

# APPLICATION

## WAIVER FOR VARIATION FROM PARKING REQUIREMENTS APPLICATION GUIDE



Revised: 12/12/23

VILLAGE OF ARLINGTON HEIGHTS - 33 SOUTH ARLINGTON HEIGHTS ROAD

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

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# Village of Arlington Heights

Department of Planning and Community Development

## Waiver for Variation from Parking Requirements

The petitioner shall submit a complete a digital application (please see the Petitioner's Checklist of required submission items later in this document) no less than 30 days prior to the meeting, to the Department of Planning & Community Development.

In order to submit a digital application, all petitioners must register for an Energov account through the Citizens Self Service (CSS) Portal. The link to register and access the CSS is available at [www.vah.com/myportal](http://www.vah.com/myportal) . A tutorial on how to register for an Energov account can be found here: <https://youtu.be/8pGXJxNPbPk> . Once an applicant is registered and logged in to the CSS Portal you will choose **Apply** from the main menu and search **Special Use – Parking Waiver Application** on the Application Assistant page.

### Application Submission Recommendations

- Please ensure that you review this application guide in its entirety in order to have all the required submission materials prepared before you begin the application process.
- Please name each digital file a unique name as the system will not allow files with the same name to be uploaded in the same application.
- Use an edit, or submission date to differentiate files that may asked to be resubmitted (such as plans and plats) in order to avoid redundant file names.
- For additional guidance on navigating the CSS application, refer to the CSS user guide at the end of this document.

### REQUIRED APPLICATION MATERIAL

1. **Ownership Information** – Title, Tax Bill, or Fully Executed Lease
2. **Tenant List** – To include all current and proposed tenants, all vacant spaces, and the respective square footages for each space
3. **Current Plat of Survey**
4. **Written Justification for Variation**
5. **Plans, Surveys, and Support Documentation**
  - a. Fully dimensioned and to scale floor plan
  - b. To scale site plan showing existing parking areas
  - c. A parking survey to be conducted over a minimum period of 3 days, including Saturday if any tenants operate on Saturdays, to demonstrate that the site has sufficient parking to accommodate uses on-site. Additional counts may be requested depending upon the intensity of use at the site.
  - d. A written statement indicating that the parking lot shall meet parking lot landscaping and screening requirements per Village code.



# Department of Planning and Community Development

## Waiver for Variation from Parking Requirements

The checklist below is to be used to ensure a complete submittal, and will be used by Staff to determine compliance with the Variation from parking Requirements Waiver process.

CRITERIA	YES	NO
The Petitioner has provided proof of ownership or a fully executed lease for the location		
Aside from the requested variation, the property is otherwise consistent with current zoning and/or any other enabling ordinance governing the property.		
Under ordinary circumstances, the property would require a variation per existing zoning and Chapter 28, Section 10.4, <i>Schedule of Parking Requirements</i> .		
The Petitioner has provided, to the satisfaction of the Village, written justification for the requested variation from parking requirements (Per Chapter 28, Section 11.2).		
The requested variation, per Chapter 28, Section 10.5-9, meets one or more of the following: <ul style="list-style-type: none"> <li>• The variation is for a parking deficit less than ten spaces</li> <li>• The variation is for no more than five percent less than the total number of required spaces</li> </ul>		
The Petitioner has provided, to the satisfaction of the Village, detailed parking counts over a minimum 3-day period (including a Saturday, if any tenant/business operates on that day) demonstrating that sufficient parking is provided on site.		
The Petitioner has provided a tenant list, including vacant spaces, with their respective square footages, for all areas of the subject development, or a scaled floor plan.		
The Petitioner has provided, to the satisfaction of the Village, a plat of survey or contextual site plan showing existing and proposed conditions (i.e. the building and parking lot configuration, required landscaping, and refuse collection areas).		

