

SUP-O



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SPECIAL USE PERMIT APPLICATION
C-2 COMMERCIAL OVERLAY DISTRICT

REQUIRED MATERIALS FOR SUBMISSION

The Applicant must provide 1 hard copy and 1 electronic copy (.pdf), of the following information. (Email electronic copy to aklaassen@winnetka.org).

- Complete application form (attached).
 - Written application materials. Description of the proposed business operation. Narrative shall provide evidence that the proposed special use will conform to the twelve (12) standards for granting a Special Use Permit (attached).
 - Property owner acknowledgment. Property owner must consent to the filing of the application for Special Use Permit (see attached application form).
 - Deed proving ownership. (Note: Applications involving property held by a land trust must be signed by the trust officer of the institution holding the trust. The names and addresses of beneficial owners and a certified copy of the trust agreement must also be provided).
 - Traffic study and/or parking study. A traffic study may be required if a proposed use is anticipated to generate levels of traffic that will impact the flow of traffic on surrounding streets or intersections (traffic study guidelines are attached). The traffic study requirement may be waived by the Village Engineer for certain applications where it can be demonstrated that the use will generate minimum traffic impacts. A parking study is generally required to evaluate the availability of parking to serve the proposed use and to evaluate the impact the proposed use may have on availability of parking for other businesses in the vicinity.
 - Plat of survey. The plat must be accurate and prepared by an Illinois licensed land surveyor. The plat shall not be more than five (5) years old and must show the lot area, legal description, and all current improvements on the property.
 - Project plans. Provide one plan set showing the following minimum details:
 - Existing and proposed floor plans with modifications to existing walls or building layout highlighted.
 - Approximate square footage of occupancy noted on plans or in narrative.
 - Notation of proposed use types (office, retail, etc.) on floor plan.
 - Site plan showing location of proposed tenant space within subject building (if multi-tenant building) or showing location of building relative to adjacent buildings and/or property lines.
 - In order to clarify the proposed location, it may also be appropriate to call out the location of the proposed occupancy relative to adjacent commercial uses, and/or describe location distance to nearest street intersection.
 - Building elevation drawings – if the proposed occupancy involves modification of existing building exterior a separate elevation drawing shall be submitted and a complete application for a Certificate of Appropriateness also submitted.
 - Application fee: \$1,200.00
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Summary of process

The Village Planner reviews and processes the application materials. A legal notice is prepared by the Village and sent to surrounding property owners within 500 feet of the subject property. A public notice sign is also posted on site. The application materials are concurrently distributed to the Village Engineer for comment on the traffic/parking analysis.

Application materials and a staff report are transmitted to the Plan Commission, which acts in an advisory capacity to the Village Council. Applicants and/or their representative are required to attend the Plan Commission meeting in order to present their request and address issues raised by Commission members. The Plan Commission meets on the fourth Wednesday of each month, except where noted with an asterisk. All special use permits require final approval by the Village Council, which meets on the first and third Tuesday of each month. Please refer to the following schedule of Plan Commission meetings and submittal deadlines:

MEETING DATE	SUBMITTAL DEADLINE
January 28, 2026	December 18, 2025
February 25, 2026	January 15, 2026
March 25, 2026	February 12, 2026
April 22, 2026	March 12, 2026
May 27, 2026	April 16, 2026
June 24, 2026	May 14, 2026
July 22, 2026	June 11, 2026
August 26, 2026	July 16, 2026
September 23, 2026	August 13, 2026
October 28, 2026	September 17, 2026
November 18, 2026*	October 8, 2026
December 16, 2026*	November 5, 2026

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SPECIAL USE PERMIT APPLICATION
C-2 COMMERCIAL OVERLAY

Case No. _____

Property Information

Site Address: _____
Proposed type of occupancy: _____

Applicant Information

Name: _____ Primary Contact: _____
Address: _____ Phone No. _____
City, State, ZIP: _____ Email: _____
Applicant Signature: _____ Date: _____

Attorney Information

Name: _____
Primary Contact: _____
Address: _____
City, State, ZIP: _____
Phone No. _____
Email: _____

Architect Information

Name: _____
Primary Contact: _____
Address: _____
City, State, Zip: _____
Phone No. _____
Email: _____

Property Owner Acknowledgment

I hereby certify that I am the owner of the property located at _____, and have provided the
attached proof of ownership. (address)

I consent to the filing of an application for a Special Use Permit by _____.
(Applicant name)

Property Owner Signature: _____ Date: _____

Printed Name: _____

V I L L A G E O F W I N N E T K A, I L L I N O I S
D E P A R T M E N T O F C O M M U N I T Y D E V E L O P M E N T

SPECIAL USE PERMIT STANDARDS
C-2 COMMERCIAL OVERLAY

An application to establish a Special Use listed in Section 17.46.010 [Table of Uses] to be located on the ground floor in the C-2 Commercial Overlay District must establish in detail how the proposed occupancy and its operation will be in compliance with the following standards:

1. That the establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals, or general welfare;
2. That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. That the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;
5. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the special use exists or are to be provided;
6. That the special use in all other respects conforms to the applicable regulations of this and other village ordinances and codes;
7. The proposed special use at the proposed location will encourage, facilitate and enhance the continuity, concentration, and pedestrian nature of the area in a manner similar to that of retail uses;
8. The location of the proposed special use along a block frontage shall provide for a minimum interruption in the existing and potential continuity and concentration of the retail uses along the block's frontage;
9. The proposed special use at the proposed location will provide for active display windows, facades, signage and lighting similar in nature and compatible with that provided by retail uses;
10. If the proposed special use provides multi-use areas, such as retail merchandise areas, restaurant dining areas, general office space, private offices, reception areas, or employee work areas, any proposed retail merchandise area or restaurant dining area shall be concentrated and located immediately adjacent to the sidewalk and clearly visible from the street in such a fashion as to invite customers to browse or dine;
11. If a proposed new building contemplates a mix of retail, office and service type uses, the minimum frontage for each retail use adjacent to the sidewalk shall be 20 feet with a minimum gross floor area of 400 square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation; and
12. The proposed location and operation of the proposed special use shall not significantly diminish the availability of parking for district clientele wishing to patronize existing retail businesses.