



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: July 29, 2020

www.villageofglencoe.org

Pre-Application Meeting Packet

This is a fillable PDF form. You may complete the form electronically and e-mail a copy to permits@villageofglencoe.org or print and deliver the form to the Public Works Department.

Section A: General Information

Use this application to request a pre-application meeting for the following:

- Variations
- Appeals
- External appearance review
- Subdivisions
- Zoning commission applications
- Rezoning
- Zoning ordinance text amendments
- Building permits as required by Village staff

Section B: Application submittal and review process:

A. Complete a Pre-Application Information Form with a detailed description of the request.

B. Prepare concept plans and email a digital version along with the completed Pre-Application Information Form to permits@villageofglencoe.org. These plans may be conceptual in nature and do not need to be developed by a design professional. Once plans are reviewed, Village staff will notify the applicant if a pre-application meeting is required.

C. Attend a pre-application meeting with Village staff. Staff will contact the applicant to schedule the meeting. At the meeting, staff will provide feedback about the proposal along with an overview of the application/review process. The applicant should bring a hard copy of plans to the meeting.

D. Submit a signed copy of the Pre-Application Information Form with the application submittal. When the applicant is prepared to submit the full, complete application, a copy of this form is required to be included with the application.



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Pre-Application Information Form

Section A: Applicant Information

Applicant Name: _____

Company: _____ Phone: _____

Email: _____

Section B: Project summary:

Address of Project: _____

Name of project (if any): _____

Application type (variation, external appearance review, subdivision, etc.):

Description of project:

Applicant's signature

Date

Village staff signature

Date