

**Village of Lake Bluff, Illinois**  
**Zoning Relief Application**  
**Instructions for Text and Map Amendments (Page 1 of 2)**

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**General Information**

The Village, similar to many communities, has a system of zoning and land use regulations that reasonably restrict how land owners may use and improve their property. The Village accepts applications from interested parties to change its zoning regulations, whether by altering their text or by changing the zoning classification applicable to a particular property.

The Village’s Plan Commission and Zoning Board of Appeals (“PCZBA”) is a body of seven residents that reviews text and map amendments (among other requests). Your application will be considered at a public hearing before the PCZBA, and the PCZBA will evaluate your application based on its legislative discretion as well as certain guiding factors. The burden of proof is on the Applicant to demonstrate that an amendment is in the best interest of the Village, including in view of these guiding factors.

For this type of relief, the PCZBA recommends that the Village Board of Trustees approve, approve with conditions, or deny the relief requested.

**Process and Public Notice**

- **>25 days before meeting:** Applicant submits application.
- **30-15 days before meeting:** Village publishes notice in the *Lake County News-Sun*. For map amendments, Village mails notice to all owners within 300 feet of subject lot.
- **Friday before meeting:** Meeting packet available online and at Village Hall, including application materials and staff memorandum.
- **Day of meeting:** PCZBA meets at 7 p.m. in the Village Hall Board Room (40 E. Center Ave.) Applications are generally considered in the order they were first received. Staff will provide an overview of the request, and the Applicant will give a brief presentation. Members of the public will be invited to comment, and then the PCZBA will discuss the application’s merits. **IMPORTANT: You must participate in this meeting. Mark your calendar as soon as you apply.** If you or your representative do not appear, your application may be continued or denied.

The PCZBA may recommend that the Village Board approve, approve with conditions, or deny the relief sought. The PCZBA may also choose to continue the hearing at the PCZBA’s next meeting date if they require more information from the Applicant or a third party.

- **Monday after meeting:** Village Board performs first reading; there is discussion, but no final action. Applicant may request immediate approval for cause (e.g. economic loss; construction timeline; etc.)
- **2nd Monday of next month:** Village Board performs second reading, votes.

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**Fee and Escrow**

You will be initially required to provide an escrow of **\$3,000** to cover (in advance) the Village's costs of considering your application. Some common costs charged to escrow include:

- Legal and public notice
- Printing and reproduction
- Recording (e.g. of real estate instruments)
- Attorney fees paid by the Village

From this escrow, the Village will also collect its **\$750** application fee (do not provide two payments). This fee is due whether your application is approved or denied. Any remaining balance in your escrow account will be refunded after all costs are actually paid by the Village, which is generally 60 to 90 days after your last hearing.

**Checklist**

You **must** include the following with your application:

- \_\_\_ Applicant Information (signed)
- \_\_\_ Response to Text Amendments
- \_\_\_ Response to Map Amendments (if applicable)
- \_\_\_ Escrow agreement (signed)

You **may** also consider including:

- \_\_\_ Photographs, maps, and other exhibits of the subject property and nearby area
- \_\_\_ Written testimony from nearby neighbors

Village of Lake Bluff, Illinois  
Zoning Relief Application  
2024 PCZBA Meeting Calendar

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Month	Deadline to Apply (Close of Business)	Date of Hearing (7 p.m.)
<b>Jan 2024</b>	Fri, Dec 15, 2023	Wed, Jan 17, 2024
<b>Feb 2024</b>	Fri, Jan 26, 2024	Wed, Feb 21, 2024
<b>Mar 2024</b>	Fri, Feb 23, 2024	Wed, Mar 20, 2024
<b>Apr 2024</b>	Fri, Mar 22, 2024	Wed, Apr 17, 2024
<b>May 2024</b>	Fri, Apr 19, 2024	Wed, May 15, 2024
<b>Jun 2024</b>	Fri, May 24, 2024	Wed, Jun 19, 2024
<b>Jul 2024</b>	Fri, Jun 21, 2024	Wed, Jul 17, 2024
<b>Aug 2024</b>	Fri, Jul 26, 2024	Wed, Aug 21, 2024
<b>Sep 2024</b>	Fri, Aug 23, 2024	Wed, Sep 18, 2024
<b>Oct 2024</b>	Fri, Sep 20, 2024	Wed, Oct 16, 2024
<b>Nov 2024</b>	Fri, Oct 25, 2024	Wed, Nov 20, 2024
<b>Dec 2024</b>	Fri, Nov 15, 2024	<b>Wed, Dec 18, 2024</b>