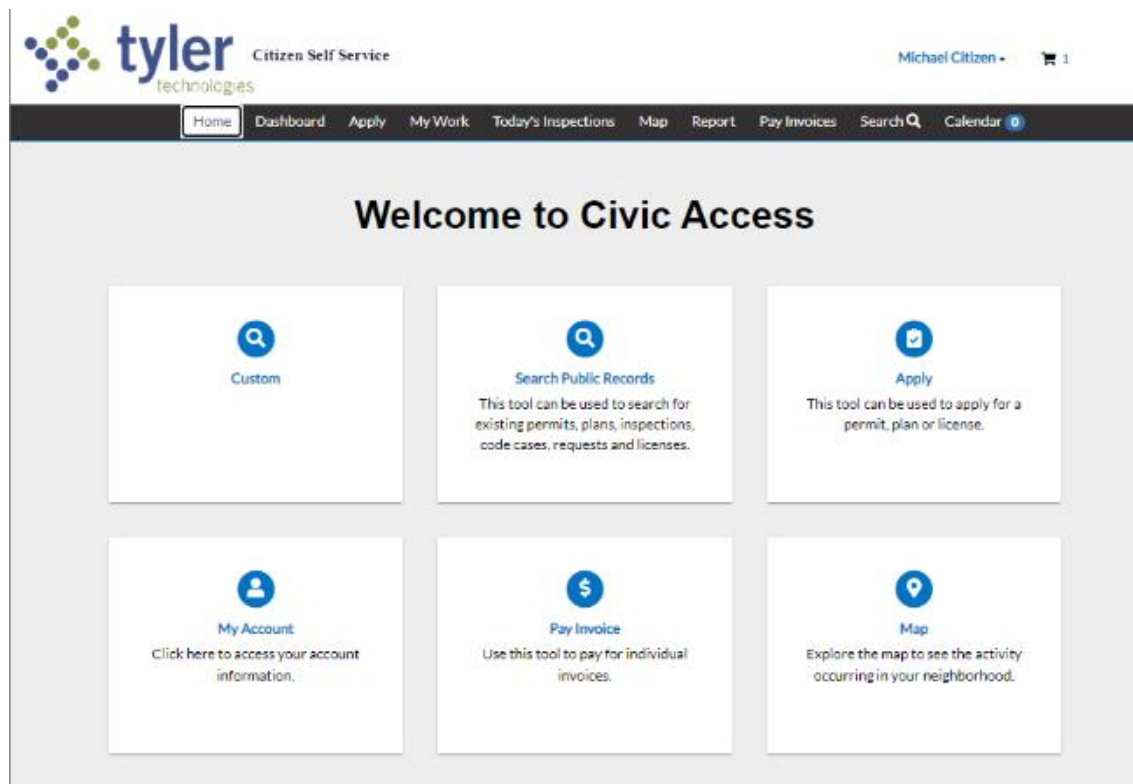
# CUSTOMER SELF SERVICE (CSS) USER GUIDE

## Registering and Applying in the Customer Self Service (CSS) Portal

All applicants must register for an Energov account through the CSS Portal. The link to register and access the CSS is available at [www.vah.com/myportal](http://www.vah.com/myportal).

A tutorial on how to register for an Energov account can be found here: <https://youtu.be/8pGXJxNPbPk>

Once an applicant is registered and logged in to the CSS Portal you will choose Apply from the main menu and search for the application you need on the Application Assistant page as shown below.



## Application Submission Recommendations

- Please ensure that you review this application guide in its entirety in order to have all the required submission materials prepared before you begin the application process.
- Please name each digital file a unique name as the system will not allow files with the same name to be uploaded in the same application.
- Use an edit, or submission date to differentiate files that may be asked to be resubmitted (such as plans and plats) in order to avoid redundant file names.

## Adding Locations / Addresses to An Application

All applications must add at least one address or parcel location in order to start the application process. The first page of the application provides a brief description of how to do so with more detail provided below. To begin adding a location click on the “+” sign which will bring you to a live map that will give you the option to add a single address or parcel or multiple addresses and parcel locations.

### Adding Single Locations

- Click the add location button with the “+” sign.
- You can type a portion or whole address you are looking for and the system will return suggestions. Select the location you wish to apply for and click add. You can also select from the points on the map.
- To select a specific parcel, use the down arrow symbol in the top left corner and select parcel. You can either type in the parcel number or select from the map.

Examples of Add Location menu and mapping tool.

**tyler** Citizen Self Service  
technologies

Home Dashboard Apply My Work Today's Inspections Map Report Pay Invoices Search Q Calendar

Apply for Plan - Plan Commission Application REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

**LOCATIONS**

Please enter each parcel individually as it pertains to the application. All parcels associated with this application must be entered into the system. Parcels can be added either through the address or PIN number.  
When adding a location through mapping tool, please use the drop-down arrow on the left of the search bar to choose between address or parcel. Once you have the parcel/property selected, click Add to make it part of the application. Repeat the process for each parcel/address that applies to the application.

