



VILLAGE OF  
**L I N C O L N S H I R E**

# Information Packet Special Use

## **Zoning Board**

- 2<sup>nd</sup> Tuesday of each month
- 7 p.m. – Village Hall Board Room

## **Village Board / Committee of the Whole**

- 2<sup>nd</sup> / 4<sup>th</sup> Monday of each month
- 7 p.m. – Village Hall Board Room

## **Community & Economic Development Department**

1 Olde Half Day Road, Lincolnshire, IL 60069

Business Hours: M-F, 8:30 a.m. – 4:30 p.m.

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**STEP 1: PRELIMINARY STAFF REVIEW**

**A. Applicant Due Diligence**

Applicants are encouraged to review [Section 2-6](#) and [Section 6-14-3](#) of the Lincolnshire Village Code to familiarize themselves with the Zoning Board (ZB) purpose, administrative duties, and procedures. Additional information pertaining to the administration process for Special Use applications can be found in [Section 6-14-8](#) and [Section 6-14-11](#) of the Lincolnshire Village Code. Applicants with Special Use proposals involving an architectural component are also encouraged to review [Section 2-3](#) and [Section 6-14-5](#) of the Lincolnshire Village Code to familiarize themselves with the Architectural Review Board (ARB) purpose, administrative duties, and procedures.

**B. Initial Meeting with Staff**

A meeting with Community & Economic Development (CED) staff is recommended prior to submitting any application materials.

**C. Preliminary Staff Review**

Before a request is scheduled on a meeting agenda, the following documents must be submitted in electronic PDF format to CED staff for review (additional materials may be required, as determined by CED staff):

- **Letter of Request:** a letter summarizing the Special Use request, proposed business operations, and detailed narrative outlining the reasons for the request.
- **Conceptual Site Plan:** the general location and size of all buildings, parking and traffic circulation areas, landscaped areas, and preliminary site data chart must be provided on the conceptual plan.
- **Existing and Proposed Floor Plan:** interior space layout occupied by existing and proposed uses.

Applications to amend an existing Special Use are classified as follows, per [Section 6-14-11-F](#) of the Lincolnshire Village Code:

- **Major Amendments:** any application not categorized as a minor amendment is treated as a major amendment and shall proceed to Step 2.
- **Minor Amendments:** any change which does not substantially alter the nature of the approved use(s), increase the intensity of the approved use(s), or substantially increase the scale of structures or site improvements associated with the approved Special Use(s). Applications for a minor amendment may be approved by the Zoning Board and/or ARB without the holding of a public hearing, and shall proceed to Step 6 or 7.

Once the above materials have been reviewed for completeness, the applicant will receive review comments (if any) of items that require further attention prior to a pre-application meeting at the Village Board during a Committee of the Whole (COW) meeting (Step 2) (if a major amendment) or Zoning Board and/or ARB (Step 6 or 7) (if a minor amendment).

**STEP 2: COMMITTEE OF THE WHOLE – PRE-APPLICATION MEETING  
(for new Special Uses or major amendments)**

New Special Use applications or major amendments to existing Special Use permits are evaluated on a preliminary basis for initial comment and potential referral to advisory boards by the Village Board during their Committee of the Whole meeting (2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month).

**One electronic copy in PDF format** of the following materials must be submitted a **minimum of three weeks** prior to a regularly scheduled COW meeting for the pre-application meeting. All final materials must be submitted electronically in PDF format a **minimum of one week** prior to the meeting. Incomplete and/or late submittals are not accepted.

- **Letter of Request:** a letter directed to the Mayor & Village Board of Trustees summarizing the Special Use request, proposed business operations, and detailed narrative outlining the reasons for

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the request.

- **Conceptual Site Plan:** the general location and size of all buildings, parking and traffic circulation areas, landscaped areas, and preliminary site data chart must be provided on the conceptual plan.
- **Other:** any other information that may be necessary to demonstrate the request.

### STEP 3: APPLICATION & FEES (for new Special Uses or major amendments)

Following the Village Board's referral during the pre-application meeting, the applicant shall submit the following prior to proceeding to the next step:

- **Application:** a completed [Planning & Zoning Application](#).
- **Fees:** required fees (see page 4 of the Planning & Zoning Application).

### STEP 4: DEVELOPMENT REVIEW TEAM (for Special Uses with development proposals)

Prior to the application advancing to the Zoning Board and/or the Architectural Review Board, the Village's Development Review Team (DRT) will conduct a review of the development proposal in conjunction with the Special Use request. The DRT consists of village staff and representatives from the respective fire protection district charged with reviewing the submittal for compliance with the Lincolnshire Village Code, as well as reviewing preliminary/conceptual site development plans for all applications (excluding single-family residential development). The DRT strives to achieve a mutually acceptable site design and improvement solutions to site specifics. Based on the scope of the development proposal, more than one DRT meeting may be needed. Written review comments will be issued to the applicant within 10 business days following the scheduled meeting. No final or binding decision is rendered by the DRT. Instead, DRT comments prepare the applicant for further review by advisory boards and potential approval by the Village Board. Additional information on the DRT can be found in [Section 6-14-6](#) of the Lincolnshire Village Code. A **minimum of seven paper copies** of the documents listed in "Step 7: Architectural Review Board" section of this packet must be submitted before a DRT meeting is scheduled. Incomplete submittals are not accepted.

### STEP 5: PUBLIC NOTIFICATION

Before the application is considered by the Zoning Board, the applicant must first provide public notice of the public hearing. Once a public hearing date is determined, the applicant will receive an electronic copy of the public hearing language for use in mailing the required public notices to property owners of record of surrounding parcels. Subject properties smaller than 3 acres require notification within 250 feet of the subject parcel. Subject properties that are 3 acres or larger require notification within 500 feet of the subject parcel. Public notice must be published in a newspaper of general circulation and letters mailed to taxpayers of surrounding lots 15-30 days prior to the public hearing via first-class or certified mail. The applicant must submit a completed Notification of Public Hearing Affidavit ([see page 6 of the Planning & Zoning Application](#)) to staff no later than four business days prior to the Zoning Board public hearing. **In order for staff to schedule a public hearing date, please refer to Step 6 below regarding materials and submittal deadline requirements.**

### STEP 6: ZONING BOARD

Following the Village Board's referral during the pre-application meeting at the Committee of the Whole meeting (if applicable), as well as the DRT review (if applicable), the Zoning Board will hold a public hearing to consider the application and the findings of fact (see [Section 6-14-11-D](#) of the Lincolnshire Village Code for the respective findings of fact for Special Use requests). The materials identified below must be submitted for staff review for completeness and to determine the public hearing date of the Zoning Board (2<sup>nd</sup> Tuesday of the month).

**One electronic copy in PDF format** must be submitted a **minimum of three weeks** prior to a regularly scheduled ZB meeting in order for the applications to be docketed. All final materials must be submitted a **minimum of one week** prior to the meeting. Final materials should be **shared**

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electronically in PDF format as well as **minimum of 12 paper** copies no larger than 11" x 17" format.

**A. Major Amendments**

- **Letter of Request:** a letter directed to the Zoning Board summarizing the special use request and detailed narrative outlining the reasons for the request.
- **Site Plan (including but not limited to):**
  - Drawn to an engineer scale ratio (i.e., 1"=20', 1"=30', 1"=40', etc.) and noted on the plans.
  - Illustrate the location and size of all buildings, parking and loading areas, drives, walks, refuse enclosures, signs, lighting, and identify paving materials on the plans.
  - Identify the required and proposed building setbacks based on the appropriate zoning district and/or building height.
  - Identify detailed dimensions of all site improvements.
  - Include a site data chart, with the following information:
    - Zoning classification of the subject property. Total gross area of the entire site.
    - Total net area of the site (i.e., reduction from right-of-way dedication, etc.). Total gross area of impervious surfaces.
    - Total gross area of open space.
    - Total gross area of all buildings by each type of use.
    - Total floor area ratio (FAR), including support spaces (i.e., corridors, bathrooms, storage, mechanical rooms, etc.).
    - Building height at tallest measurement (including any rooftop equipment/screens).
    - Total number of code required parking, including A.D.A. spaces and loading berths per each use.
    - Total number of provided parking, including A.D.A. spaces and loading berths.
- **Existing and Proposed Floor Plan:** interior space layout occupied by existing/proposed uses.
- **Findings of Fact:** The applicant must submit detailed written evidence to support the findings of fact as described in [Section 6-14-11-D](#) of the Lincolnshire Village Code for the Zoning Board's consideration at a public hearing. Each item below must be specifically addressed in the written submittal. The Zoning Board must find that each of the findings of fact has been or will be satisfied based on the evidence presented by the applicant at the public hearing in order to recommend approval.
- **ARB Required Materials (if necessary):** see Step 7 below for required ARB materials.

