



Applicant's Submittal Checklist

PLANNED DEVELOPMENTS

Submittal Guidelines:

*This is a general checklist for Planned Development proposals.
Other items pertaining to your case may be necessary.
The Plan Commission or Village Board may request additional information.*

- Electronic** submittals are required for the Village's Project Review Team's initial review and must be labeled with an Exhibit Number and Title for each section when submitted via our online portal as separate PDF documents items under the packet submittal here;
<https://villageview.oak-park.us/CityViewPortal>
- Paper** submittals are only needed for the Plan Commission hearing. They must be tabbed and labeled with an Exhibit Number and Title for each section and presented in a three-ring binder.
 - Eleven (11) (including all required revisions) **paper** packets for the Plan Commission shall be assembled with only those items delineated with an (*) below.
 - Two (2) packets; one (1) **electronic** copy (reduced to its smallest size) for the Village's website and one (1) **paper** packet shall be assembled with all materials listed below.
- After the public hearing process, one (1) **electronic** copy of all Plan Commission approved plans shall be submitted prior to scheduling the application for the Board of Trustees meeting.
- Each required drawing identified below shall be presented as indicated and include the following basic information:
 - Plans and drawings should be of a minimum scale of one (1) inch equals forty (40) feet, unless otherwise indicated in the checklist. The maximum sheet size shall be 11 inches by 17 inches, and all plans **must be folded** to approximately 8 ½" x 11".
 - Project name
 - Drawing Title and Sheet Number if applicable
 - Exhibit Label
 - Scale, both in numerals and graphic
 - North arrow
 - Date and latest revision date, if any
 - Name of person(s) preparing the drawing, professional registration or affiliation, address and phone number
 - Name, address and phone number of the property owner and/or applicant

Submittal Requirements

Applications for a planned development must be filed with the Zoning Administrator in such form as required by the Village. Notwithstanding a decision to grant a waiver from a submittal requirement, a decision regarding the request for a waiver of an application requirement does not preclude the Plan Commission or Village Board from requesting that same information and/or any additional information it deems applicable for its review of the planned development application. Every application must contain the following information and related data, unless a waiver is granted. Waivers are not applicable to affordable housing requirements.

1. Narrative*

Each application must provide a narrative of the proposed project which includes a complete description of the proposal including the identification of all zoning relief being sought and identified within a project zoning analysis. Include a brief synopsis of the proposed compensating benefits and village improvements.

2. Fee - \$2,000.00

A fee as established by the Village for the application and to defray the costs of providing notice and contracting with independent professionals to review applications as required. The professional costs may include, but are not limited to, engineering, legal fees, traffic analyses; environmental impact studies or analysis, land use design, or other similarly related professional studies. Additional materials may be required during the review of a proposed planned development if determined necessary by the Plan Commission or Village Board.

3. Standards

a. Planned Development Standards*

A statement setting forth the reasons demonstrating that the proposed development meets the standards set forth in this Section. This includes a statement regarding the public benefits to be provided, including 1) compensating benefit(s), 2) Village improvement, and 3) public art as defined in Article 14, Section E(2) of the Zoning Ordinance.

b. Sustainability Standards*

An evaluation from a third party that demonstrates that buildings and sites meet LEED Certified standards (US Green Building Council); however, LEED certification is encouraged, but not required. An alternate sustainability rating system may be used, subject to approval by the Village. NOTE: *The applicant, if they so desire, can proceed through the formal LEED certification process.*

4. Owner Information

a. Contact information*

The names, addresses and phone numbers of the owner(s) of the subject property, or if a trust, the names, addresses, of the beneficiaries, the applicant and all persons known to have a proprietary interest in the subject site and proposed development. NOTE: *Please use the "Petition for Public Hearing" form. **IMPORTANT: If you create a special entity for the Planned Development process and intend to change that entity later, it must be provided in writing to staff BEFORE the application is submitted to the Village Board for final consideration.***

b. Title Policy and Affidavit of Ownership

A current property title policy and an affidavit of ownership is required as proof of ownership.

c. Owner Statement

A statement from the owner shall be provided, if the owner is not the applicant, approving the filing of the application by the particular applicant.

d. Professional Qualifications

A statement of the professional qualifications and related development experience of applicant and/or applicant's development team shall be provided.

e. Financing

A statement of proposed financing and evidence of the applicant's ability to accomplish same shall be provided. At the direction of the Village Board, an economic proforma may be required.

