



Village of Brookfield  
Planning and Zoning Commission Application Packet

---

## Preliminary PD Process

The planned development procedure is intended to encourage solutions for development proposals for which innovation and creativity would be inhibited by conventional zoning. The process is designed to utilize unified use and site development and provide amenities and quality design while meeting the intent of the Zoning Ordinance and satisfying the vision of the 2020 Master Plan. The planned development (PD) procedure cannot be rushed, so please plan accordingly. Approval is based on demonstration of meeting the standards for approving preliminary planned developments outlined in Section 62-882 and included in the application.

**Please Note: You may not begin the formal Preliminary PD process until you have attended a pre-application conference with appropriate members of Village staff. If you have not already attended a pre-application meeting and received approval to proceed with the preliminary review process, please contact the Village Planner at (708) 485-7344.**

1. Complete the application and supporting materials. Use the Submittal Checklist provided in this packet, as any incomplete applications can delay the process.
2. Submit the completed application materials with the application fee. You will be assigned a case number immediately; however, your hearing date will be confirmed after initial staff review of the formal application.
3. Provide public notice 15 to 30 days prior to the assigned hearing date. The **applicant** must provide notice to property owners located within 250 feet of the subject property, either by mail or in person. Sample notices are enclosed in the application packet. **Staff** will provide a sign for the property and publish legal notice in the Brookfield Landmark.
4. File the notarized Affidavit of Public Notice at Village Hall prior to the date of the hearing. This certifies that proper notice was giving to property owners within 250' of the subject property. The hearing may be continued to a future date if the affidavit is not filed prior to the date of the scheduled hearing.
5. Present your case during the Planning and Zoning Commission hearing. The Planning and Zoning Commission will also receive comments from the public and staff review and recommendation. Be prepared to answer any questions about the request from Board members or members of the public.
6. After the Planning and Zoning Commission makes a recommendation to the Village Board, staff will forward the recommendation to the Village Board for a final decision. If the preliminary PD application is approved by the Village Board, the applicant must submit for final planned development approval within 12 months.



Village of Brookfield  
Application Packet/PreliminaryPD

---

## Submittal Checklist

10 copies of the following documentation, collated, are due at the time of submittal. 8 ½" x 11" unbound documents are preferred. Any large exhibits may not exceed 24" X 36" and must be folded to 9" x 12" with the title block showing. In addition to the 10 paper copies, a digital copy of all documents is requested.

**Due at the time of application:**

- Preliminary Planned Development Application**  
Applications must be complete. If you have questions regarding any part of the application, please contact Village staff at (708) 485-7344. Incomplete applications will be returned.
- Certified and Current Plat of Survey**  
The plat of survey should include the legal description of the site, acreage, dimensions, property lines, lot lines, adjacent road right-of-ways, utilities and easements, and site improvements.
- Proof of Ownership and Trust Disclosure**  
An affidavit of ownership should be completed and notarized, and submitted with a copy of a current tax bill, deed, or other official document showing current ownership.
- Location Map**  
A map should identify the subject property and neighboring properties. Labeling streets and addresses provides additional context for the staff and the Board.
- Site Plan**  
The site plan must include all aspects outlined in the "Preliminary Planned Development Site Plan Checklist (enclosed).
- Preliminary Engineering Plans (3 copies only)**  
Preliminary engineering plans should include topographic maps showing 1 foot contour intervals.
- Preliminary Landscape Plan**  
The preliminary landscape plan should include existing vegetation. Existing trees should be labeled with their trunk diameter.
- Preliminary Elevations**  
Preliminary elevations must show all sides of buildings and options for proposed materials and colors. Preliminary elevations should include a statement demonstrating compliance with the Village of Brookfield 2020 Master Plan Design Guidelines.
- Plat of Re-subdivision (if applicable)**
- Traffic Analysis**  
The traffic analysis should indicate: (i) traffic generation of the proposal; (ii) impact on existing traffic; and (iii) improvements needed to minimize negative impact of site-generated traffic on street network.
- Application Fee**  
The initial application fee for planned development application is \$1,500 due at the time of submittal. A \$2,000 escrow deposit is required at the time of submittal for publications, engineering review fees, and other fees associated with review. A \$75 deposit will also be collected at the time of application for the sign provided by the Village.

**Due prior to the public hearing:**

- Affidavit of Public Notice to Surrounding Property Owners**  
This affidavit, certifying that the applicant notified property owners within 250 feet of the subject property in writing within 15-30 days of the public hearing, must be filed with the Village of Brookfield prior to the date of the hearing in order to meet public notice requirements.



Village of Brookfield  
Planning and Zoning Commission Application Packet

# Preliminary PD Application

**Applicant Information:**

- 1. Name and Phone Number of contact person for application process \_\_\_\_\_
- 2. Petitioner's Name \_\_\_\_\_
- 3. Petitioner's Address \_\_\_\_\_
- 4. Phone Number \_\_\_\_\_
- 5. Email Address \_\_\_\_\_
- 6. Fax Number \_\_\_\_\_
- 7. Owner of Record Name \_\_\_\_\_
- 8. Owner of Record Address \_\_\_\_\_

**Property Information:**

- 9. Common Street Address \_\_\_\_\_
- 10. Legal Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 11. Permanent Tax Index Number (PIN) \_\_\_\_\_
- 12. When did the owner acquire the property? \_\_\_\_\_

