



SPECIAL USE PROCEDURES IN THE VILLAGE of 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.
Note: If the property is located in the C-1 Village Center District or C-2 Outlying Commercial District, the applicant obtains an application for the Appearance Review Commission (ARC). Staff will instruct petitioners if ARC approval is necessary.
2. Petitioner submits completed Plan Commission application to Jeff Ryckaert, Principal Planner or Kathy LeVeque, Associate Planner in the Planning Division of the Community Development Department. Jeff Ryckaert can be reached at 847.719.7482, and Kathy can be reached at 847.719.7480.
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 after the completed application is turned in. Typically a pre-filing conference (an informal meeting held prior to the public hearing to provide input and feedback to the applicant) is held, depending on the proposal.
4. The Plan Commission holds a public hearing and makes a written recommendation to the Board of Trustees
5. The recommendation of the Plan Commission is forwarded to the Board of Trustees approximately 3 to 4 weeks after the completion of the public hearing. 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.
6. The Special Use ordinance goes through the first reading at the next Board of Trustees meeting.
7. The Special Use ordinance goes through the second reading at the next Board of Trustees meeting.
8. If necessary, the petitioner proceeds to the ARC for final approval of any exterior improvements.
9. After the zoning is approved by the Board of Trustees, the petitioner submits any necessary building permits to the Building Department. Any questions regarding building permit fees, required drawings and submissions, etc., should be directed to the Building Department at 847.719.7484. The Fire Protection District must also approve tenant build out plans and occupancy of the space.
10. Building permit is issued.
11. After final inspection of the tenant space by the Building Department and Fire Department, the business is ready to move into the tenant space.
12. 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. The Chamber's phone number is 847.945.4660 and they are located at 601 Deerfield Road, Suite 200, Deerfield, Illinois 60015.

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