5. Property Information

a. Property Restrictions*

The substance of covenants, easements, and other restrictions existing and any to be imposed on the use of land, including common open space, and structures shall be provided.

b. Plat of Survey*

A plat of survey, prepared by a licensed surveyor, with legal description and street address of the subject parcel(s), prepared within the last year or a plat of survey showing current conditions that may be older than one year, prepared by a licensed surveyor.

c. Historic Preservation Review*

For any development site(s) that includes structures that are of historical significance, determined through either any historic preservation district or as identified in any plan or study, must be evaluated as to its impact by the proposed development and/or its impact on the proposed development.

6. Reports and Studies

a. Environmental Assessment (Executive Summary*)

Copies of all environmental assessments or impact studies as required by law or a letter from the EPA stating that the site is considered clean by EPA standards must be submitted. *Please include an executive summary.*

b. Village Services Report*

A report on the anticipated demand on all Village and community-wide services including, but not limited to, police, fire, public works, park district, and schools. This report must include a tax impact study indicating all projected tax revenues.

c. Market Feasibility Report*

A market feasibility report, prepared by a professional real estate consultant or other qualified professional, for all types of proposed land uses within the boundaries of the developed tract, which must include information on unit prices, absorption, and competition.

7. Traffic and Parking Study

a. Traffic Impact Study*

A traffic impact study, prepared by a professional engineer qualified in traffic analysis, showing the proposed traffic circulation pattern, including counts, within and in the vicinity of the area of the development which includes any pending development projects and an analysis which does not include any pending development projects must be submitted. The location and description of any public and traffic-related public improvements to be installed, including any streets and access easements must also be provided.

b. Parking Impact Study*

A parking impact study, prepared by a professional engineer qualified in parking analysis, showing the estimated parking demand based on proposed uses in relation to existing conditions including any pending development projects for the surrounding area including off-site parking spaces.

8. Development Drawings

a. Site Plan*

A scaled site plan, a minimum scale of one inch equals 40 feet, showing the contour lines, common space(s) and the location, setback, bulk, and lot area coverage and heights of structures, parking spaces, loading areas, garbage pick-up routes, contiguous land uses, natural topographic features, zoning districts, public thoroughfares, transportation routes, and utilities. The site plan must also depict all required street furniture and their locations, such as bicycle racks and/or bicycle storage facilities, light poles, benches, and trash receptacles.

b. Landscape Plan*

A landscaping plan, prepared by a registered landscape architect or licensed arborist, prepared in the same scale as the site plan, showing the location, size, character, species, and composition of vegetation and other material. The plan must also include a list containing the quantity, species (including common and botanical name), and the size of all plantings. The landscape plan must follow the requirements of this Ordinance.

c. Engineering Utility Plan*

An engineering plan, prepared by a licensed professional engineer, showing off-site utility improvements required to service the planned development and a report showing the cost allocations for those improvements. The plan must also include the proposed site drainage for the developed tract.

d. Exterior Lighting Plan*

An exterior lighting plan of the same scale as the site plan showing the location of all exterior lighting proposed for the site. The proposed photometrics (level of illumination) as well as the specific design details of all exterior light sources must be provided including light color, height of light fixtures, and illustration of the design. Screening of the light sources should be addressed in the written summary for the project.

e. Floor Plans*

Floor plans of all proposed buildings and structures. The drawings must also include a schedule showing the number, type, and floor area of all uses or combination of uses, and the floor area of the entire development. For residential floor plans, a summary table of units, sizes, room types must be included.

f. Building Elevations*

Building elevation drawings illustrating the design and character of the building(s), types of construction, and specified building materials for all sides of the building(s).

g. Building Perspectives*

Building perspective drawing(s) illustrating the proposed building's 3-dimensional design relative to its adjacent structures from a pedestrian point of view. Color renderings are preferred.

