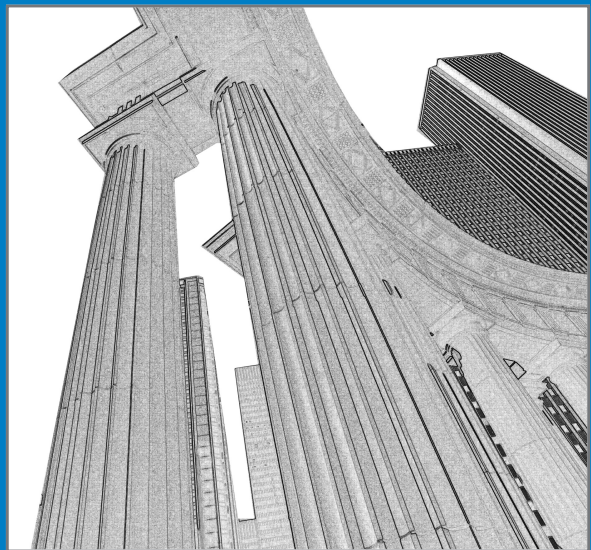


DEVELOPMENT MANUAL

For Chicago Plan Commission Projects



CITY OF CHICAGO
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Notes on Content

The “Development Manual for Chicago Plan Commission Projects” is published pursuant to Sec. 17-1-007 of the Chicago Zoning Ordinance, which states the City may establish submittal requirements, review procedures and design/development guidelines to supplement the Zoning Ordinance. All applications described in the manual are subject to the procedures and requirements of the Chicago Zoning Ordinance. In the event of unintended conflicts or discrepancies between the handbook and the ordinance, the ordinance shall prevail. For more information about Chicago’s Zoning Ordinance, visit www.cityofchicago.org/zoning.

INTRODUCTION

The “Development Manual For Chicago Plan Commission Projects” provides supporting information for Planned Development (PD) applications, Lake Michigan and Chicago Lakefront Protection applications, proposed zoning map amendments within designated industrial corridors, and interagency referral items.

Each type of application incorporates specific information and supplemental materials that are reviewed based on established criteria and standards that are explained in the manual. Each application requires review by either the Chicago Plan Commission, the Chicago City Council, or both, in addition to an internal review by the Department of Housing and Economic Development (HED).

The review process is designed to promote healthy, functional neighborhoods that accommodate the needs of residents, businesses and visitors, while also enabling the development community to further the City of Chicago’s legacy as one of the world’s most livable big cities.

PLANNED DEVELOPMENTS

DESIGNATION THRESHOLDS

NEIGHBORHOOD DISTRICTS

Zoning District	Height Threshold (feet)
RM6	110
RM6.5	140
B/C-5	75* /80 (* See Sec. 17-3-0408-A)

DOWNTOWN DISTRICTS

Zoning District	Residential Building Height Threshold (feet)	Nonresidential Building Height Threshold (feet)
D dash 3	75	90
D dash 5	130	150
D dash 7	155	180
D dash 10	220	310
DX-12	330	390
DC-12	330	470
DX-16	440	520
DC-16	440	600

NEIGHBORHOOD DISTRICTS

Zoning District	Thresholds		
	Detached Houses	Town-houses	Multi-Unit or Mixed Housing Types
RS1-RS3	3 acres net site area	NA	NA
RT3.5-RT4	3 acres net site area	40 units	30 units
RM4.5	3 acres net site area	50 units	40 units
RM5	3 acres net site area	60 units	50 units
RM5.5	3 acres net site area	70 units	60 units
RM6	3 acres net site area	80 units	80 units
RM6.5	3 acres net site area	100 units	100 units
B/C-1	3 acres net site area	50 units	30 units
B/C-1.5	3 acres net site area	50 units	30 units
B/C-2	3 acres net site area	60 units	40 units
B/C-3	3 acres net site area	85 units	60 units
B/C-5	3 acres net site area	100 units	100 units

DOWNTOWN DISTRICTS

Zoning District	Threshold (Number of Dwelling Units)
D dash 3	90 units
D dash 5	150 units
D dash 7	200 units
D dash 10	300 units
DX-12	350 units
DC-12	350 units
DX-16	400 units
DC-16	350 units

PLANNED DEVELOPMENTS

Planned Developments (PDs) are special zoning districts established for individual development projects due to their size, use, scale, complexity or location. The designation allows projects to be planned on a comprehensive basis that involves an entire development site versus the zoning of individual parcels within it. As a result, PDs allow more flexibility than traditional zoning, however a proposed project must substantially conform with the underlying zoning district(s).