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For months not listed above:  
*Meetings are usually on the third Wednesday of each month.  
The deadline is typically 25 days prior to the meeting date.  
Please contact us if you need to confirm a specific date.*

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Applicant Information (Page 1 of 2)**

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**Subject Property**

Address: \_\_\_\_\_

PIN: \_\_\_\_\_

Current Use: \_\_\_\_\_

**Owner / Title Holder**

**Joint Ownership (if applicable)**

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

**If ownership is other than individual or joint, check below and attach additional information:**

**Corporation**

**Partnership**

**Land Trust**

**Trust**

**Applicant (If Different)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship  
to Property: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Are all real estate taxes, special assessments, and other obligations  
paid on the subject property in full? If no, explain.**

**Yes**

**No**



**Village of Lake Bluff, Illinois  
Zoning Relief Application  
Standards for Text Amendments**

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While “the wisdom of amending the village zoning map or the text of this title is a matter committed to the sound legislative discretion of the board of trustees and is not dictated by any set standard,” the PCZBA considers these factors among others in determining a recommendation to the Board of Trustees. It is the burden of the Applicant to establish whether or not their requested amendment is in the best interest of the Village and is supported by these factors.

Each factor is printed below. You should provide a statement as to how your application relates to each factor. You may respond to the questions below on this sheet, or attach a separate typed sheet.

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**Is the proposed amendment is consistent with the purposes of the zoning regulations?**

**To what extent is there a community need for the proposed amendment and any uses or development it would allow?**

**To what extent does the proposed amendment conform to the Village’s [Comprehensive Plan and Zoning Map](#), or what are the reasons justifying its lack of conformity?**

**Village of Lake Bluff, Illinois  
Zoning Relief Application  
Standards for Map Amendments (1 of 2)**

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**How does the map amendment relate to and affect the existing uses and zoning of properties in the subject property's vicinity?**

**How does the map amendment relate to and affect development trends in the subject property's vicinity?**

**What is the impact of the subject property's existing zoning on the subject property's value?**

**Village of Lake Bluff, Illinois  
Zoning Relief Application  
Standards for Map Amendments (2 of 2)**

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**What is the impact of the subject property's existing zoning on the suitability of the subject property for uses permitted under its current zoning, including the availability of adequate utilities and essential public services?**

**What is the impact of the proposed map amendment on the use, enjoyment, value, and future orderly development of properties adjacent to the subject property?**

**What is the impact of the proposed map amendment on traffic in the immediate vicinity of the subject property? On the adequacy of ingress to and egress from the subject property?**

**How long, if at all, has the subject property been vacant? How does this relate to the context of the pace of development in the subject property's vicinity?**



**Village of Lake Bluff, Illinois  
Zoning Relief Application  
Escrow Agreement (Page 1 of 3)**

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THIS AGREEMENT ("**Agreement**") is made and entered into as of \_\_\_\_\_, 20\_\_\_\_,  
by and between THE VILLAGE OF LAKE BLUFF ("**Village**") and  
\_\_\_\_\_  
 ("**Applicant**").

IN CONSIDERATION OF the recitals and mutual covenants and agreements set forth herein, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

**SECTION 1. RECITALS.**

A. The Applicant has submitted to the Village for its review and consideration an application seeking zoning relief necessary to commence a proposed use at or to construct proposed improvements of the real property located at:  
\_\_\_\_\_, Lake Bluff, Illinois ("**Proposal**") that requires one or more of the following actions by the Village:

- i. Approval or amendment of zoning relief pursuant to Title 10 of the Municipal Code, including without limitation: a variation, special use permit, site plan approval, planned residential development, planned commercial development, planned mixed use development, RIO development plan, and/or amendment to the text of Title 10;
- ii. Approval or amendment of a plat of subdivision pursuant to Title 11 of the Municipal Code;
- iii. Approval pursuant to the Village's Watershed Development Ordinance, as adopted by reference in Title 12 of the Municipal Code; or
- iv. The preparation and consideration of amendments to the Village's liquor regulations, contained in Title 3, Chapter 2 of the Municipal Code.

B. Pursuant to Section 1-12-3 of the Village Comprehensive Fee Schedule and Section 10-2-6 of the Village Zoning Regulations ("**Escrow Regulations**"), applications for approval of a variation and a site plan and/or an amendment to a site plan and/or a text amendment to the Village's Zoning Regulations and other zoning relief must be accompanied by the applicable application fee and the applicant is responsible for payment of any additional costs incurred by the Village, including consultant costs and attorneys' fees, but not including normal operating activities such as internal staff time ("**Reimbursement Costs**").

**SECTION 2. CASH DEPOSIT.**

Pursuant to the Escrow Regulations, and in connection with the application for the Development, the Developer agrees to provide a cash escrow deposit to the Village in the amount of **\$3,000** ("**Escrow**") to be used towards Reimbursement Costs incurred by the Village in processing the application for approval of the Proposal.

**SECTION 3. REPLENISHMENT.**

Pursuant to the Escrow Regulations, the Village Administrator shall periodically review the Escrow to ensure that adequate funds are available to satisfy the Reimbursement Costs relating to the Development. The Village Administrator shall notify the Applicant at such times when draws are made against the Escrow towards Reimbursement Costs. Subject to the terms of this Agreement, in the event that the Village Administrator determines that sufficient funds are not available, the Village Administrator shall so notify the Applicant and request a further amount to defray the anticipated additional costs. The Village Administrator shall determine the further amount due based on the nature of the Proposal, its complexity, the anticipated need for additional legal and other consultant services, and the amount of time remaining before the completion of the Proposal. The Applicant shall be given fourteen (14) days to deposit the additional funds. In the event that the funds are not deposited, the Village shall take no further action on the Proposal and shall so advise the Applicant.

**SECTION 4. FINAL DISBURSEMENT.**

Pursuant to the Escrow Regulations, at the completion of the Proposal and after all outstanding Reimbursement Costs incurred by the Village related to the Proposal have been satisfied in full, the Village Administrator shall remit the balance of the Escrow, if any, to the Applicant.

**SECTION 5. DESIGNATED CONTACTS.**

The designated contact persons for the Applicant and the Village concerning this Agreement are as follows:

	<b><u>For Village</u></b>	<b><u>For Applicant</u></b>
<b>Name</b>	Drew Irvin	_____
<b>Title</b>	Village Administrator	_____
<b>Organization</b>	Village of Lake Bluff	_____
<b>Address</b>	40 East Center Avenue	_____
<b>City, State, Zip</b>	Lake Bluff, IL 60044	_____
<b>Phone Number</b>	(847) 283-6883	_____
<b>Email</b>	dirvin@lakebluff.org	_____

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Escrow Agreement (Page 3 of 3)**

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**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

**ATTEST**

By \_\_\_\_\_

Its \_\_\_\_\_

**ATTEST:**

By \_\_\_\_\_

Its \_\_\_\_\_

**APPLICANT**

By \_\_\_\_\_

Its \_\_\_\_\_

**VILLAGE OF LAKE BLUFF**

By \_\_\_\_\_

Its **Village Administrator**