**B. Minor Amendments**

- **Application:** [Planning & Zoning Application](#).
- **Fees:** all required fees (see page 4 of the Planning & Zoning Application).
- **Letter of Request:** a letter directed to the Zoning Board summarizing the special use request and detailed narrative outlining the reasons for the request.
- **Supporting Documentation:** documentation and/or plans identifying the specifics of the minor amendment request.

**STEP 7: ARCHITECTURAL REVIEW BOARD  
(for Special Uses with development proposals)**

Upon completion of plan review by the DRT, the final Architectural Review Board (ARB) documents identified below must be submitted for staff review to determine completeness prior to the application being docketed on an ARB agenda (3<sup>rd</sup> Tuesday of each month).

**One electronic copy in PDF format** of the preliminary ARB submittal must be submitted a **minimum of three weeks** prior to a regularly scheduled ARB meeting. All final materials must be submitted a **minimum of one week** prior to the meeting. Final materials should be shared **electronically in PDF format** as well as **minimum of 12 paper copies** no larger than 11" x 17" format.

- **Application (if a minor amendment):** [Planning & Zoning Application](#)
- **Fees (if a minor amendment):** all required fees (see page 4 of the Planning & Zoning

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Application).

- **Letter of Request:** a letter directed to the ARB summarizing the request and detailed narrative outlining the reasons for the request.
- **Colored Architectural Renderings (if necessary)**
- **Site Plan (including but not limited to):**
  - Drawn to an engineer scale ratio (i.e., 1"=20', 1"=30', 1"=40', etc.) and noted on the plans.
  - Illustrate the location and size of all buildings, parking and loading areas, drives, walks, refuse enclosures, signs, lighting, and identify paving materials on the plans.
  - Identify the required and proposed building setbacks based on the appropriate zoning district and/or building height.
  - Identify detailed dimensions of all site improvements.
  - Include a site data chart, with the following information:
    - Zoning classification of the subject property. Total gross area of the entire site.
    - Total net area of the site (i.e., reduction from right-of-way dedication, etc.). Total gross area of impervious surfaces.
    - Total gross area of open space.
    - Total gross area of all buildings by each type of use.
    - Total floor area ratio (FAR), including support spaces (i.e., corridors, bathrooms, storage, mechanical rooms, etc.).
    - Building height at tallest measurement (including any rooftop equipment/screens).
    - Total number of code required parking, including A.D.A. spaces and loading berths per each use.
    - Total number of provided parking, including A.D.A. spaces and loading berths.
- **Landscape Plan**
  - Landscape plan requirements can be found in [Section 13-2](#) of the Lincolnshire Village Code.
  - For developments requiring storm water facilities, compliance with [Section 13-2-6](#) of the Lincolnshire Village Code shall be provided that are specific to the design, construction/establishment, and maintenance plan of native plantings for storm water facilities.
- **Building Elevations**
  - Must be drawn to an engineer or architect scale ratio and noted on the plans.
  - Identify all proposed exterior building materials and colors for each building façade, and identify any special treatments such as reveals, patterns, dormers, bay windows, projections, or recessed portions of the façade, roof types, accent trims or panels, etc.
  - Material samples and paint colors must be submitted to CED staff prior to the scheduled meeting and will be retained through the village review process. The material samples will be returned upon the completion of the construction phase.
- **Exterior Equipment / Screening Plan**
  - Regulations for rooftop, wall, and ground mounted equipment screening are found in [Section 5-1-10](#) and [Section 6-15](#) of the Lincolnshire Village Code.
  - The following information may be illustrated on the site plan or elevation drawings in place of a separate equipment screening plan, as appropriate:
    - Plan view drawing/detail illustrating the location and type of each rooftop/ground-mounted equipment along with the footprint of the equipment screening.
    - Identify proposed materials and colors for the equipment screening and special treatments.
    - Provide a building cross-section drawing/detail, which illustrates the height of all equipment screening extending at least six-inches (6") above the mechanical equipment.
    - A line-of-sight drawing, which illustrates the rooftop equipment and screening as viewed at eye-level from the adjacent roadways and parking lots, may be also requested.
- **Floor Plan(s)**
  - Illustrate the internal layout of uses in the building and identify each use in the structure.
- **Sign Plan(s)**
  - Regulations pertaining to signage can be found in [Title 12 of the Lincolnshire Village Code](#).
  - Indicate the location and sign type on the site plan and/or building elevations. Identify setback measurement from the nearest pavement edge for all ground-mounted signs.