PDs are required for projects that are triggered by specific criteria and thresholds established by the Chicago Zoning Ordinance. PD applications are also allowed on an elective basis for proposals that otherwise do not meet the mandatory criteria identified in the ordinance.

PDs promote unified planning and development of industrial, institutional commercial, residential and other projects that may have a significant impact on their surroundings. The impact may be environmental, economic, or physical, and involve other community-oriented concerns related to historic preservation, open space, design or other features. Specific standards and guidelines ensure these factors are considered during the review process for each PD application.

The PD review process is divided into two parts. Part I involves legislation outlining the basic zoning controls intended to guide the development of a particular site. Part II requires a review of actual project plans prior to construction.

Designation Criteria

PD zoning is required for proposals involving:

- Air rights
- Airports and heliports
- Non-accessory parking in D zoning districts
- Large commercial developments
- Government-assisted and elderly housing developments
- Hospitals, colleges, universities and campus-style uses
- Religious assembly, community centers and similar uses
- Schools, safety services and government facilities exceeding two acres
- Bonus floor area in excess of 150 percent of the base FAR
- Power, water and wastewater plants
- Tall buildings
- Spectator facilities that seat more than 1,000 people
- New development within 100 feet of any waterway
- Large retail developments
- Large industrial developments

Specific development thresholds and additional criteria may apply (Sec. 17-8-0100).

Review Standards

PD proposals are reviewed according to standards described in the Chicago Zoning Ordinance (Sec. 17-8-0900) involving:

- Use, bulk, density and intensity
- Transportation, traffic circulation and parking
- Pedestrian orientation
- Urban design
- Building design
- Green design
- Parks, open space and landscaping
- Provision of public, social and cultural amenities
- Promotion of public safety and security
- Prioritization of adaptive re-use of historically significant buildings
- Protection and enhancement of waterways

If an applicant proposes to alter the base zoning of a property prior to establishing a Planned Development, the application will also be reviewed using additional criteria (Sec.17-13-0308).

PART I REVIEW PROCESS

Part I applications undergo a thorough review process that include HED staff, the Chicago Plan Commission and the Chicago City Council. The process proceeds as follows:

1. Intake Meeting

Prior to filing an application, the Applicant is encouraged to schedule an intake meeting with HED's Planned Development Division to discuss the proposal. The Applicant will have the opportunity to present their project and gain feedback prior to filing, allowing for a more efficient application review.

2. Application Filing

At the time an application is filed, five copies of the entire submittal and the property survey are delivered by the applicant to the Commissioner of the Department of Housing and Economic Development/ Zoning Administrator's office. The filing fee shall be attached to the application in check form. (Sec. 17-13-0103 for current fees).

3. Forward to City Clerk

The application is reviewed for completeness and forwarded to the City Clerk's office. The City Clerk introduces the Planned Development Application/ Zoning Map Amendment to the City Council at the next succeeding Council meeting. The City Clerk then refers it to the City Council Committee on Zoning, Landmarks and Building Standards.

4. HED Review Begins

HED's Planned Development division begins the internal review process. Staff review typically takes 90 to 120 days, depending on the scheduling of each of the public hearings, completeness of the application, and project complexity.

5. Review by Other Departments

After City Council introduction, HED sends the application and supplemental materials to other City agencies for their review. It is the responsibility of the applicant to seek the stamped approval of the Chicago Department of Transportation and the Chicago Fire Department prior to the Plan Commission hearing, as well as economic disclosure statement guidelines from the Law Department and a preliminary site EPlan approval letter from the Mayor's Office for People with Disabilities (MOPD).

6. Preparation of Hearing Packet

When HED's review is complete, the applicant prepares a hearing packet containing all the required documents. The hearing packet must address all comments and changes that were requested throughout the review process. The applicant's name, property address, date of filing, and hearing date shall be on the bottom of the revised exhibits. The

packet must be received 20 days (or next business day if the date falls on a weekend or holiday) prior to the proposed hearing in order to be considered for the agenda. Incomplete hearing packets, or packets received less than 20 days before the next hearing, will not be considered for that date.

7. Placement on Plan Commission Agenda

No later than 16 days prior to the hearing, HED will notify the applicant if the packet is complete and if the item will be placed on the tentative agenda for the next Plan Commission meeting. HED reserves the right to establish a manageable agenda.

8. Published Notice

Upon receipt of proof of notice, HED publishes notice of hearing at least 15 days in advance of the date.

9. Written Notice

Written notice of the hearing must be provided by the applicant no more than 20 days and not less than 15 days before the hearing. The applicant must provide HED with a written affidavit and a copy of the notice and mailing labels 10 days prior to the hearing.

10. Posted Notice

Posted notice of the application must occur within five days and remain in place until the date of the hearing. The applicant must furnish, no less than 10 days prior to the hearing, a written affidavit certifying compliance with all applicable notice requirements, along with a photograph depicting the sign as posted.

9. Plan Commission Public Hearing

The Plan Commission conducts public hearings in City Council chambers on the third Thursday of each month but must legally advertise the hearing in a newspaper at least 15 days in advance.

10. Recommendation to City Council

Plan Commission concludes the hearing and submits a recommendation to the City Council Committee on Zoning, Landmarks and Building Standards. The applicant must contact the committee to schedule a hearing on the matter. (Commission decisions for Lakefront Protection District applications and certain Inter-Agency Referral applications are final and do not require further review by City Council.)

11. City Council Vote

Upon completion of the committee hearing, the committee's recommendation is forwarded to the full City Council for a final vote on the measure.

HED's portion of the Part I application process for proposed Planned Developments begins with an initial intake meeting followed by the delivery and review of presentation materials. The final step is the preparation of a hearing packet for the Chicago Plan Commission. Each part of the process is described below.

Intake Meeting

Prior to filing an application, the applicant shall schedule a meeting to present the proposed project with HED Planned Development Division staff, which also serves as staff to the Chicago Plan Commission. The meeting is intended to identify any major issues at the conceptual stage so that changes can be made with minimal impact to the proposal, the development timeline, and budget. It will also allow the applicant and staff the opportunity to discuss the development concept, zoning regulations, traffic, urban design and other submission issues. In addition, staff can provide advice and counsel regarding application procedures and the review process.

Once the intake meeting is scheduled, Plan Commission staff will email the applicant a Zoning Analysis form. The applicant is encouraged to bring the following items to the intake meeting:

- Zoning analysis (seven copies)
- Aerial photo of the development site
- Surrounding land use map (identifying any historic buildings)
- Conceptual site plan
- Conceptual elevations (images of proposed design within context of existing block and neighborhood)
- Survey
- Adjacent and neighboring building heights on aerial
- Full- and part-time employment projections
- Construction-related employment
- For residential projects, the density (unit counts) of adjacent/neighboring buildings.

HED recognizes that fully designed plans may not be available for the intake meeting however the applicant is encouraged to provide as much information as is available. The meeting is usually for 30 minutes. Therefore, the applicant is encouraged to keep the presentation brief in order to allow time for questions and discussion.

Application Review/ Delivery of Presentation Materials

Once introduced to City Council, the application will be thoroughly reviewed using the Review and Decision-Making Criteria for Planned Developments (Sec. 17-8-0900). If the application is complete, staff will contact the applicant to obtain .pdf files of the submitted exhibits. If incomplete, the applicant will be sent a deficiency letter and the review will not begin until all required materials have been submitted. A complete application for a Part I PD submittal includes all of the following items:

Form for Application and Ordinance

The standard form, titled "Application for an Amendment to the Zoning Ordinance," shall be completed and five original copies filed through the Zoning Administrator's office for introduction to the City Council by the City Clerk. Original seals and signatures are required on each duplicate. The application for an amendment for a Planned Development shall be filed by, or on behalf of, the owner or owners of the property affected and shall be accompanied by the appropriate fee.

Planned Development Ordinance

Every application for amendment to the Chicago Zoning Ordinance must be accompanied by a draft ordinance for a zoning map amendment. The ordinance must describe the exact boundaries of the area to be rezoned, the current zoning of the site and the type of Planned Development (Residential, Business, Manufacturing, etc.) to be filed.

Planned Development Statements

Planned development statements describe the legal regulations and conditions that will guide the development of the proposed parcel. (See Appendix A for a template of the most current statements.)

