

VILLAGE OF HARWOOD HEIGHTS



APPLICATION FOR DEVELOPMENT APPROVAL: PLANNED DEVELOPMENT REVIEW AND APPROVAL

This form is to be used for all special use planned development applications to be heard by the Village of Harwood Heights. To complete the form properly, please review the accompanying *Village of Harwood Heights Instruction Manual for Application for Development Review*. Failure to complete this form properly will delay its consideration.

PART I. GENERAL INFORMATION

A. Project Information

1. Project/Owner Name: _____
2. Project Location: _____
3. Brief Project Description:

4. Project Legal Description:

5. Project Property Size in Acres and Square Feet: _____

B. Owner Information

1. Signature: _____
2. Name: _____
3. Address: _____
4. Phone Number: _____ 5. Fax: _____ 6. Email: _____

C. Agent Information (Designation of an agent to act on behalf of the owner is optional.)

1. Signature: _____
2. Name: _____
3. Address: _____
4. Phone Number: _____ 5. Fax: _____ 6. Email: _____

Official Use Only

PC Pre-App Date: _____	PC Date(s): _____	Zoning District: _____
App Date: _____	CA Date(s): _____	Com Date(s): _____
Comp Plan: _____		
PC Approved: ☐	Approved with conditions: ☐	Denied: ☐
CA Approved: ☐	Approved with conditions: ☐	Denied: ☐

PART II. APPLICATION REQUIREMENTS

The following table provides the type and quantity of materials required to be submitted with a planned development application. The number associated with each material corresponds with the number used in Part II of the *Village of Harwood Heights Instruction Manual for Application for Development Approval* where each material is described in greater detail.

Please note that when two quantities of drawings are required (such as: 5/15), the first number indicates the number of full-size drawings to be submitted (at a scale of at least 1" = 20' and no larger than 30" x 42") and the second number indicates the number of reduced (11"x17") copies to be submitted. At least one of the original full-size drawings should be signed and sealed by the preparer. For ease of distribution, please collate into packets all of the materials where multiple copies are required. Packet contents should be assembled in order, except for drawings which should all be collated together at the back of the packet.

The required materials and number of copies shown below are the minimum necessary to submit a complete application. Village staff, consultants, review agencies, commissions, and boards may require additional materials and/or copies as necessary to fully evaluate the proposed project. A pre-application conference with the Plan Commission is required. At the meeting, the Plan Commission may add or delete items from this list as they deem appropriate.

Official Use Only

Item # ^(a)	Application Material	Initial Application		Revisions		Second Set of Revisions	
		# Copies Required	# Copies Received	# Copies Required	# Copies Received	# Copies Required	# Copies Received
1.	Completed Development Application	1					
2.	Project Narrative	20					
3.	Basic Application Fee	X					
4.	Agreement for Reimbursement of Professional Consulting Fees	X					
5.	Proof of Ownership	X					
6.	Agent Affidavit	X					
7.	Property Owners within 250 feet	X					
8.	General Location Map	5/15					
9.	Survey / Legal Description	5/15					
10.	Site Plan	5/15					
11.	Building Elevations	5/15					
12.	Floor Plans	5/15					
13.	Roof Plan	5/15					
14.	Color Rendering	20					
15.	Photographs of Existing Property and Area	20					
16.	Landscape Plan	5/15					
18.	Village Utility Impact Calculations and Report ^(b)	20					
19.	Preliminary Utility Improvement Plans ^{(b) (c)}	5/15					
20.	Utility Letters ^(b)	5					
21.	Traffic Study ^(b)	12					
22.	IDOT Permit for Work ^(d)	20					

^(a) Please see *Village of Harwood Heights Instruction Manual* for complete description of item.

^(b) Applies only to projects with more than 15,000 sq. ft. of commercial/industrial floor area or more than 25 residential units.

^(c) Applies only to projects proposing to remove or construct public utilities.

^(d) Applies only to projects proposing to modify access points, landscaping, or other improvements on state right-of-way (Gunnison, Harlem, and Lawrence Avenues).

PART III. SITE DATA TABLE

Please fill in the following table with information about the site.