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- Provide full color and dimensioned sign elevations (front and side views) for each sign, and also indicate materials, colors, sign area, and type of illumination.
- A landscape plan is required for all ground-mounted signs in compliance with [Section 12-8-1\(E\)](#) of the Lincolnshire Village Code. All easements and adjacent utility structures in proximity to the ground sign must also be shown on the plan.
- Provide manufacturer's catalogue cut sheets and finish color of all exterior lighting fixtures proposed.
- **Preliminary Civil Engineering Plans**
  - Preliminary engineering plan requirements can be found in [Section 7-3-3](#) of the Lincolnshire Village Code.
- **Photometric Lighting Plan**
  - Regulations pertaining to outdoor lighting can be found in [Section 6-3-15](#) of the Lincolnshire Village Code.
- **Site Amenities**
  - Provide manufacturer's catalogue cut sheets of all site amenities and improvements (light fixtures, mailboxes, seating, fences or screens, fountains, trash receptacle, paving materials, etc.).

### STEP 8: COMMITTEE OF THE WHOLE – FIRST READING (for new Special Uses or major amendments)

Upon receiving a recommendation from the Zoning Board (and the ARB, if applicable), the recommendation, findings of fact, and supporting documents will be forwarded to the Village Board during a Committee of the Whole meeting for final consideration. The Village Board will determine if the application will be placed on the Consent Agenda (for final decision) or the Regular Agenda (for additional consideration) of the next regularly scheduled Village Board meeting for final determination.

**One electronic copy in PDF format** of all the documents submitted to and recommended by the Zoning Board, along with an updated cover letter to the Mayor & Village Board of Trustees, must be submitted a **minimum of three weeks** prior to the scheduled Committee of the Whole meeting. Incomplete and/or late submittals are not accepted.

### STEP 9: VILLAGE BOARD – SECOND READING (for new Special Uses or major amendments)

If the application is placed on the Consent Agenda, no further discussion will occur and the application will receive a final decision. If the application is placed on the Regular Agenda, additional discussion by the Village Board will occur and additional documentation may be required. Upon final approval from the Village Board, an electronic copy in PDF format of the final approved plans must be submitted to CED staff.

Upon approval, the Village will prepare the authorizing ordinance to contain a specific description of the Special Use request(s) along with any conditions, restrictions, or appropriate guarantees upon the establishment, location, and construction of the Special Use. Signature pages will be sent to the requestor(s) and property owner(s) for signing and must be returned to the Village to complete the ordinance. Once the authorizing ordinance is signed by the applicant and the Village, it will be recorded at Lake County Recorder of Deeds Office with a copy sent to the applicant.

### ADDITIONAL INFORMATION

Full-size presentation boards and/or a computer presentation is recommended for each stage of review. If a computer presentation will be used, please inform the CED staff prior to the scheduled meeting to have it loaded in advance of the meeting.

An application may be continued to the next regularly scheduled meeting if further documentation or revisions are requested. As a result, the previously submitted application materials and the additional requested documents/revisions must be submitted in the same format and deadline as identified in this

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packet. Incomplete and/or late submittals are not accepted.

When a Special Use has been granted, such approval shall become null and void unless construction is substantially underway within three (3) years from the date of the approval, unless a one-time extension is granted by the Village Board.