Location

Add Location +

Create Template Save Draft Next

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technologies

Home Dashboard

Add Address As Location

SEARCH ENTER MANUALLY

33 S Arlington

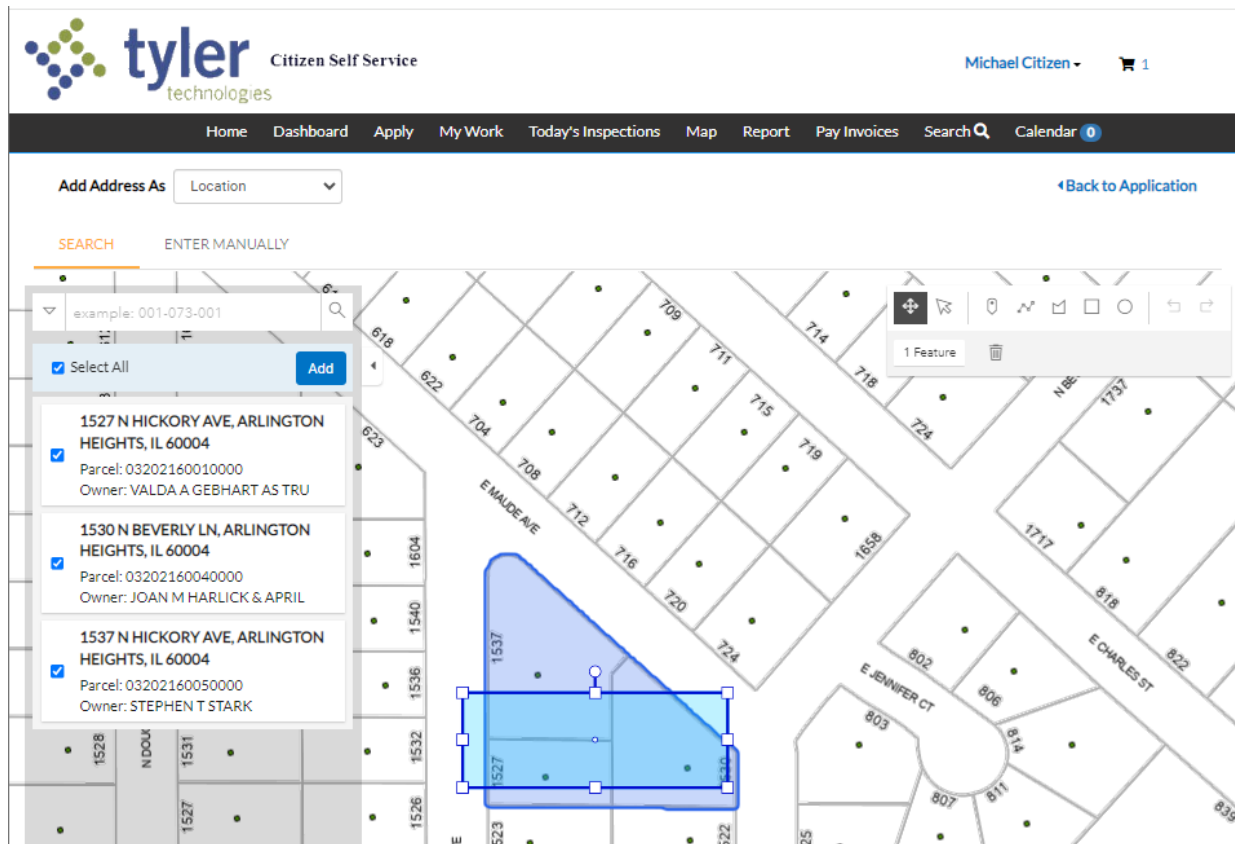
Select All Add

<input type="checkbox"/>	1133 S ARLINGTON HEIGHTS RD, ARLINGTON HEIGHTS, IL 60005 Parcel: 08101040370000 Owner: 1115 39 ARLINGTON LLC
<input checked="" type="checkbox"/>	33 S ARLINGTON HEIGHTS RD, ARLINGTON HEIGHTS, IL 60005 Parcel: 03293500050000 Owner: Exempt
<input type="checkbox"/>	333 S ARLINGTON HEIGHTS RD, ARLINGTON HEIGHTS, IL 60005 Parcel: 03321150080000 Owner: IBRAHIM SAIF & ANNA KH
<input type="checkbox"/>	933 S ARLINGTON HEIGHTS RD, ARLINGTON HEIGHTS, IL 60005 Parcel: 03323300110000 Owner: FARIBROZ HAJIZADEH SR

## Adding Multiple Locations

- Adding multiple addresses or parcels can be accomplished by using the map tools on the upper right-hand portion of the map. The first two tools allow you to pan and select point on the map. The remaining tools are used to select multiple parcels using different shapes such as a line, polygon, square and circle. Draw with the appropriate shape and the resulting parcels/addresses will be listed. Select the ones you would like to add to the application and click add.