	Square Feet				Percentage	
	Existing	Demolished	New	Net	% of Building	% of Site
Site Area						
Building Area						
Below grade						
Basement 1						
Basement 2						
Subtotal below grade						
Above Grade						
Ground floor						
2nd floor						
3rd floor						
4th floor						
5th floor						
6th floor						
Subtotal above grade						
Total above & below grade					100%	
Habitable						
Parking Garage						
Impervious Area						
Landscaped Area						
Lot coverage (sq. ft.)						
FAR	With garage:			Habitable only:		
# of Dwelling units	Studio	1 bdrm	2 bdrm	3 bdrm	4 bdrm	Total
Ground floor						
2nd floor						
3rd floor						
4th floor						
5th floor						
6th floor						
Density (units/acre)						

Square Footage	Parking	Residential	Retail/ Commercial	Office	Industrial	Other	Total
Basement 1							
Basement 2							
Ground floor							
1 st floor							
2 nd floor							
3 rd floor							
4 th floor							
5 th floor							
6 th floor							
Total							

Parking

Garage	Standard	Handicapped	Total
1 st level			
2 nd level			
3 rd level			
Typical space dimension			
Typical aisle width			

Outdoor	Standard	Handicapped	Total
Number of spaces			
Typical space dimension			
Typical aisle width			

Loading	
Number of spaces	
Space dimensions	

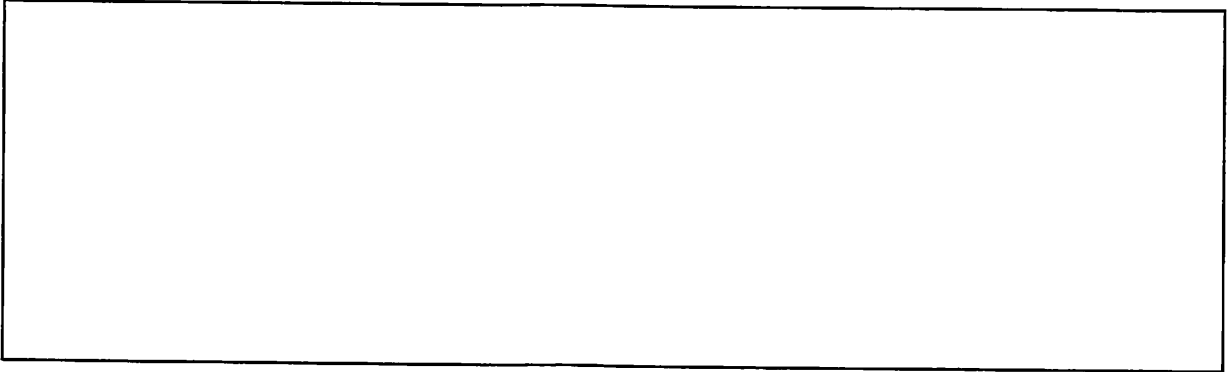
Parking allocation	Indoor	Outdoor	Total	Spaces per unit or per area*
Residents				
Guests				
Commercial				
Retail				
Office				
Service				
Other				
Other				
Total				

* Residential buildings should be measured in spaces per unit; all other buildings should be measured in spaces per 1000 square feet.

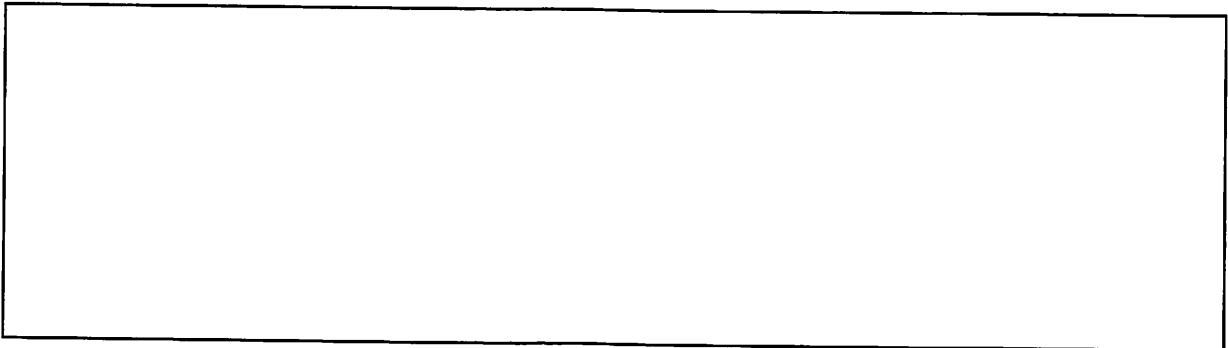
PART IV. JUSTIFICATION OF THE PROPOSED PLANNED DEVELOPMENT

Please answer all questions but be concise and brief in your answers. If additional pages are needed to complete your answers, please be sure to include the appropriate and complete question number for each response. **Applicants are encouraged to refer to drawings or other application materials as necessary to add clarity to their answers.**

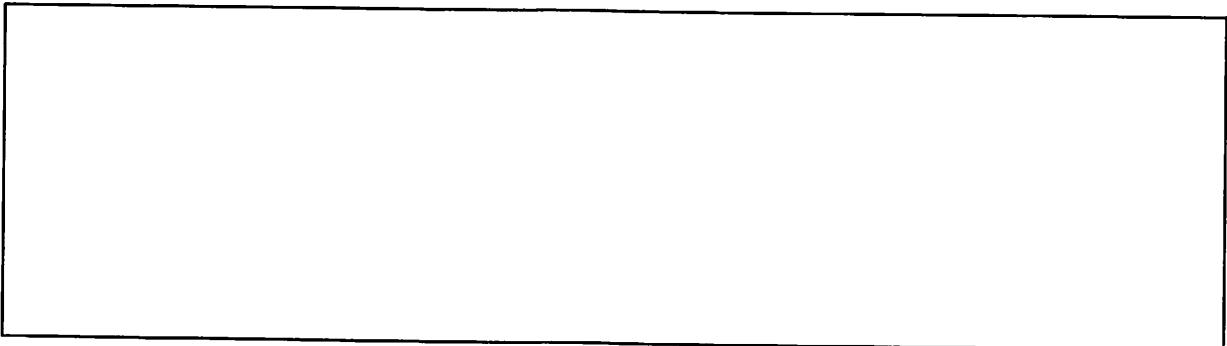
1. How are the plans, designs, and/or proposals for the proposed planned development in harmony with the purposes, goals, objectives, policies and standards of the Village of Harwood Heights Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?



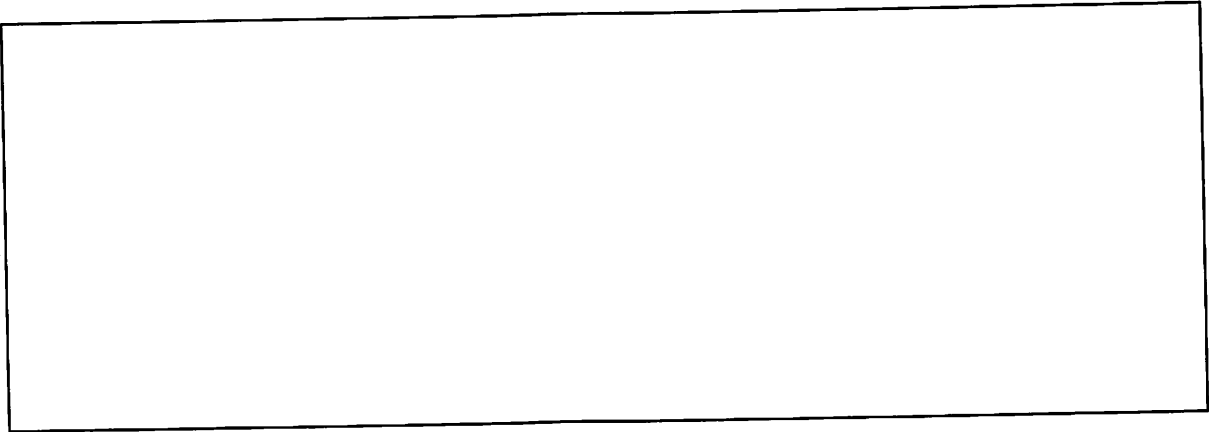
2. Are uses that are complementary to the proposed planned development available, such as (but not limited to) schools, parks, hospitals, businesses and commercial facilities, and transportation facilities? If so, which of these uses are available?



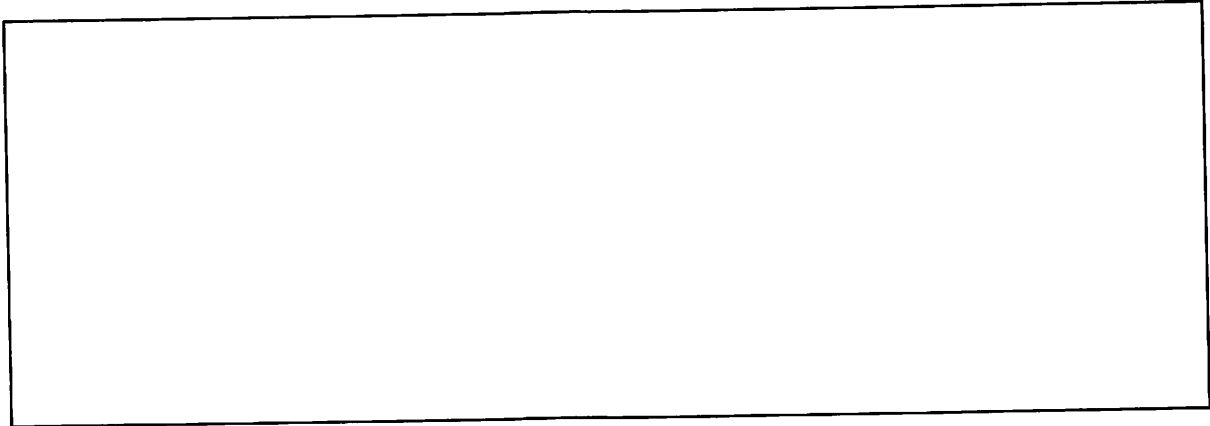
3. Is infrastructure that is necessary for the proposed special use available, such as (but not limited to) water, sanitary sewer, storm drains, electric, gas, and telecommunications? If so, which of these are available?