Existing Land-Use Map

A block diagram extending a minimum of 400 feet in all directions from the proposed site that can be reasonably determined through existing data and field verification must be submitted. The map should contain:

- Street names and block numbers, lot lines, and building footprints indicating number of stories.

- The major classification of uses in each building or on each lot. Such classifications include residential, office, manufacturing, and vacant lots. Abbreviations, symbols or graphic displays must be explained.
- A clearly delineated PD boundary
- Existing zoning classifications for the subject property and surrounding area
- North arrow indicating direction

Aerial Map

An aerial map extending a minimum of 250 feet in all directions from the proposed site. The map should contain the following information:

- Street names
- Proposed PD boundary
- Industrial Corridor boundary (if applicable)
- Lakefront Protection District boundary (if applicable)

PD Boundary/Property Line Map

Map should clearly indicate the proposed boundary of the planned development as described in the legal description and illustrate the property line.

Right-of-Way Adjustment/Sub-Area Map

A fully dimensioned map with measurements that clearly delineate the areas and boundaries of the proposed PD and sufficient portions of the surrounding area to clarify its location. The map should also indicate:

- Street and/or alleys that are to be dedicated and/or vacated
- Information about other property issues, such as easements, etc.
- Delineation of the proposed sub areas

Sub-Area Map

- A fully dimensioned map with measurements that clearly delineate the boundaries of each proposed sub area. Also provide individual maps with same details for each sub area.

Generalized Land-Use Plan

The generalized land use plan must show:

- The proposed PD area boundaries
- Location and dimension of all structures to remain onsite
- Description of surrounding land use(s) indicated by symbols, abbreviations or graphics. The display must be fully explained in a legend on the drawing.

Site Plan

The site plan must be fully dimensioned and include:

- North arrow and scale
- The planned development area boundaries.
- Location and dimension of all structures to remain on site.
- Location and access to exterior open spaces and publicly accessible interior open spaces.
- Location and access to parking lot(s) and loading berths.
- Street layouts, pedestrian circulation systems and all driveways and walkways.
- Approximate location(s) and orientation of major entrance(s) to the structure(s).
- Distances (in feet) between buildings.
- Vehicular use layout – including parking, access for persons with disabilities, loading, drop off zones, curb cuts and driveways. Dimensions should be shown for parking lot stalls, loading docks, drive aisles, and other features to ensure compliance with the Chicago Zoning Ordinance.
- Pedestrian and other outdoor use area layout – walkways, building entry locations, bicycle rack locations, patios, drop off areas, etc.,

Phasing Plan

- A map that clearly delineates the areas and boundaries of each proposed phase within a Planned Development, as well as individual maps with same details for each phase.

Landscape Plan

The plan must be fully dimensioned and include:

- Parkway raised planter layout, including width, length, spacing dimensions, etc.
- Dimensions and construction materials for integrated planters.
- Landscape design using plant symbols.
- Plant legend identifying plant symbols by general categories.
- Stormwater surface features such as swales, retention ponds, etc.
- Existing trees to remain and/or be removed (include caliper size and species).
- Planting bed lines to differentiate planting beds from lawn areas.
- Stormwater surface features such as swales, retention ponds, etc.
- Some spot elevations/contour elevation lines.
- Parkway tree calculation table.
- Vehicular use area calculation table.
- Ornamental fence elevation and heights.
- Dimensions for spacing of parkway trees

from intersections, drives, and obstructions.

Elevations

A set of elevations for each proposed building in the PD that show all sides of the structure(s) with no more than two elevations on a single page.

Elevations should include:

- Estimated height of building(s) in feet and stories as measured per the Zoning Code.
- All proposed materials on each elevation.
- Cross sections of the building(s), as needed.
- Generalized surface patterns; design and shape of building openings; and locations of projections and design articulations.

Green Roof Plan

The exhibit should illustrate the placement and amount of proposed green roof, including:

- A calculation of the net roof area and percentage covered with vegetative material.
- A dimensioned roof plan indicating where the vegetation will be located.
- Areas of green roof that will be usable.

