

VILLAGE OF HARWOOD HEIGHTS



APPLICATION FOR DEVELOPMENT APPROVAL: SPECIAL USE REVIEW AND APPROVAL

This form is to be used for all special use applications (except Planned Developments) 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 Property Legal Description: _____

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

B. Owner Information

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

Official Use Only

App Date _____ PC Date(s) _____ Zoning District _____

Com Date _____ CA Date _____ 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 special use 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.

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					
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						
2 nd floor						
3 rd floor						
4 th floor						
5 th floor						
6 th 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						
2 nd floor						
3 rd floor						
4 th floor						
5 th floor						
6 th 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 SPECIAL USE

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 is the proposed special use 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 special use 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 special use 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 to protect and enhance the property and to enhance the privacy of on-site and neighboring occupants?

6. How is the proposed special use 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 special use 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 special use effectively confined so as not to be injurious or detrimental to nearby properties?