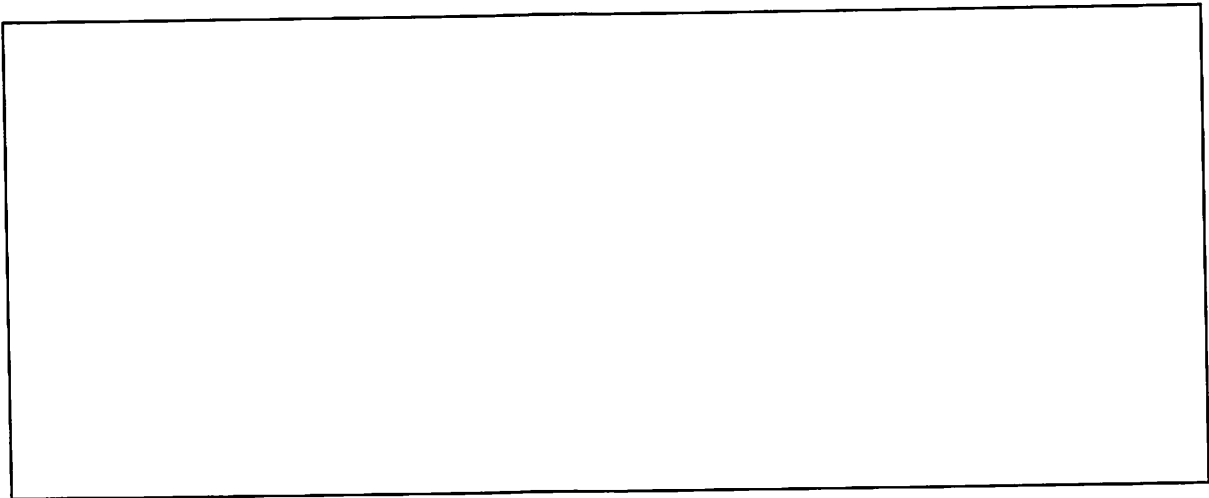
4. How does the proposed planned development provide reasonable visual and auditory privacy for all dwelling units located within and adjacent to the site?



5. How are fences, walls, barriers and/or vegetation arranged in the proposed planned development to protect and enhance the property and to enhance the privacy of on-site and neighboring occupants?



6. How is the proposed planned development designed and arranged to have a minimal negative impact on the use and enjoyment of adjoining property?



7. How are all of the elements of the proposed planned development designed and arranged so that they exist harmoniously with nearby existing and anticipated development? Elements to consider include: buildings, outdoor storage areas and equipment, utility structures, building and paving coverage, landscaping, lighting, glare, dust, signage, views, noise, and odors.

8. How are noxious emissions or conditions not typical of land uses in the underlying zoning district associated with the proposed planned development effectively confined so as not to be injurious or detrimental to nearby properties?

9. Are there any uses that need to be permitted by exception? Are they necessary or desirable and appropriate with respect to the primary purpose of the development and not of such a nature, or so located, as to exercise a detrimental influence on the surrounding neighborhood? Explain.

10. Planned developments are intended to allow for greater design flexibility than is permitted by the standard district regulations for tracts of land where the planned development would better utilize the topographic and natural character of the site and would produce a more economical and stable development. Planned developments are intended to be consistent with the spirit of the zoning ordinance and conform with the general character of the Village or the immediate neighborhood(s) (Title 17, Section 17.52.120).

In the table below, provide all of the proposed modifications to the standards in the underlying zoning district for the planned development. Additionally, provide the justification, based on the intent for planned developments as described in the Village of Harwood Heights Zoning Ordinance Section 17.52.120, for these proposed changes.

Code Standard	Proposed Modifications	Justification
Uses		
Total Lot Area/ Dimensions		
Lot Area per Unit/Density		
Floor Area		
Front Setback		

Side Setback		
Rear Setback		
Building Height		
Open Space/ Lot Coverage		
Accessory Structures		
Signage		
Parking		