Contextual Renderings

Contextual renderings help the Plan Commission and general public visualize the relationship of the proposed development within the surrounding neighborhood. These conceptual submittals are not intended to mandate specific aesthetic elements of the proposed development and are not part of the final PD ordinance. Types of renderings or models that illustrate the relationship of the building that the applicant might consider submitting include:

- Contextual renderings that portray the heights and rooftops of the proposed structure(s) as they relate to the height and rooftops of structure(s) contiguous and in a four-block area from eye level and/or aerial perspective depending on the location.
- Renderings that accurately and clearly depict the relationship of the building bases and facades and indicate the treatment of walls, windows, signage and entrances.
- Conceptual renderings are illustrative and not part of the final PD ordinance.

Bulk Regulation Table

The table should consist of a chart that shows: the net site area both in square feet and acres; maximum floor area ratio; and maximum number of dwelling units in residential developments. Where applicable, the table should be divided into subareas and the information listed above should be given for each

subarea as well as for the total site area. It should also contain a separate listing of the following, explaining any special conditions:

- Gross site area in square feet and acres
- Public right-of-way area in square feet and acres
- Net site area (calculation of gross site area - area in public right of way = net site area)
- Maximum permitted floor area ratio for total net site area
- Minimum number of off-street parking spaces
- Minimum off-street loading requirements
- Minimum periphery setbacks
- Minimum distances between buildings (if applicable)
- Maximum proposed height (as measured per the Chicago Zoning Ordinance)
- Minimum amount of open space provided
- Square footage of buildings to remain
- Other statements which may be necessary to clarify any special conditions

Chicago Builds Green Form

The form outlines any sustainability features that may be required. (www.cityofchicago.org/hed)

Economic Disclosure Statement

The applicant must disclose the following by a sworn statement that is submitted with the application:

- The identity of each beneficiary when title to the subject property is held in a land trust, including the name, address and percentage of interest of each trust beneficiaries.
- The names and addresses of each partner and associate when the applicant is a partnership or association or two or more persons holding a joint or common interest.
- The principal for whom an agent(s) or nominee holds interest when the applicant is an agent(s) or nominee.
- The name, addresses, and percentage of ownership in excess of 3% when the applicant is a corporation.
- A letter from ownership authorizing the applicant to act as agent on its behalf.
- The HED Commissioner/Zoning Administrator requires that when property is held in a land trust, in addition to disclosing the beneficiaries, a certified copy of the trust agreement must be filed with the application.

Legal Survey

The legal survey of the property must be prepared or rectified within 60 days of the filing date and embossed with the surveyor's raised seal.

Supplemental Materials

In addition to the required submittals and attachments for proposed map amendments, HED may request additional graphic and informational materials to aid with review. The information will be used to develop the HED commissioner's recommendation to the Chicago Plan Commission and City Council. The type of information that may be requested from the applicant includes, but is not necessarily limited to, the following:

Traffic Impact Study

May be requested if the proposed development is located in an area of existing vehicular congestion or the proposed uses and size of the PD would generate a high volume of traffic in the vicinity of the subject property. The study should address the impact of the proposed development on projected traffic conditions based on future growth of area development. The study should include:

- Existing peak period traffic volumes of surrounding area (identify time of day).
- Projected development growth within the surrounding area and potential traffic generated.
- Current transportation model split for the proposed development.
- Anticipated vehicular traffic volumes at peak hours generated by the proposed development, trip assignment to street network, and subsequent capacity impact at critical intersections.

Parking Impact Study

May be requested if the proposed development in an area with an existing shortage of off-street parking or creates a significant increase in parking demand. Developers that request a reduction of parking spaces below the minimum spaces required by the underlying zoning district may be requested to submit a parking impact study, depending on the adequacy of parking in the area and the adequacy of current city data on parking supply and demand. Elements of the parking impact study should include:

- A description of the anticipated parking demand boundaries for the development.
- An inventory of public off-street parking spaces and capacity that exists within the anticipated boundaries.
- A map indicating the location of the parking spaces/lots and their relationship to the proposed development.
- An estimate of the number of additional vehicles that will be generated and their parking needs.
- The rationale for parking space reduction or increase requests.
- A description of how the Applicant intends to address these parking problems.

Parkway Tree Calculation Table

Total Frontage/Lineal Feet
Parkway Trees Required/Quantity
Existing Trees/Quantity
Proposed Trees/Quantity
Total Number of Trees/Quantity = existing + proposed

Vehicular Use Area Calculation Table

Vehicular Use Area/Area in Square Feet
Green Space Required
5% or 7.5% or 10%/Area in Square Feet
Green Space Provided/Area in Square Feet*
Required Trees/Quantity
Existing Trees/Quantity
Proposed Trees/Quantity
Total Number of Trees/Quantity = existing + proposed

*do not include 7' landscape setback

Floor Plans

May be requested for review based on the project's conceptual scheme. If requested, the floor plans should include:

- Details of the ground floor and any other floors that relate to vehicular or pedestrian circulation systems beyond the project boundaries. The floor plans must clearly describe the proposed use(s), the location and orientation of entrances and their relationship to streets and sidewalks.
- For floors above ground level, a "typical" generalized floor plan can be provided if the uses, dimensions and configurations are similar for each floor of the building.

Student Drop Off Plans

For PD's such as schools and day care centers, applicants are required to provide an exhibit detailing a drop off plan. This plan should include the dimensions required for a site plan as well as the following:

- Indicate the location of bus drop off areas.
- Indicate the location vehicular drop off areas.
- Indicate the location of cross walks and pathways to building/facility entrances

Transportation Plans

PD applicants may be requested to submit transportation plans which shall include a discussion of public transit and private vehicular circulation issues. Fully developed, large acreage developments generate a large volume of travel to and from the site. Therefore, the Applicant should make provisions to accommodate these impacts in the surrounding transportation grid. Identification of potential parking and traffic impacts shall be included, if traffic and parking impact studies are requested. Transportation plans should include the following:

- Projected public transit patterns including maximum peak hour transit volumes.
- Anticipated short term improvements to reduce traffic impacts.
- Anticipated long term improvements that would provide a permanent resolution to projected traffic problems.
- Plan for implementation and schedule for improvements.

Wind Impact Analysis

A quantitative wind impact analysis of pedestrian levels showing the impact of the project on surrounding areas with particular attention to nearby public spaces may be requested of buildings in excess of 600 feet in height and/or adjacent to existing or proposed publicly accessible parks, plazas, playgrounds, beaches, or inland waterways. In addition, buildings significantly taller than surrounding buildings may be requested to submit a study. The results of the wind study analysis should be consistently presented in miles per hour and velocity should be measured at a scale equivalent to 4.5 to 5 feet above ground level. The study should include the potential effects of wind, the expected one percent (1%) and two percent (2%) occurrence of hourly average effective gusts and peak gust velocities and anticipated wind velocities in every direction. In addition, the study should describe how the design of the structure and pedestrian level design features will mitigate the effects of wind.

Sunlight Access and Shadow Impact Study

The impact of shadows upon public open spaces and the provisions for sunlight access are issues that the Applicant should address. Sunlight access may be controlled through the height limit, setbacks and tower spacing. Applicants should ensure that the proposed Planned Development does not impose significant shadows on publicly accessible parks, plazas, playgrounds, benches, or inland waterways. Accordingly, the Applicant may be requested to provide a shadow impact study which would contain the following elements:

- Existing shadows and new shadows created by the development.
- Shadow impacts for build and non-build conditions for the hours: 9 a.m., 12 p.m. and 3 p.m., conducted for four periods of the year at the vernal equinox, autumnal equinox, winter solstice and summer solstice.
- A description of how the building design ensures solar access on public spaces.

Heliports, Helistops and Vertiports

The Applicant must provide copies of federal and state applications for the facility. Details on hours of operation and other materials as described in Sec. 17-8-0913 must be provided.

Economic Impact Statement

The economic impact of the project on the City of Chicago and the surrounding neighborhood will be considered in the review of Planned Development projects. An economic impact statement may be specifically requested of large scale projects (such as shopping or business centers) or developments or extension of public services. The information requested from Applicants may include:

- Fiscal impact analysis of project in terms of employment (construction and permanent) taxes and net benefit (revenue less public service and infrastructure cost)
- Highest and best use analysis, including property appraisals
- Impact on public services including police, fire and schools

Environmental Impact Statement

proposed PDs will be scrutinized with respect to their impact on land, air, and bodies of water. All projects located in or around environmentally sensitive areas, including flood plains, forest preserves, or public parks, may be requested to submit information pertaining to:

- Air quality
- Noise (construction and operational phases)
- Toxic waste and other pollutants
- Impact on public services, such as sewage, water and other utilities.

