



P.O. BOX 476622 CHICAGO, IL 60647

### **Developer Checklist for Initial Meeting**

Planning, Preservation & Development Committee

The following checklist will assist owners and developers in preparing for review of their project by the East Village Association Planning, Preservation & Development Committee. It is based on, and intended to be consistent with, the requirements established by 32nd Ward Alderman Waguespack.

*PLEASE NOTE: All of the following information and materials must be submitted via email in .pdf, .doc, or .jpg format. Incomplete submissions will not be reviewed until they are complete.*

1. Written description of request. Renovation, or teardown and new construction? (Courtesy visit? As-of-Right? Administrative adjustment? Variation? Special use? Rezoning?)
2. Written description of your standing. (Owner? Contract purchaser? Negotiating to purchase?)
3. Address(es) and PIN number(s) of lot(s).
4. Is parcel located in an Overlay District or Historic District, or on any preservation coded list?
5. Current zoning classification; Proposed zoning classification;
6. Names, addresses, phone numbers, fax numbers and e-mail addresses of: Developer entity; and beneficial owners of LLC, corporation, partnership, or land trust Attorney and Architect.
7. Applicable zoning map(s) for lot(s) and surrounding area.
8. ALTA or "spotted" survey.
9. Digital photographs in .jpg format of all sides of lot(s) and adjacent structures.
10. Have you produced a similar building elsewhere in Chicago? If so, list the addresses of the completed and pending projects.
11. Detailed description of proposal. (Note: All architectural drawings should be to scale and the scale identified on the drawings.)
  - a. Site plan with dimensions of all buildings; front, side and rear yard setbacks; locations of loading docks and trash receptacles; current and proposed curb cuts;
  - b. Front, side and rear elevations, with height and width measurements;

- c. Streetscape comparison with adjacent buildings, showing height and width measurements;
- d. Lot area;
- e. Floor Area Ratio:
  - i) actual;
  - ii) allowed under current zoning; and,
  - iii) proposed;
- f. Density (lot area per dwelling unit) and number of units:
  - i) actual
  - ii) allowed under current zoning, and
  - iii) proposed
- g. Setbacks:
  - i) front yard:
    - actual
    - allowed under current zoning
    - proposed.
  - ii) rear yard:
    - actual
    - allowed under current zoning
    - proposed
  - iii) side yards (both):
    - actual
    - allowed under current zoning
    - proposed
- h. Building height:
  - i) actual and under zoning definition;
  - ii) allowed under zoning definition; and,
  - iii) proposed for both actual and under zoning definition;
- i. Off street parking:
  - i) actual;
  - ii) allowed under current zoning;
  - iii) proposed; and,
  - iv) location of garages or slabs;
- j. Proposed use of public air space for balconies, bays;
- k. Description of building materials used for each elevation;
- l. Special circumstances, hardships.