13. Is the petitioner in the process of purchasing the property? Yes\_\_\_\_ No\_\_\_\_  
If so, is the purchase contingent on approval of variation? Yes\_\_\_\_ No\_\_\_\_

14. Is your property use presently (check one): Conforming \_\_\_\_ Non-conforming \_\_\_\_

15. If the property is a non-conforming use, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**16. Surrounding Zoning and Land Use:**

	Zoning District	Land Use
North		
South		
East		
West		

**Preliminary Planned Development Application, continued**

17. What is the current Zoning Classification of the subject property? \_\_\_\_\_

18. List any variations from the zoning code requested in conjunction with the planned development:

(1) Section 62-\_\_\_\_\_ Variation requested to \_\_\_\_\_

(2) Section 62-\_\_\_\_\_ Variation requested to \_\_\_\_\_

(3) Section 62-\_\_\_\_\_ Variation requested to \_\_\_\_\_

(4) Section 62-\_\_\_\_\_ Variation requested to \_\_\_\_\_

(5) Section 62-\_\_\_\_\_ Variation requested to \_\_\_\_\_

19. Describe the proposed development, including land uses, square footages, and number of units:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide responses for the standards for approving Preliminary Planned Developments (attached).

Any person who shall knowingly make or cause to be made, or conspire, combine, aid or assist in, agree to, arrange for, or in any way procure the making of a false or fraudulent application, affidavit, certificate, or statement, shall be guilty of a misdemeanor as provided by statute by the State of Illinois.

\_\_\_\_\_  
Petitioners Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature (or authorized agent)

\_\_\_\_\_  
Date

**STANDARDS FOR APPROVING  
PRELIMINARY PLANNED DEVELOPMENTS**  
**Village Code Section 62-822-B6**

Please attach your responses to the application.

1. How is the proposal compatible with the goals and objectives of the Brookfield 2020 Master Plan?
2. How does the proposal promote high standards in design, site planning, and construction?
3. How does the proposal provide a safe and desirable environment?
4. How does the proposal provide for adequate open space for recreation and other community and/or development needs?
5. How does the proposal present a creative and workable approach in land development?
6. How is the design compatible with adjacent properties and adjacent neighborhoods?
7. How does the development provide for land uses, both initial and potential, which will be compatible with the existing surrounding land uses?
8. By virtue of its benefits to the Village and unique and creative design, how does the proposal justify the intended variations from the strict interpretation of the Zoning Ordinance and justify any special uses requested?
9. How do any conditions offered allow the proposal to meet the intent, purpose, and standards established for the zoning district(s) in which it is located?
10. How does the proposal protect the public health, safety, convenience, and general welfare of the community?



**AFFIDAVIT OF PUBLIC NOTICE  
TO SURROUNDING PROPERTY OWNERS**

The undersigned petitioner, on oath states that the undersigned notified, in writing, the owners of all property within 250 feet, excluding rights of way, in each direction of the property to which his petition relates, by personal delivery or by mail; that a public hearing would be held to consider such petition; that such notice was given no less than 15 days prior to such hearing; and that the owners so notified, are those shown on the last available tax records of the county. (Please attach a list of notified property owners).

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

SUBSCRIBED AND SWORN TO BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**SAMPLE PUBLIC NOTICE  
TO SURROUNDING PROPERTY OWNERS**

**(Date)**

Dear Neighboring Property Owner,

The Village of Brookfield requires that applicants for a special use for a planned development notify owners of the property within 250 feet of the subject property of the nature of the proposal, and the date, time, and place of the public hearing.

I am requesting a special use for a planned development to allow for the development of **(insert description of the proposed development)**. Enclosed is a copy of the proposed site plan **(enclose a reduced copy of the site plan)**. **(Add any additional information you would like neighbors to know)**.

The public hearing before the Planning and Zoning Commission will take place on **(date)** at 7p.m. in the Brookfield Village Hall, located at 8820 Brookfield Avenue. The hearing is open to the public and comments from the public on the proposal are welcome.

If you have any questions or concerns regarding this proposal, please contact me at **(provide your phone number)** prior to the public hearing.

Thank you for your time and consideration.

Respectfully,

**(Applicant)**



Village of Brookfield  
Planning and Zoning Commission  
Application Packet/Preliminary PD

---

## Site Plan Checklist

- Project title
- Notation that the plan is a Preliminary Planned Development Site Plan
- Name, address, and phone number of applicant and preparer of plan
- Date
- Scale (1" = 100' or larger)
- North arrow
- Legal description
- Existing and proposed zoning(s)
- Area of entire parcel and areas of different land use parcels
- Square footage of structures and buildings (separate and total)
- Locations of buildings and structures
- Zoning and land use of adjacent parcels or parcels across any public right-of-way
- Character of immediate contiguous properties within 100 feet showing locations of streets, utilities, easements, property lines, and principal structures
- Location of proposed streets showing dimensions of right-of-way and pavement
- Location and approximate areas proposed for right-of-way dedication or vacation
- Location and approximate areas proposed for common control by the site's owner or owner's association
- Data Table including:
  - ✓ Total acreage/square footage of the subject property
  - ✓ Zoning
  - ✓ Proposed use(s)
  - ✓ Square footage of structures
  - ✓ Number of units
  - ✓ Building heights
  - ✓ Setbacks
  - ✓ Lot coverage
  - ✓ Parking provided
- Statement of Intent explaining how the proposed development is unique and innovative