Other City Policies

The Chicago Plan Commission supports other plans and policies issued by the City of Chicago. Applicants are urged to be sensitive to such policies and plans, and comply with them where applicable. If a proposal falls within the area affected by a City plan or policy, the Applicant must indicate how the

proposal supports the plan or policy. A copy or summary of plans can be found on the HED website.

- Planned Manufacturing Districts and other industrial policies
- Stormwater Ordinance
- Environmental and solid waste disposal policies
- Economic development efforts, such as commercial development district plans and programs to retain commercial and industrial areas
- Central area parking district policies
- Efforts to Expand Cultural Opportunities for the Neighborhoods
- Industrial Corridor Plans
- River North Urban Design Plan
- Chicago Boulevards Plan
- Chicago River Design Guidelines
- Other plans and policies as issued by the City of Chicago

The Commissioner is required to prepare a report and make a recommendation to the Plan Commission. The Plan Commission then makes an advisory recommendation to the City Council Committee on Zoning, Landmarks and Building Standards on all applications for Planned Developments and Map Amendments in Industrial Corridors.

Plan Commission Hearing Packet

A hearing before the Chicago Plan Commission will be scheduled once a final submission packet is received and determined to be complete. The following information must be contained in the final submission packet:

- Amended Application Form
- Ordinance
- Planned Development Statements
- Existing Land Use Map
- Aerial Map
- Planned Development Boundary Map
- Right-of-Way Adjust
- Sub-Area Map
- Site Plan
- Landscape Plan
- Elevations
- Green Roof Plan
- Chicago Builds Green Form
- Bulk Regulations Table
- Affidavit of Notice
- Economic Disclosure Statement
- PowerPoint for CPC
- Chicago Department of Transportation stamped Site Plan
- Chicago Fire Department stamped Site Plan
- Letter of Preliminary Approval from Mayor's Office for People with Disabilities
- Copy of Notice Mailing Labels
- Full size set of black and white plans (24" x 36") of site plan, landscape plan and elevations

PART II REVIEW PROCESS

After City Council adoption of a Planned Development Ordinance (PD) and Plan Commission approval of a Lakefront Resolution, every application for a building permit and license within the PD boundaries and every building permit application within the Lakefront District are reviewed by HED staff. During this “Part II Review,” HED makes a determination to whether the proposed use, and building or structure complies with all of the provisions of the ordinance (Sec. 17-13-610). The two primary types of Part II review processes are short form and long form reviews. The process selected for a given Part II application depends on the scope of work defined for a given project. Descriptions of each are as follows along with information about changes to existing PDs and related fee obligations.

Business License/Standard Review (Short Form)

Business license applications for a location within a PD are reviewed by the Part II review unit for zoning compliance. Each application is referred to HED by the Department of Business Affairs and Consumer Protection (DBACP).

Building permit applications involving a PD and/or Lakefront District designation are examined by Part II staff as part of a standard review process. All building permit applications are referred to HED by the Department of Buildings (DOB) via the “EPlan” electronic permit application process. Building permit applications classified as “short form” review applications involve the following descriptions of work:

- Interior alterations
- Minor exterior alterations
- Driveways
- Other minor or routine work
- Signs

Both Business license application and building permit application reviews are conducted by Part II staff when alerted to the electronic filing of said applications. Upon completion of the HED staff review, a determination of the application will be reflected electronically in EPlan as it relates to permit issuance, and in the “Iris” license application system as it relates to license issuance.

Full/Partial Review (Long Form)

Major construction projects involving PD and/or Lakefront District designations are examined by HED’s Part II staff as part of the standard review process. Building permit applications referred to HED by the DOB via EPlan, which are classified as “long form” review applications, involve the following descriptions of work:

- New construction
- Additions and major renovations/conversions
- Large scale exterior alterations
- Large scale landscaping and sitework

Upon submitting a permit application to DOB via EPlan, the application and related plans are subsequently routed to HED staff for full Part II review. Upon receipt, Part II staff determines if the submitted application is complete and whether the plans comply with the provisions and exhibits of the Planned Development Ordinance and/or the Lakefront Resolution.

Full/Partial Part II review applications are generally reviewed within five business days whenever possible. If the permit application conforms to the applicable requirements and the required fees have been paid, Part II review staff will enter a determination of approval electronically in EPlan. Part II staff may issue a denial based on non-compliance with the PD and/or Lakefront Resolution, or determine that the application is incomplete and/or requires corrections, in which case the application will need to be revised by the applicant and resubmitted for review. “Partial” Part II review is typically for foundation-only applications.

