

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:

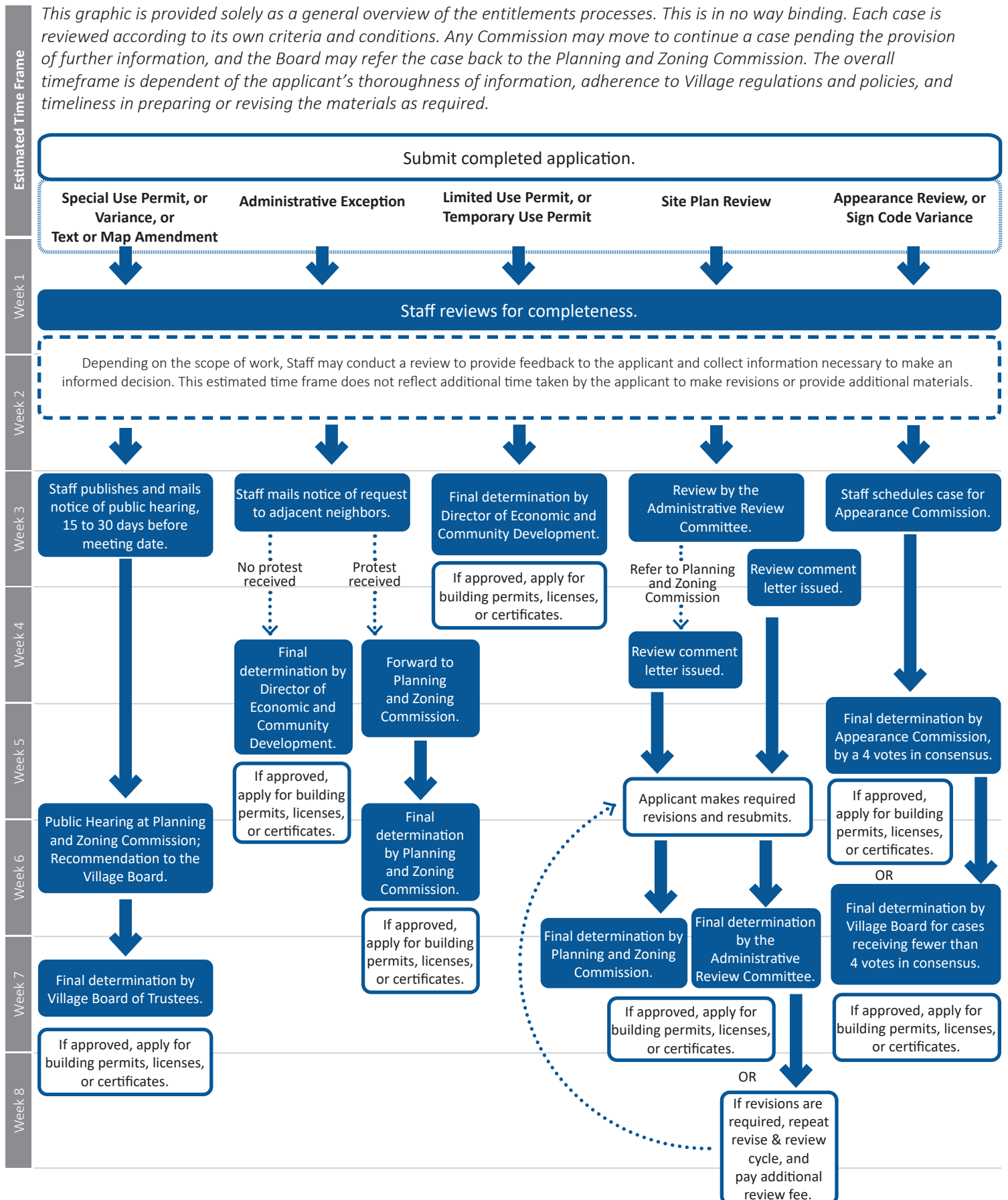
- | | |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> Completed Appearance Commission application form |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

PROCESS

Legend:

Action by applicant

Action by Village



PROCESS - PLANNED DEVELOPMENT

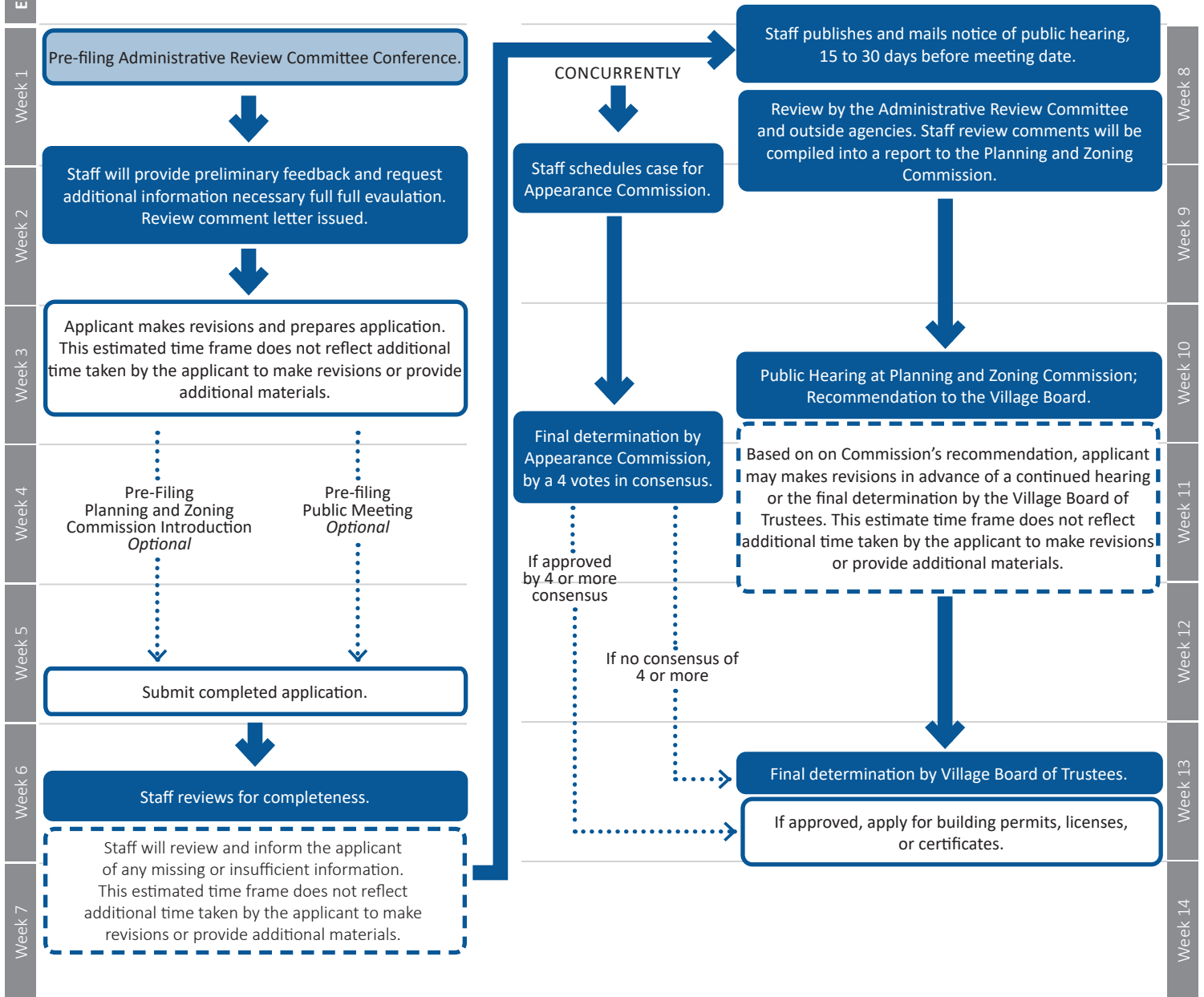
Legend:

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.





APPLICATION: NON-RESIDENTIAL ZONING REVIEW

2020 Chestnut Road, Homewood, IL 60430

PROPERTY INFORMATION

Street Address: 18436 governors hwy Homewood, IL 60430

Property Index Number(s): Not applicable

Lot Size: N/A 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: Salon & Suites

Gross Floor Area: 1800 sq. ft. **Parking Provided:** 474

Existing Use: Former salon

The requested use is:

☐ Permitted

☐ Limited

☒ Special

☐ Other:

SITE OR BUILDING CHANGES

Existing Development: Under construction by property owner

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

☒ New Construction ☐ Addition ☒ Site Alterations ☒ Exterior Building Alterations

The only exterior will be my building signage that s the only alteration

I want to put up walls for my suites / offices that I will offer to beauty professionals.

Development Metrics	Existing	Proposed
Gross Floor Area (sq. ft):	1800	1800
Parking Spaces	474	474
Lot Coverage		
Impervious Area (sq. ft.)	NA	N/A
Impervious Coverage (%)	NA	N/A

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.

No changes B-3 Zoning

The applicant requests:

☐ Variance

☒ Administrative Exception

☐ Zoning Text Amendment

☐ Zoning Map Amendment

APPLICANT

Name _____
Company _____
Address _____

Phone _____
Email _____
Role _____

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.

Applicant Name

Applicant Signature

01/03:2025

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: _____