKLIST

For all applications, provide the following:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Completed application form            | <input type="checkbox"/> Proof of ownership, or Letter of authorization by the owner | <input type="checkbox"/> Materials, as listed below |
| <input type="checkbox"/> Plat of survey with legal description |  | <input type="checkbox"/> Payment of fee             |

Based on each action(s) requested, provide the required materials listed below. Staff reserves the right to request additional materials, as required by the scope of the request, to make an informed decision.

### Special Use, Limited Use, Temporary Use

- Site plan
- Conceptual floor plan
- Completed worksheet responding to applicable standards or review criteria
- Narrative describing the proposed use, including:
  - services provided
  - hours of operations
  - anticipated average and peak capacity

### Variance

- Site plan
- Conceptual floor plan
- Completed worksheet responding to standards
- Letters of support from neighbors, optional

### Site Plan Review

- Site plan or survey of existing conditions
- Site plan of proposed development
- Conceptual floor plan(s)
- Landscape plan, existing and proposed, if impacted by changes

### Text or Map Amendment

- Site plan
- Conceptual floor plan
- Narrative describing the proposed land use requiring the amendment to the zoning text or map
- Completed worksheet responding to applicable standards

### Planned Development

- Proposed plat of record for lot consolidation or subdivision
- Directory of all development team members/consultants with contact information
- Site plan or survey of existing conditions
- Site plan of proposed development
- Conceptual floor plan(s)
- Transportation Impact Study
- Village Impact Study
- Studies or reports by outside agencies

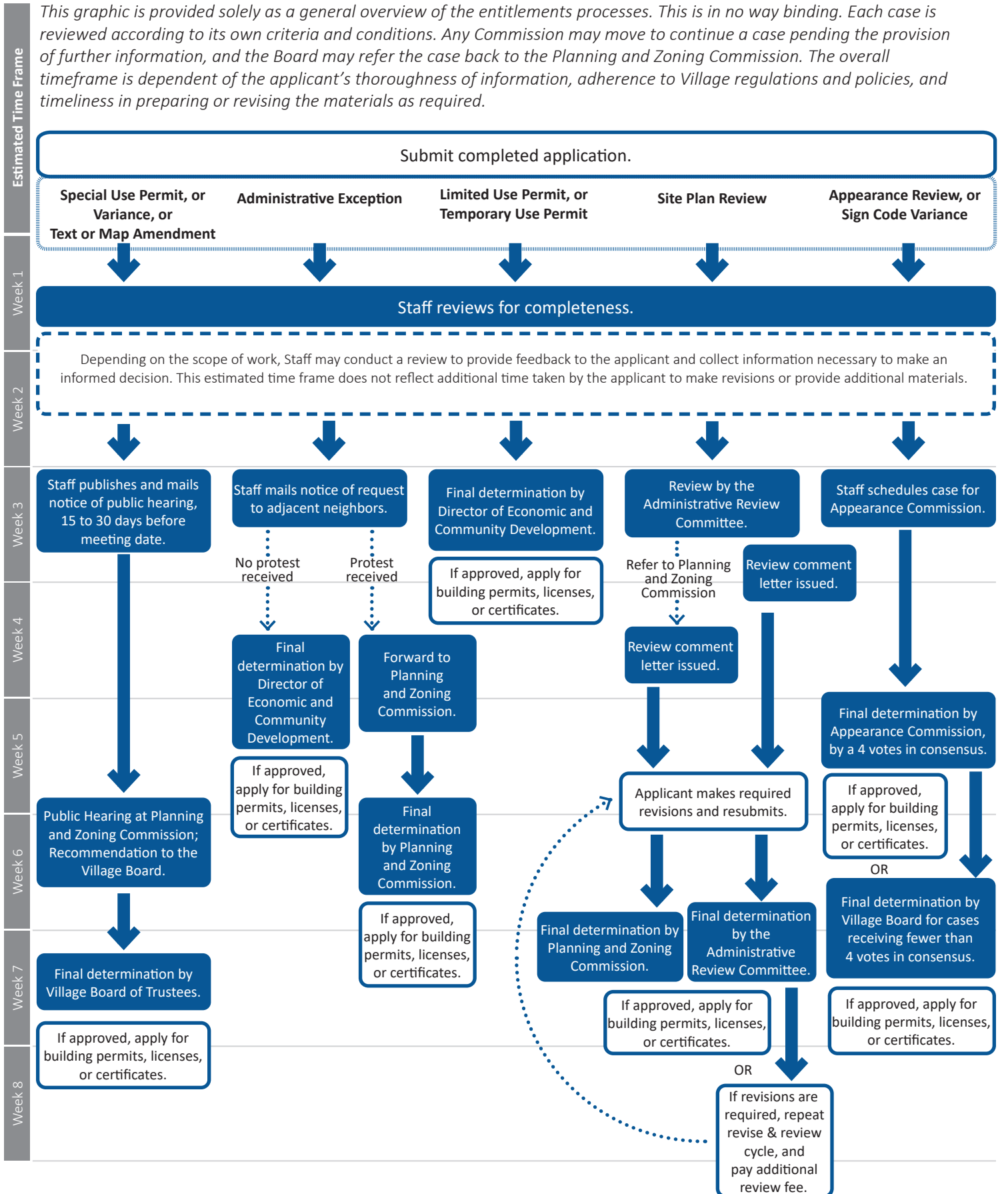
## APPEARANCE REVIEW

For applications requiring Appearance Review, submit the following materials:

- Completed Appearance Commission application form
- Narrative describing the proposed new or changed to elevations, landscaping, lighting, and/or signage
- Elevation and/or plan drawings showing the existing and proposed conditions
- Photometric plan for new or changes to exterior lighting
- Material palette board (digital), showing, as applicable:
  - building materials
  - plants and landscape materials
  - cut sheets for lighting fixture
  - cut sheets for site furnishings

**PROCESS**

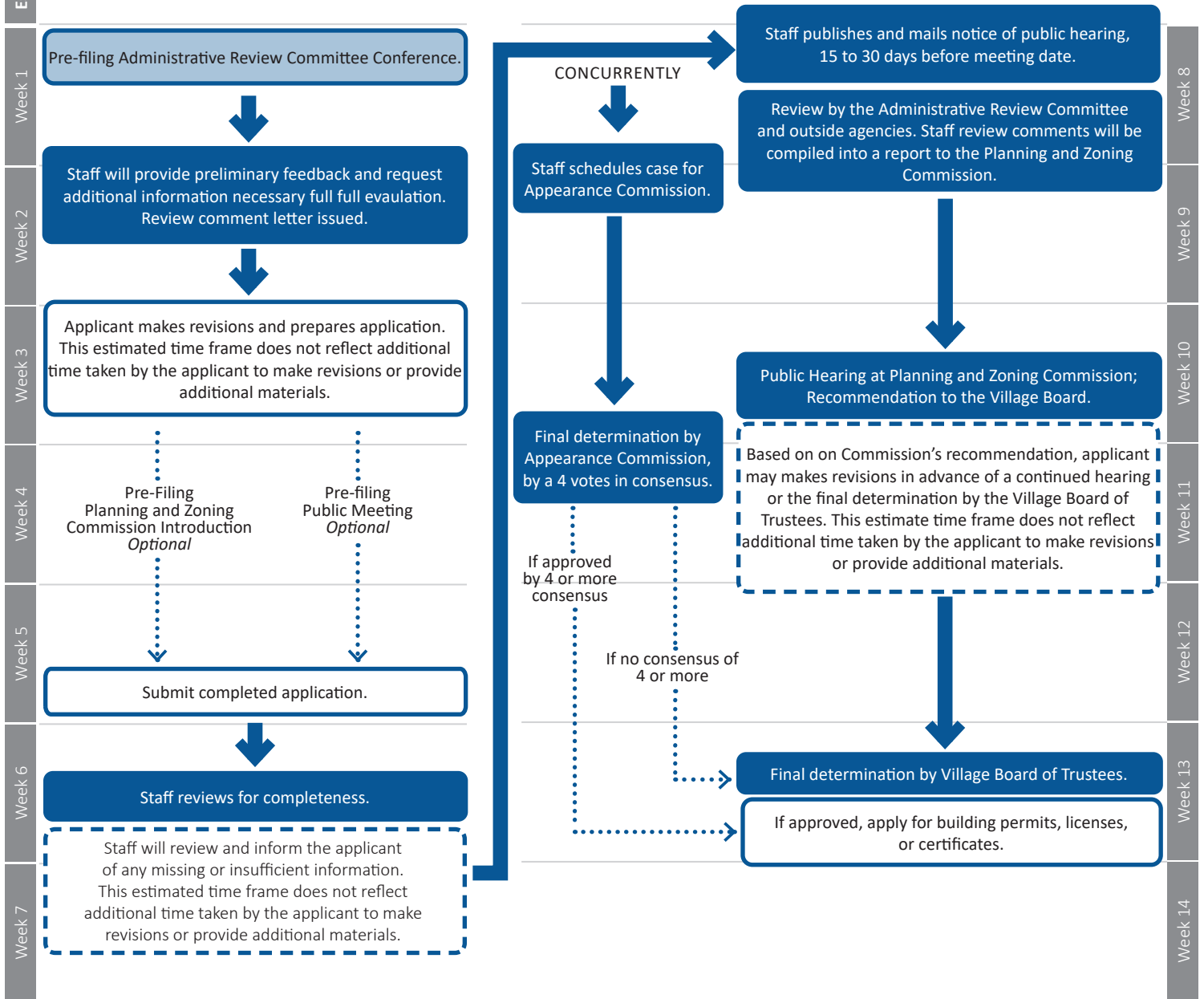
Legend: Action by applicant Action by Village



