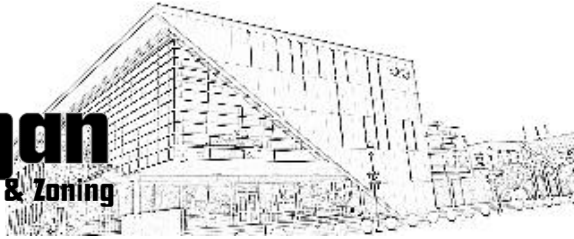




City of
Waukegan
Department of Planning & Zoning
(847) 625-6878



SITE PLAN APPROVAL APPLICATION

Application is hereby made by:

Full Name of Applicant:

Street Address:

City, State and Zip:

Phone Number:

E-mail Address:

Full Name of Property Owner:

Street Address:

City, State and Zip:

Phone Number:

E-mail Address:

Property Information

Street Address or nearest intersection:

FULL legal description of property (MUST BE TYPED HERE. CANNOT BE ATTACHED):

Lake County Parcel Identification Number(s) (PIN)(List all):

ZONING AND USE INFORMATION

Current zoning of the property (select):

Ward (select):

Current use of the property (select):

Is the property a designated landmark or located in a Historic District?

Yes

No

SITE PLAN APPROVAL APPLICATION

Site Plan Review

Section 4.09.F of the City of Waukegan Unified Development Ordinance requires that the Development Review Board take into consideration the factors listed below in making its decision. As the applicant, you must demonstrate why the proposed development is appropriate. The burden of proof for a site plan approval rests with the applicant. Each of the questions below must be addressed as part of the application. If you believe a particular factor does not apply to the property in question, indicate “Not applicable” and explain why it does not apply.

1. **Proposed use of the subject property** (be descriptive as possible):
2. **Describe how the proposed layout of the proposed development will relate to the existing development of adjacent and nearby properties.**
3. **If the proposed development is approved, what improvements are planned?** (An accurate site plan is required to establish that the proposed improvements can meet the minimum zoning and subdivision requirements)
4. **What is the estimated amount of daily vehicular traffic generated by this proposed development?** *Please indicate how you come to this amount and how this will not lead to undue traffic congestion or traffic hazards. A traffic study may be requested by the City at the petitioner's expense. Keep in mind this development's peak hours of operation.*
5. **Are there any existing covenants or restrictions on the property proposed for development?**

No

If yes, describe:

SITE PLAN APPROVAL APPLICATION

Site Plan Review (Continued)

6. Are there any Covenants, Conditions & Restrictions (CC&R's) proposed? Yes No
If yes, describe:

7. What type of construction is proposed for the building(s)? Please elaborate on the exterior finish materials used as well.

8. What is the estimated value of building(s) proposed?

SITE PLAN APPROVAL APPLICATION

Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief. I (We) also affirm that, in accordance with the Freedom of Information Act, all application materials submitted may be available for public inspection, except where such materials are classified as confidential under applicable laws or regulation.

Name of Applicant

Signature of Applicant and Date

Name of Property Owner

Signature of Property Owner and Date

SIGNATURE BY THE PROPERTY OWNER GRANTS ACCESS TO THE PROPERTY IN QUESTION TO THE CITY OF WAUKEGAN, ITS STAFF, COMMISSION AND CITY COUNCIL MEMBERS.

NOTARY

STATE OF _____)
COUNTY OF _____) SS.

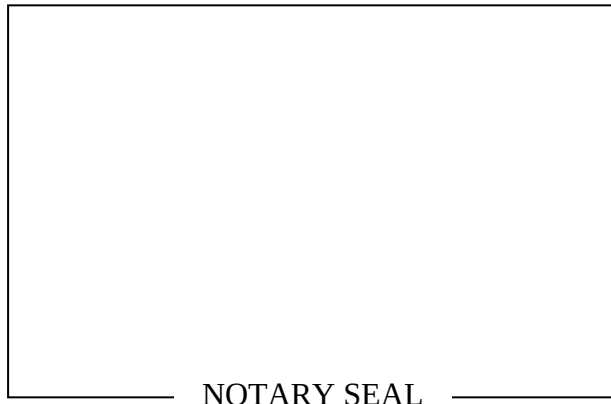
I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

(NAME OF APPLICANT)

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day of _____, 20____.

Signature of Notary Public



NOTARY SEAL

SITE PLAN APPROVAL APPLICATION

PROCEDURES

1. Pre-Application Meeting. A pre-application meeting with the Planning and Zoning Department is required prior to considering submitting a site plan approval application. The purpose of the meeting is to allow the applicant to present their proposed development prior to the preparation of detailed plans required for submittal. The scheduling of a pre-application meeting does not guarantee approval.
2. Submittal Meeting. Applications are due **BEFORE** the 1st of the month in order to be placed on the Development Review Board's agenda for that month. This allows for the proper provision of public notice required by Section 2.07 of the Unified Development Ordinance. The applicant and/or their representative are required to schedule and personally attend the submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting. Applications will also not be accepted if there is anything missing from the Attachment Checklist below. Missing information may postpone the hearing date of this application until the following month. Staff shall review the application for completeness to make certain that the application meets the requirements of the Unified Development Ordinance.
3. Post Notification of Public Hearing. The applicant is responsible for and **REQUIRED** by the Unified Development Ordinance to post notification of the public hearing in a conspicuous place on the subject property facing the nearest improved right(s)-of-way, not less than 15 days before the public hearing. This notification must be posted on forms provided by the City of Waukegan Planning and Zoning Department. The applicant must email a picture of the posted sign to the Planning and Zoning Department as proof of its posting and provide an affidavit that the sign was maintained in that location throughout the entire required notice period.
4. Public Meeting. The petitioner and/or his representative is **REQUIRED** to attend the Development Review Board's public meeting whenever the proposed development is scheduled to be reviewed. Meetings are typically held the last Thursday of the month in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 2:00 PM.

ATTACHMENT CHECKLIST

One electronic and one paper copy of the following:

This application
Plat of Survey of subject property prepared by an Illinois Registered Land Surveyor (no larger than 11" x 17")
Site Plan (showing locations of any buildings, parking spaces, trash enclosures, signs, lighting, etc.)
Facade elevations of any newly constructed buildings or structures proposed
Deed or title insurance that provides proof of parcel ownership
Covenants, Conditions and Restrictions (CC & R's) if proposed
Check payable to "City of Waukegan" with proper fee found in the Fee and Fine Schedule of City Code