

Zoning Compliance Certification

The Village of Deerfield requires the issuance of a Zoning Compliance Certificate before any new business or use may open in any commercial area of the Village. This certificate is also required if an existing business or use is planning to relocate to another tenant space, building or property within the Village. If, after a Zoning Compliance Certificate has been issued, the business or use is to be modified or changed in any way, then the original application must be amended to reflect the contemplated changes.

In order to determine whether or not a business/use would be permitted, information must be provided to the Village by the potential business owner as well as the property owner. Any change to an existing business (for which a Zoning Compliance Certificate is in place) which would render the previous information submitted to the Village inaccurate and requires the submittal of an application for a new Zoning Compliance Certificate.

It is imperative that the applicant provide all the information requested so that the application can be processed as quickly as possible. If certain information has not been specifically requested by the Village but the applicant believes that such information may be helpful in understanding the business/use being proposed, it should also be submitted. Once a Zoning Compliance Certificate has been issued, the information submitted by the applicant will be used to determine the future conformance of the business/use.

It is the obligation of the property owner to make sure that the information provided by a proposed tenant is complete and accurate. Both the property owner and the operator/owner of the business (if different from the property owner) must sign the completed application.

NOTES:

- 1. Both the Fire Department and the Building Department (a division of the Community Development Department) must be consulted for inspections before a Zoning Compliance Certificate can be approved. The Permitted Use checklist has the contact information for Fire Department and Building Department.*
- 2. If the Fire Department and the Building Department have not performed final inspections and certified the business space for occupancy, the business will not be allowed to open. All businesses must have occupancy permits from the Fire Department and the Building Department prior to opening.*

Any business which opens without these permits will be closed down.

If you have any questions about what information should be provided to obtain a Zoning Compliance Certificate, or any other questions regarding opening a new business in Deerfield, please call the Community Development Department at (847) 719-7484.

Zoning Compliance Certification Application

Address of property: _____

Owner(s) of property: _____

Address: _____

Phone: _____

Owner(s) of proposed business/use: _____

Address: _____

Phone: _____

Description of Proposed Business/Use:

Name of Business: _____

State Sales Tax Number: _____

List goods to be sold: _____

List services offered: _____

Hours of operation: _____
(weekdays and weekends)

Area (square footage) of tenant space/business: _____

Maximum number of employees on the premises at any one time (estimate) _____

Describe any unusual aspects of the business/use: _____

List any other “registrations” or licenses required for proposed business/use:

List any restrictions on customers or clients: _____

Describe any aspect of the business/use which involves the on-premises assembly, construction, or creation in any other manner, of the goods or services which would be sold or provided to the customer or client:

Describe any aspect of the business/use that would involve the outside storage, display or sale of anything connected with the business/use: _____

Describe any antennas or other telecommunication devices that may be needed: _____

How and when are goods delivered to the business/use? _____

Describe how goods are delivered to customers or clients: _____

Describe the work that must be done to the tenant space to accommodate the proposed business/use: _____

List any chemicals or products used or stored on premises that are considered hazardous materials: _____

Attach sketches showing the layout of the tenant space and indicate what each area would be used for. (example: scaled drawing showing large front area indicated showroom and smaller rear area indicated as office).

Note: Answer all questions thoroughly. If your answers require additional space, you may use the back of these sheets, or attach additional pieces of paper.

Printed name of property owner or
authorized agent

Signature

Date

Printed name of business/use owner

Signature

Date

Date of receipt of completed application:

Fire Department Life-Safety Inspection:

Additional information requested:

Building Department Pre-Occupancy Inspection:

Zoning Compliance Certificate approved:

Denied:

Permitted Use(s)

Previous Use: ___ Retail ___ Office ___ Other