

SUBMITTAL REQUIREMENTS

A. PLAT OF SURVEY MUST BE SUBMITTED WITH APPLICATION. The plat of survey should show any existing buildings, lot lines, dimensions, as well as all easements, all public and private rights-of-way, and all streets across and adjacent to the subject property.

B. SITE PLAN REQUIREMENTS. Whenever an application filed pursuant to any provision of this code involves any use, construction or development requiring the submission of a site plan pursuant to Section 160.251 of this Code, a site plan illustrating the proposed use, construction, or development, and providing at least the following data and information, on one or more sheets, shall be submitted as part of the application:

A. All applicants under this Chapter 160.251 shall file 12-copies of their application with the Community Development Director and the application shall consist of the following information and data:

1. A graphic rendering of the existing conditions, which depicts:

(a) All significant natural, topographical and physical features of the subject property including topographical contours at one foot intervals;

(b) The location and extent of tree cover including single trees in excess of eight inches in diameter at five feet above ground level;

(c) The location and extent of water bodies and courses, wetlands, marshes and special flood hazard areas and floodways on or within 100 feet of the subject property;

(d) Existing drainage structures and patterns; and

(e) Soil conditions as they affect development.

2. The location, use, size and height in stories and feet of structures and other land uses on properties within 250 feet of the subject property.

3. Any proposed regrading of the subject property.

4. Data concerning proposed structures and existing structures that will remain, including:

(a) Location, size, use and arrangement, including height in stories and feet;

(b) Location and stall size of all off-street parking spaces and loading areas;

(c) Where relevant, floor area ratio, gross floor area and net floor area;

(d) Where relevant, number and size of dwelling units, by dwelling unit type and number of bedrooms;

(e) Building lot coverage; and

(f) Description of the calculation method utilized in computing all required statistics shown.

5. Yard and setback dimensions and relation of yard and setback dimensions to the height, width and depth of any structure.

6. A vehicular and pedestrian circulation plan showing the location, dimensions, gradient and number of all vehicular and pedestrian circulation elements including rights-of-way and streets; driveway entrances, curbs and curb cuts; parking spaces, loading spaces and circulation aisles; sidewalks, walkways and pathways; and total lot coverage of all circulation elements divided as between vehicular and pedestrian ways.

7. All existing and proposed surface and sub-surface drainage and retention and detention facilities and existing and proposed water, sewer, gas, electric, telephone and cable communications lines and easements and all other utility facilities.

8. Location, size and arrangement of all outdoor signs and lighting.

9. Location and height of fences or screen plantings and the type or kind of building materials or plantings to be used for fencing or screening.
10. Location, designation and total area of all usable open space.
11. A detailed landscaping plan, showing location, size and species of all trees, shrubs and other plant material.
12. A traffic study and parking.
13. Hard line elevations and floor plans.
14. The names and addresses of all owners of:
 - (a) Property within 250 lineal feet, excluding street rights-of-way, in all directions from the subject property; and
 - (b) Property located on the same frontage or frontages as the front lot line or corner side lot line of the subject property and on a frontage directly opposite any such frontage and on a frontage immediately adjoining or across an alley from any such frontage, as shown in the records of the Office of the Assessor of Cook County.
15. A narrative specifically addressing the standards set forth in sections 160.251 of this title, as well as a general statement on conformity.
16. Every application filed shall, in addition to the data and information required above, provide the following information:
 - (a) A copy of the original application for site plan approval.
 - (b) A statement of the applicant's position as to the alleged errors in the community development director's denial of site plan approval and as to why approval of the site plan is justified and proper.

Notwithstanding the required information and data above, the Community Development Director, in his sole and absolute discretion may waive one or more of these submittal requirements upon written request by an applicant.

C. ELECTRONIC PLANS. Please submit an electronic version of all plans in addition to paper copies.

D. ADDITIONAL SUBMITTAL MATERIALS. Other materials maybe required at the time of submittal.