



INFORMAL REVIEW APPLICATION

VILLAGE OF GURNEE COMMUNITY DEVELOPMENT DEPARTMENT

NOTICE TO APPLICANTS

An Informal Review is an opportunity for applicants to informally present a project proposal before the Planning and Zoning Board. The purpose of a informal review allows the Planning and Zoning Board to provide feedback and exchange of ideas with the potential applicant. The Informal Review is not a formal action item and any feedback or comments does not constitute a recommendation or commitments by the Planning and Zoning Board.

TO BE COMPLETED BY THE APPLICANT:

Date: _____

Location of Subject Property: Address: _____ PIN Number _____

Present Use of Property: _____ Proposed Use of Property: _____
(i.e., single family, residential, retail business)

Zoning District: (Staff will assist if necessary) _____ Proposed Zoning District: _____

Applicant Name: _____

Address: _____

Phone Number: _____ Fax: _____

Email: _____

Owner Name (if different than applicant): _____

Owner Address: _____

Phone Number: _____ Fax: _____

Email: _____

Office Use

- David Ziegler, Director of Community Development
- Molly Booth, Associate Planner
- Ryan Mentkowski, Associate Planner
- Tracy Velkover, Planning Manager

Staff Signature: _____

Staff Notes: _____

Date Received: _____



325 N. O'Plaine Road; Gurnee, IL 60031; phone 847.599.7550; fax: 847.623.9475 www.gurnee.il.us

The following supplemental information shall be provided at the time of submission.

- 1. Detailed Description of Proposed Project
- 2. Any other supplemental information that you wish to provide regarding your project proposal (Site plans, elevation plans, photographs, etc.)

Informal Review Procedure

- 1. Schedule a meeting with Planning & Zoning Staff to discuss your proposal and the required application and review process associated with your proposed project. This meeting is defined as a pre-application meeting and takes place at Village Hall.
- 2. After the pre-application meeting has occurred, schedule a meeting to submit the completed Informal Review application to Planning & Zoning Staff. This will be an informal meeting (10 minutes) at the front counter of the Community Development Department where staff will verify that the application has been properly filled out and that correct materials have been submitted. (Note: Fourteen (14) copies of all information must be submitted with application (including application)).
- 3. Planning and Zoning Board Meeting: Upon submittal of a complete application and all information required for review, the Informal Review will be placed on an agenda of a regularly scheduled Planning and Zoning Board meeting. Your project will appear on the agenda after any public hearing or formal zoning application items have been completed. At the meeting, please be prepared to make a short presentation on your project proposal. Typically, Staff will not convene the Planning and Zoning Board solely for an Informal Review application; however, such an option may arise under certain circumstances.

The Planning and Zoning Board meets the first (1st) and third (3rd) Wednesdays of each month at 7:30 p.m.

Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of the applicants knowledge; and (2) APPLICANT HAS READ AND UNDERSTANDS ALL INFORMATION IN THIS PACKET.

Signature of Applicant

Date:

Signature of Owner (if different from the applicant)

Date: