



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

Zoning Board of Appeals (ZBA) Application 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:

- Apply for a variation from the zoning code, or
- Appeal orders, determinations, or decisions made by Village staff based on the zoning code.

The ZBA may only grant variations for the following provisions of the zoning code (see Sec. 7-403(e) for details, as the terms of the ordinance control):

- Up to 20% reduction of front, side, or rear setbacks (exceptions apply – see Sec. 7-403(e)(1)(a))
- Up to 5% increase of maximum height of a structure
- Up to 10% reduction of minimum lot area
- Up to 15% reduction of minimum average lot width
- Up to 15% increase of total ground coverage or accessory building coverage
- Reconstruction of a property occupied by a nonconforming use or a nonconforming accessory structure, provided that the structure has been damaged or destroyed to the extent of more than 50 percent of the cost of replacing such structure new (exceptions apply – see Sec. 7-403(e)(1)(f))
- Up to 15% increase of maximum gross floor area of structures
- Vertical extension of nonconforming structures to reduce required front, side, or rear yard or setback, provided that no point on such vertical extension is closer to the front, side, or rear lot line than the portion of the nonconforming structure over which the vertical extension is added
- Any of the foregoing variations in excess of the stated limits when necessary for the restoration of an historically or aesthetically important feature of a structure that has been certified either as a landmark or as part of any historic district in the Village
- Erection, maintenance, or moving of a sign otherwise prohibited under Section 5-105 of this Code, provided that no variation shall allow a sign to exceed by more than 15 percent the maximum height or signage area permitted in Section 5-105
- Variation of the location, lighting, or use requirements for tennis courts (exceptions apply – see Sec. 7-403(e)(1)(m))
- Increase in the allowable portions of buildings to intercept the setback
- Construction of garages with vehicular doors extending more than 18 feet, or a single door more than 9 feet, but not in excess of 27 feet, along with the building front or corner building front (exceptions apply – see Sec. 7-403(e)(1)(o))
- Other powers of variation as are or may be vested in the Zoning Board of Appeals by law.



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Section B: Application Requirements

All materials listed below must be emailed to permits@villageofglencoe.org or delivered to the Public Works Department by the deadline for each month's meeting (see schedule below). No more than three appeals will be scheduled for any ZBA meeting.

- Completed ZBA application form
- Pre-application meeting form signed by Village staff
- Site plan (survey required unless waived by Village staff)
- Legal description of property
- Architectural elevations (if applicable)
- ZBA request letter (optional)
- Application fee (\$250, non-refundable)
- Other documentation as required by Village staff

Application fees must be paid by check made out to "Village of Glencoe". Checks may be dropped off at or mailed to:

Village of Glencoe
675 Village Court
Glencoe, IL 60022



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Zoning Board of Appeals (ZBA) Application

Section A: Application Information

Check all that apply:

Request for variation(s) from the zoning code

Appeal of an order, determination, or decision made by Village staff based on the zoning code

Subject property address: _____

Applicant name: _____ Applicant phone: _____

Applicant email: _____

Owner name (if different from applicant): _____

Owner phone: _____ Owner email: _____

Brief description of project:

Variation request(s):



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Section B: Standards for Variations

For applications for variations, provide a brief response to the following prompts. Use this form or attach a separate letter to this application. The full text of the standards for the approval of variations can be found in [Sec. 7-403\(e\) of the zoning code](#).

1. Why are the requested variations necessary? What hardship or practical difficulty would result if they are not approved? Include a description of any exceptional physical characteristics of the property (for example, unusual size, shape, topography, existing uses or structures, etc.), if applicable.



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2. Describe how the proposed variations would result in a development that is not detrimental to adjacent or nearby properties or the public good.

3. Describe any efforts the applicant has made to solicit feedback on the proposed variations from neighboring or nearby property owners or residents. What was the result of these efforts?

Section C: Petition for Appeal

Provide a separate letter describing the order, determination, procedures, or failure to act being appealed. Applicants only applying for variations from the zoning code do not need to provide this letter.



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Section D: Acknowledgement and Signature

- I hereby acknowledge that all information provided in this application is true and correct.*

Applicant's signature

Date

Owner's signature (if different than applicant)

Date



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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

2020-2021 ZBA/Zoning Commission Calendar and Application Deadlines

ZBA/ZC Calendar 2020-2021		
Pre-application meeting deadline	Application due	Meeting date
6/22/20	6/29/20	8/3/20
8/3/20	8/10/20	9/14/20
8/24/20	8/31/20	10/5/20
9/21/20	9/28/20	11/2/20
10/26/20	11/2/20	12/7/20
12/1/20	12/8/20	1/12/21
12/21/20	12/28/20	2/1/21
1/18/21	1/25/21	3/1/21
3/1/21	3/8/21	4/12/21
3/29/21	4/5/21	5/10/21
4/26/21	5/3/21	6/7/21
5/31/21	6/7/21	7/12/21
6/21/21	6/28/21	8/2/21
8/2/21	8/9/21	9/13/21
8/23/21	8/30/21	10/4/21
9/20/21	9/27/21	11/1/21
11/1/21	11/8/21	12/13/21