



SPECIAL USE PROCEDURES IN THE VILLAGE CENTER (DOWNTOWN DEERFIELD)

1. Petitioner (applicant) obtains an application for the Plan Commission and discusses the necessary submittals, zoning process and Special Use criteria with Village staff. Petitioner (applicant) obtains an application for the Plan Commission, an application for the Appearance Review Commission (ARC), and an application for the Village Center Development Commission (VCDC).
2. Petitioner submits completed Plan Commission application to Jeff Ryckaert, Principal Planner in the Planning Division of the Community Development Department. Jeff Ryckaert can be reached at 847.719.7482.
Note: Depending on the specifics of your proposal, additional items such as liquor license approval, Lake County Health Department approval, and a business license may be required.
3. A public hearing with the Plan Commission is scheduled, and a public meeting with the VCDC is scheduled after the completed applications are turned in. Sometimes a pre-filing conference (an informal meeting held prior to the public hearing to provide input and feedback to the applicant) is held with the Plan Commission, depending on the proposal. If exterior design work is involved (changes to the signage, building, site, landscaping), a preliminary meeting with the ARC should be held before seeking the Special Use in front of the Board of Trustees. The contact person for the ARC is Jean Spagnoli at 847.719.7483.
4. The Plan Commission holds a public hearing and makes a written recommendation to the Board of Trustees.
5. The VCDC holds a meeting and makes a written recommendation to the Board of Trustees.
6. The recommendation of the Plan Commission and the recommendation of the VCDC are forwarded to the Board of Trustees approximately 3 to 4 weeks after the completion of the meetings. The Board of Trustees approves or denies the Special Use at their meeting. If the Special Use is approved by the Board of Trustees, the Village Attorney prepares a Special Use ordinance for consideration at the next Board meeting.
7. The Special Use ordinance goes through the first reading at the next Board of Trustees meeting.
8. The Special Use ordinance goes through the second reading at the next Board of Trustees meeting.
9. Petitioner proceeds to the ARC for final approval of any exterior improvements.
10. Petitioner submits building permits to the Building Department. Any questions regarding building permit fees, required drawings and submissions, etc. should be directed to the Building Division at 847.719.7484. The Fire Protection District must also approve tenant build out plans and occupancy of the space.
Note: If exterior design work is involved, you must receive a "Certificate of Approval" from the ARC.
- 11) Building permit is issued.
- 12) After final inspection of the tenant space by the Building Department and Fire Department, the business is ready to move into the tenant space.
- 13) The business owner fills out a Village business registration form, which is available online at www.deerfield.il.us. All businesses are encouraged to join the Deerfield, Bannockburn, Riverwoods Chamber of Commerce. Their phone number is 847.945.4660 and they are located at 601 Deerfield Road, Suite 200, Deerfield, IL, 60015.

Note: These are general guidelines. Depending on the specific proposal, further requirements may have to be met.