**PROCESS - PLANNED DEVELOPMENT**

Legend: Action by applicant Joint action Action by Village

*This graphic is provided solely as a general overview of the Planned Development entitlement process. This is in no way binding. Each case is reviewed and judged according to its own merits. Any Commission may move to continue a case pending the provision of further information, and the Board may refer the case back to the Planning and Zoning Commission. The overall timeframe is dependent of the applicant's thoroughness of information, adherence to Village regulations and policies, and timeliness in preparing or revising the materials as required.*





# VILLAGE OF HOMEWOOD

## APPLICATION: NON-RESIDENTIAL ZONING REVIEW

2020 Chestnut Road, Homewood, IL 60430

### PROPERTY INFORMATION

**Street Address:** 18219 DIXIE HWY, HOMEWOOD IL Homewood, IL 60430

**Property Index Number(s):** 29-31-409-046-0000

**Lot Size:** 20000 sq. ft. 0.46 acres  
*If the subject property is multiple lots, provide the combined area.*

**Zoning District:**

R-1  R-2  R-3  R-4  B-1  B-2  B-3  B-4  M-1  M-2  PL-1  PL-2

Complete this section to determine your required review(s):

Is the subject property more than one lot held in common ownership?

yes  no

→ If yes, lots held in common ownership should be consolidated

A Planned Development is required for development of lots >25,000 sf or located in the B-1 or B-2 Zoning Districts.

### REQUESTED USE

**Requested Use:** OFFICE

**Gross Floor Area:** 4425 sq. ft. **Parking Provided:** 14

**Existing Use:** RESTAURANT/VACANT

The requested use is:

- Permitted
- Limited
- Special
- Other:

### SITE OR BUILDING CHANGES

**Existing Development:** \_\_\_\_\_

**Proposed Development** *Check all that apply. Provide a description and metrics below.*

New Construction  Addition  Site Alterations  Exterior Building Alterations

The proposed project consists of an interior buildout of an existing building for use as an administrative office. Interior improvements will include the construction of new wall partitions, installation of ceilings, new flooring finishes, and associated furniture and fixtures.

Exterior improvements will include the installation of new windows and

Development Metrics	Existing	Proposed
Gross Floor Area (sq. ft):	4425	4425
Parking Spaces	14	14
Lot Coverage		
Impervious Area (sq. ft.)	20000	20000
Impervious Coverage (%)	1	1

New construction?

yes  no

→ If yes, requires Site Plan Review

Floor area increase is 20% or more?

yes  no

→ If yes, requires Site Plan Review

Does the applicant elect to proceed as a Planned Development?

yes  no

Is site circulation or parking impacted?

yes  no

→ If yes, requires Site Plan Review

Is site landscaping impacted?

yes  no

→ If yes, requires Site Plan Review

Exterior building alterations?

yes  no

→ If yes, requires Appearance Review

### ZONING RELIEF OR CHANGES

**Zoning Variance or Amendment** *Describe any requested zoning relief or changes below.*

The applicant requests:

- Variance
- Administrative Exception
- Zoning Text Amendment
- Zoning Map Amendment

APPLICANT

Name CARMELA WALLACE  
 Company LIVE FREE 999  
 Address 3000 MARCUS AVE, SUITE IW5  
LAKE SUCCESS, NEW YORK 11042  
 Phone 7088023069  
 Email CARMELA.WALLACE@LIVEFREE999.ORG  
 Role OWNER

PROPERTY OWNER

Name CARMELA WALLACE  
 Company 18219 DIXIE HIGHWAY LLC  
 Address 3000 MARCUS AVE, SUITE IW5  
LAKE SUCCESS, NEW YORK 11042  
 Phone 7088023069  
 Email CARMELA.WALLACE@LIVEFREE999.ORG  
 Check box if the applicant is the property owner

I acknowledge and attest that:

- » All the information and exhibits submitted with this application are true and accurate to the best of my knowledge;
- » Village representatives are permitted to make reasonable inspections of the subject property necessary to process this application;
- » I agree to pay all required fees;
- » No work may be done without first obtaining a Building Permit. All work shall be completed in accordance with Village Codes and Ordinances.

CARMELA WALLACE

3/24/2026

Applicant Name

Applicant Signature

Date

**Staff Notes**

*Do not write below this line.*

Fee: \_\_\_\_\_  Paid Date Received: \_\_\_\_\_

CASE NO: \_\_\_\_\_ REQUEST: \_\_\_\_\_

Comments/Conditions:  Approved  Approved with Conditions  Denied Date: \_\_\_\_\_

CASE NO: \_\_\_\_\_ REQUEST: \_\_\_\_\_

Comments/Conditions:  Approved  Approved with Conditions  Denied Date: \_\_\_\_\_

CASE NO: \_\_\_\_\_ REQUEST: \_\_\_\_\_

Comments/Conditions:  Approved  Approved with Conditions  Denied Date: \_\_\_\_\_

This application has zoning approvals and may proceed to obtain Building Permits or a Certificate of Occupancy.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_