



APPLICATION FOR SITE PLAN REVIEW

ADDRESS OF SUBJECT PROPERTY: _____

NAME OF APPLICANT(S): _____

INTEREST IN PROPERTY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ PHONE: _____ FAX: _____

NAME OF PROPERTY OWNER/TRUSTEE(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ PHONE: _____ FAX: _____

NAME OF ATTORNEY (IF APPLICABLE): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ PHONE: _____ FAX: _____

NAME OF ENGINEER (IF APPLICABLE): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ PHONE: _____ FAX: _____

NAME OF ARCHITECT (IF APPLICABLE): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ PHONE: _____ FAX: _____

VILLAGE PERSONNEL: Provide the following information for any officer or employee of the Village with an interest in the Owner, Applicant, Consultant or the Subject Property and the nature and extent of that interest.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ PHONE: _____ FAX: _____

NATURE/EXTENT OF INTEREST: _____



PERMANENT INDEX NUMBER OF SUBJECT PROPERTY (TAX ID NO.): _____

CURRENT ZONING CLASSIFICATION: _____

ADJACENT ZONING CLASSIFICATION:

NORTH: _____

SOUTH: _____

EAST: _____

WEST: _____

REQUIRED DOCUMENTATION: All required documents must be submitted in hard copy (2 copies) and in digital form (1 copy).

- STATEMENT OF AGREEMENT TO REIMBURSE COSTS (separate document)
- PROOF OF OWNERSHIP (current title policy report or deed and current title search)
- LEGAL DESCRIPTION
- PLAT OF SURVEY (certified by registered land surveyor)
- SITE PLAN (see description below)
- LANDSCAPE PLAN

SITE PLAN: Submit with this application a Site Plan, certified by a registered architect or land surveyor, showing:

- Accurate lot lines and dimensions of the Subject Property, all principal and accessory structures currently located on or proposed to be constructed on the Subject Property.
- Distances between structures and lot lines, distances between all principal and accessory structures.
- 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; number, location and total count of parking spaces (regular and handicapped) and loading spaces, circulation aisles; sidewalks, walkways, and pathways; total lot coverage of all circulation elements divided as between vehicular and pedestrian ways. Submit with the Site Plan a detailed Statement of Property Uses (listing all activities and uses which will occur on the Subject Property) together with a calculation of the number of parking and loading spaces required for all uses of the Subject Property.
- Total open space and total impervious surface.
- All existing and proposed surface and subsurface drainage and retention and detention facilities and all existing and proposed water, sewer, gas, electric, telephone, and cable communications lines and easements and all other utility facilities.
- Location, size, and arrangement of all outdoor signs and lighting.
- 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.
- A detailed landscaping plan showing location, size, and species of all trees, shrubs, and other plant material.
- Any other items specifically required by the Zoning Code or the ordinance approving a specific development.



STANDARDS FOR SITE PLAN REVIEW: In reviewing site plans, the relationship of the site plan to existing zoning regulations, conditions imposed upon the Subject Property by specific ordinance, adopted land use policies and the goals and objectives of the Comprehensive Plan shall be evaluated. In addition, the following characteristics shall also be evaluated.

1. Degree of conformity with existing standards.
2. Regulations of the Zoning Code and any other applicable regulations within the Village's Municipal Code, and the goals and policies of the Comprehensive Plan.
3. The location, arrangement, size, design and general site compatibility of buildings, light and signs, including:
 - a. Efficient use of land that responds to existing off-site utilities and service conditions in order to minimize the demand for additional municipal services, utilities and infrastructure.
 - b. Compatibility with, and mitigation of, any potential impact upon adjacent properties.
 - c. Site illumination designed and installed to minimize adverse impact on adjacent properties.
 - d. Signs which comply with Section 15 of the Zoning Code.
4. Landscaping and the arrangement of open space or natural features on the site should:
 - a. Create a desirable and functional environment for motorists, pedestrians, bicyclists and occupants of residential dwellings, business owners and employees. To achieve such an environment, landscaping may take advantage of open space design features such as bike paths, running paths and outdoor relaxation areas.
 - b. Preserve unique natural resources, including measures to preserve and protect existing healthy, mature trees.
 - c. Protect natural resources and landscaping on adjacent sites.
 - d. Design drainage facilities to promote the use and preservation of natural watercourses and patterns of drainage.
 - e. Utilize plant materials suitable to withstand the climatic conditions of the Village and microclimate of the site. The use of species native to northeastern Illinois is encouraged.
 - f. Use of screening to buffer the impact of the development on adjacent uses and enhance the appearance and image of the Village by screening incompatible uses and certain site elements, and creating a logical transition to adjoining lots and developments.
5. Circulation systems and off-street parking shall be designed to:
 - a. Provide adequate and safe access to the site for motor vehicles as well as alternate modes of transportation, including pedestrians and bicyclists.
 - b. Minimize potentially dangerous traffic movements.
 - c. Separate pedestrian and auto circulation and provide for bicycle parking or storage insofar as practical.
 - d. Minimize curb cuts by using cross-access easements and shared parking.
 - e. Design off-street parking lots or garages to minimize adverse impacts on adjacent properties, particularly through the use of perimeter and interior landscaping, promote logical and safe parking and internal circulation.
 - f. Clearly define pedestrian access from the parking area to the building(s). A clearly defined visible and identifiable network of pedestrian connections should be provided in and between parking lots, street sidewalks, open spaces and buildings.



OWNER/APPLICANT REPRESENTATIONS:

The Owner states that he and/or she consent to the filing of this application and that all information contained herein is true and correct to the best of his and/or her knowledge.

Name of Owner (print): _____ **Date:** _____

Signature of Owner: _____ **Date:** _____

The applicant certifies that all of the information contained in this application is correct to the best of applicant's knowledge. The applicant understands that an incomplete or nonconforming application will not be considered. In addition, the applicant understands that the Village may require additional information prior to the consideration of this application.

Name of Applicant (print): _____ **Date:** _____

Signature of Applicant: _____ **Date:** _____

APPLICATION FEE

An application fee of \$500.00, payable to the Village of La Grange Park, must accompany this Application.

REIMBURSEMENT OF FEES REQUIRED DEPOSIT AMOUNT

A deposit in the amount of \$1,000.00, payable to the Village of La Grange Park, must accompany this Application and the executed Reimbursement of Fees Agreement.

Revised July 2016