h. Streetscape Elevations*

Streetscape building elevation(s) of the proposed building including all street-facing buildings within the same block or, if a corner lot, those located adjacently across the street or alley.

i. Shadow Study*

A shadow study, at a minimum, depicting mid-morning and mid-afternoon shadows cast on the following dates; March 20, June 21, September 22, and December 21, corresponding to the first day of each season, for any proposed structure(s) which exceed the underlying zoning district height or setback restrictions.

j. Sign Elevations

Detailed sign elevations of the sign face(s) at a scale of not less than one inch equals two feet, and must designate sign design, dimensions, materials, colors, lighting (level of illumination), and written/graphic message. NOTE: *Any necessary variances for proposed signs must be submitted under separate application to the Community Design Commission.*

k. Construction Logistics Plan*

Construction traffic and parking schedule indicating the location for the parking of construction vehicles and the anticipated route of construction vehicles, including a communication plan and point of contact posted at the site.

l. Project Schedule*

Schedule of development showing the approximate date for beginning and completion of each stage of construction of development, including a communication plan and point of contact posted at the site.

9. Inclusionary Housing Plan*

The applicant shall file as part of its zoning relief application an inclusionary housing plan that outlines and specifies compliance with each of the applicable requirements of Chapter 12-Article 5 of the Village Code. The inclusionary housing plan shall specifically contain, as a minimum, the following information regarding the covered development:

- a. A general description.
- b. The total number of market rate dwelling units and affordable dwelling units.
- c. The number of bedrooms in each market rate dwelling unit and each affordable dwelling unit.
- d. The square footage of each market rate dwelling unit and each affordable dwelling unit.
- e. The general location of each affordable dwelling unit within the development.
- f. The pricing schedule for each affordable dwelling unit and each market rate dwelling unit.
- g. A description of the marketing plan that the applicant proposes to utilize and implement to promote the sale of the affordable dwelling units within the development.
AND/OR
- h. Any proposal to make *cash in lieu of payment* pursuant to Chapter 12- Article 5 of the Village Code in lieu of providing affordable dwelling units.

10. Model

For development proposals within the Greater Downtown TIF area, a to-scale physical three-dimensional model of the proposed development as well as an electronic three-dimensional model developed in an acceptable format approved by the Village. NOTE: *This model shall be submitted after final approvals and before final occupancy.*

11. Responsibility to Record

A statement acknowledging the responsibility of the applicant to record a certified copy of the ordinance granting the planned development with the Cook County Recorder of Deeds and to provide evidence of said recording to the Village within 30 days of passage in the event the proposed planned development is approved by the Village Board.

12. Property Owner Notices

A list from a reputable title company or an agency approved by the Village of Oak Park and map of all taxpayers / property owners within 300 feet of the development site who is required to receive a mailed notice shall be provided along with a copy of said notice and a completed Affidavit of Notice.

PLEASE NOTE: The Village will live-stream and video each public hearing. This is not guaranteed due to possible technical difficulties. Therefore, for planned development hearings Applicants shall be responsible for scheduling and paying for the attendance of a court reporter, if desired.

For additional information regarding development guidance in the Village of Oak Park please refer to the following

Village's planning documents:

- Comprehensive Plan – Envision Oak Park [2014],
- Zoning Ordinance [2017],
- Greater Downtown Master Plan [2005],
- Planning Together (South Oak Park Avenue & Harrison Street Arts District) [2005],
- Roosevelt Road Corridor Study [2005],
- Chicago Avenue Neighborhood Plan [2006],
- Madison Street Corridor Plan [2006],
- Lake Street Neighborhood Plan [2007],
- Chicago-Harlem Neighborhood Plan [2008], and the
- Homes for a Changing Region Report [2012]
- Village Code: Chapter 12 (Housing) Article 5 (Inclusionary Housing) [March 2019]

If after reviewing this checklist you have additional questions please contact Craig Failor, Village Planner with the Department of Development Customer Services at (708) 358-5418 or by e-mail at cfailor@oak-park.us