Example of the multiple address/parcel selection tool



## Project Contacts

- Petitioners will be automatically listed as the applicant as they are logged into the Energov CSS system. To add additional contacts, click “+” sign.
- Contacts can be added from users already registered in the Energov system by using the Search tool by using their name, email or company name.
- Users may also be added manually using the Enter Manually button. Please provide as much information as possible if you are adding this information.

Examples of the contact submission window and the Manual Contact window.

Apply for Plan - Plan Commission Application \*REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

**CONTACTS**

The Petitioner will be the primary contact for this application.

If the petitioner is not the record owner, they must have a letter of authority from the owner or owners and provide as part of the documentation in Attachments in order to sign the application. If there is more than one owner, all parties must sign a letter of authority to appear on their behalf and provide in the attachments.

Applicant: Michael Citizen (You)  
33 S Arlington Heights Rd,  
Arlington Heights, IL, 60005

Owner Add Contact (+) REQUIRED

Petitioner Add Contact (+) REQUIRED

Select Type Add Contact (+)

Back Create Template Save Draft Next

tyler Citizen Self Service technologies

Home Dashboard Apply My Work Today's Inspections Map Report Pay Invoices Search Calendar

[Back to Application](#)

Add Contact

Add Contact As : Owner

Search Enter Manually My Favorites

Enter Manually

Certificates [Click here to add certificate](#)

\* First Name

\* Last Name

Company Name

Email

\* Home Phone

\* Mobile Phone

\* Business Phone

Submit

## More Info

Each application will have unique questions and required information that will need to be filled out in the **More Info** window. Please provide as much information as possible and refer to the documents listed in this application guide. All required fields will be marked with a red star. If a field is not required but it does not apply to your application, please type N/A so the reviewer knows you have acknowledged the question.

## Attachments

Each application will have unique set of files that are required in order to be deemed complete. Required documents will be marked with a gray bar on the bottom or the blue box. A petitioner can obtain more information on what is required for each document by clicking on the “i” icon in the top right-hand corner of the blue box. Additional documents that may be required of your specific petition can be accessed through the “Select Type” dropdown menu on the last blue box. A list of permitted document submission will be provided to select from. To upload a document simply click on “+” symbol and navigate to a document on your computer.

Attachment recommendations:

- Please name each digital file a unique name as the system will not allow files with the same name to be uploaded in the same application.
- Use an edit, or submission date to differentiate files that may asked to be resubmitted (such as plans and plats) in order to avoid redundant file names
- Only the required documents are initially listed on the page. To upload a new document type, please click on the Select Type on the last blue box and select the type of document you are trying to provide. Once you have found the appropriate type click on the “+” sign to navigate to your document.

### Example of the Attachment Upload Window

The screenshot displays the 'Attachments' section of a web application. At the top, there is a title 'Attachments' and a paragraph of instructions: 'The following documents are required of all applications. Specific requirements for the particular application being applied for will be outlined in the Plan Commission Guide available on the Village of Arlington Heights, Permits and Licenses webpage.' Below this, another paragraph states: 'For each additional type of document that is required, please use the Select Type dropdown menu to select the type of document and press the Plus Sign to upload. Please be sure to have a unique file name for each document as redundant file names will prevent the file from being uploaded. Applications that do not include all necessary attachments will not be accepted.'

The main content area features four blue rectangular boxes, each representing a required document type. Each box contains the document title, 'Add Attachment', a large white plus sign, and the supported file formats. A small 'i' icon is in the top right corner of each box. The boxes are:

- PC - Affidavit of Ownership:** Supported: .pdf. Labeled 'REQUIRED' at the bottom.
- PC - Project Description:** Supported: .pdf. Labeled 'REQUIRED' at the bottom.
- PC - Site Visit Authorization:** Supported: .pdf. Labeled 'REQUIRED' at the bottom.
- PC - Legal Description:** Supported: .pdf, .doc, .docx. Labeled 'REQUIRED' at the bottom.

Below these boxes is a 'Select Type' dropdown menu with a plus sign icon. Below the dropdown is another 'Add Attachment' button with a plus sign and a list of supported file formats: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf...

