

# 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



# VILLAGE OF HOMEWOOD

## APPLICATION: NON-RESIDENTIAL ZONING REVIEW

2020 Chestnut Road, Homewood, IL 60430

### PROPERTY INFORMATION

**Street Address:** \_\_\_\_\_ Homewood, IL 60430

**Property Index Number(s):** \_\_\_\_\_  
\_\_\_\_\_

**Lot Size:** \_\_\_\_\_ sq. ft. \_\_\_\_\_ 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:** \_\_\_\_\_

**Gross Floor Area:** \_\_\_\_\_ sq. ft.      **Parking Provided:** \_\_\_\_\_

**Existing Use:** \_\_\_\_\_

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

\_\_\_\_\_

Development Metrics	Existing	Proposed
Gross Floor Area (sq. ft):	_____	_____
Parking Spaces	_____	_____
Lot Coverage	_____	_____
Impervious Area (sq. ft.)	_____	_____
Impervious Coverage (%)	_____	_____

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 Mo'nique Smith/Christopher Jones  
 Company Budget Truck Rental DBA L&J RENTALS &  
 Address 900 RIDGE RD  
STE 2P  
 Phone 708.794.6167  
 Email BUDGETTRUCKRENTALSOFHOMWOOD  
 Role Owner

PROPERTY OWNER

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

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.

Mo'nique Smith/Christopher Jones  
 Applicant Name

Mo'nique Smith  
 Applicant Signature

5/4/2026  
 Date

**Staff Notes**

*Do not write below this line.*

Fee: _____ <input type="checkbox"/> Paid	Date Received: _____
CASE NO: _____ REQUEST: _____	
Comments/ Conditions:	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied            Date: _____
CASE NO: _____ REQUEST: _____	
Comments/ Conditions:	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied            Date: _____
CASE NO: _____ REQUEST: _____	
Comments/ Conditions:	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied            Date: _____

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

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