At the bottom of the window, there are navigation buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'.



## Resubmitting Documents

After a petitioner submits an application, Planning & Community Development staff will conduct a Completeness Review and/or begin department review of the documents submitted as part of the application. As part of this review staff may request some documents be resubmitted, additional documents be uploaded, and acknowledgment of comments that need to be addressed.

The Customer Service Portal Dashboard provides real-time access to the status of an application as well as notifications on any documents or acknowledgements needed regarding an application.

The image below is an example of what will appear if an application requires a resubmission as part of a staff review. The Attachments tab is also shown in red as there is an action needed for one of the attachments.

The screenshot displays a web interface for a Customer Service Portal. At the top, a navigation bar includes links for Home, Dashboard, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The main content area is titled "Plan Number: DC-000016-2023" and includes a blue "Add to Cart" button. Below this, there are tabs for "Plan Details", "Tab Elements", and "Main Menu".

The application details are as follows:

Type:	Design Commission (Non Single-Family Projects)	Status:	Fees Due	Project Name:	
IVR Number:	100049	Applied Date:	12/06/2023	Expiration Date:	12/05/2024
District:	Village of Arlington Heights	Assigned To:	Hautzinger, Steve	Completion Date:	
Description:	Full Circle - Supportive Low Income Project				

Below the details are several tabs: Summary, Locations, Fees, Reviews (highlighted in blue), Attachments (highlighted in red), Contacts, Sub-Records, and More Info.

The "Planning Design Review" section shows a table with the following data:

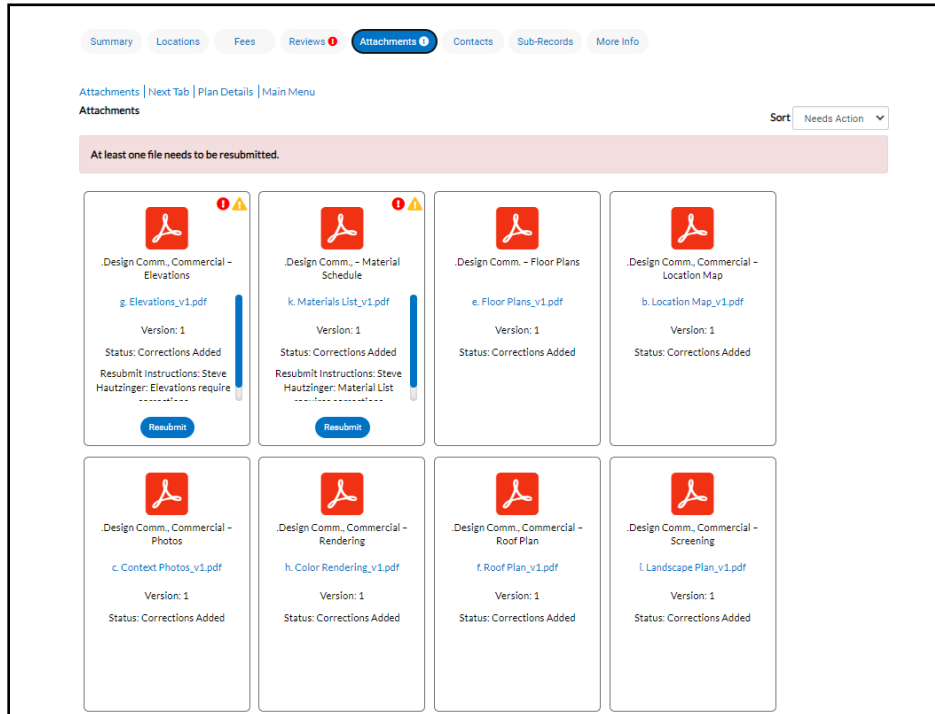
Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	12/06/2023	12/06/2023	12/06/2023

A red notification banner reads: "Planning Design Review • Requires Re-submit • Hautzinger Steve • Completed : 12/06/2023". Below this, a table shows:

Due Date	Completed Date
12/08/2023	12/06/2023

A "Comment" section is visible with the text "First Round Comments".

The screen shot below shows an example of the Attachments tab in the CSS Dashboard that will appear when a new or additional document is needed as part of the review process. A petitioner will be provided a message on what is needed and can resubmit the document by clicking the blue Resubmit button.



A petitioner will also be asked to acknowledge comments or required changes as part of the resubmission process as shown below.