Submission Requirements

Information provided by the Applicant concerning a Full/Partial Part II review request, must accurately represent the project to be constructed in its entirety and comply with the provisions of the Planned Development Ordinance and/or Lakefront Resolution. A Part II review application along with required plans

and related documentation must be electronically submitted as part of the permit application to the Department of Buildings and addressed to the attention of Part II review, Department of Housing and Economic Development.

The application and checklist is available on HED's website and from Part II Review offices. The application includes the Part II Review Request Letter (a template is provided in the application) which provides a detailed description of the proposed project. The checklist identifies the additional, stamped architectural plans and information, including:

- Landscape plan(s)
- Site plan
- Elevation plan(s)
- Floor plans
- Building sections
- Open Space Impact Fee form

Information related to the PD's sustainability requirements must also be included, including, as applicable, a Green Roof Plan, compliance with LEED requirements, etc. A completed Open Space Impact Fee form must be submitted with the Part II letter.

Site Plan Review

Within large PDs, it is common to include a site plan review provision in the ordinance to require additional review of subareas or parcels on which development plans are not yet complete (Sec. 17-13-0800).

The provision allows the applicant to proceed with development in stages, if needed, while ensuring that the entire PD complies with the approved ordinance and is compatible with the physical character and pattern of development in the surrounding area. The timing of the approval depends on the specific language included in the PD ordinance but a site plan approval must be completed prior to the release of a Part II for the specific subarea. HED may require that site plans be reviewed by the Chicago Plan Commission. In such cases, the Planned Development ordinance will note the required review.

Submittal requirements are outlined in the language of the ordinance but, at a minimum, they should include:

- A surrounding land use map
- A fully dimensioned site plan
- Building elevations for all proposed buildings

To begin the site plan review process, the applicant should send a letter to the Department of Housing

and Economic Development/Zoning Administrator outlining the proposal and requesting review and approval. No letter will be reviewed without the plans called for in the Planned Development Ordinance.

Upon receipt of the request, staff will review the site plan to ensure it complies with the approved ordinance and is compatible with the surrounding area. Once the Zoning Administrator has approved the site plan, the Applicant will receive an approval letter, which is required before Part II approval can proceed.

Incomplete Part II Review Applications

Part II Review applications lacking the required submission materials and information are considered incomplete, including applications for minor changes of the PD ordinance, amendments, and when site plan approval is required (Sec. 17-130-0611). In such instances, the Part II Review will not be conducted until the application is deemed to be complete. Incomplete Part II applications may be considered withdrawn if the deficiencies are not corrected by the applicant within 90 days. (Sec. 17-13-0104)

Review Fees/Other Payment Obligations

Prior to the issuance of a Part II Review approval, the applicant must pay the Part II Review Fee. The fee will be assessed for every Full/Partial Part II Review application. Part II Review staff issues a letter calculating the required fee and instructions for payment. The Part II Review Fee as well as other payment obligations are established in the PD ordinance approved by City Council. A Part II Review approval will not be issued until the Part II Review Fee and any other payment obligations have been paid. Voided, expired, revised, reinstated or other permit applications requiring re-review by HED staff may need to pay a new Part II Review Fee.

Partial Part II Review

The applicant must pay 50% percent of the Part II Review Fee. The remaining balance is payable at the time of any subsequent request for Part II Review.

“Infrastructure Only” Partial Part II Review

For sewers, roads and related reviews, applicants are not required to pay the 50% fee, but will otherwise pay the full fee as outlined above as part of the Full Part II Review application. Any required adjustments to the fee (e.g., for additional floor area) will be made at the time of any subsequent Part II Review request.

Changes to Approved PDs

Administrative Relief

A minor change to an approved PD may be permitted in the form of Administrative Relief. The requested change must be detailed in writing to the City's Zoning Administrator and must, at a minimum, include the following information:

- Details of the proposed change and purpose
- Any and all previously approved exhibits that would be altered by the change
- Revised set of exhibits detailing changes from the previously approved exhibits

The request will first be reviewed to confirm it qualifies for a minor change versus an amendment, and then the review and decision-making criteria outlined in the Chicago Zoning Ordinance will be used to evaluate the request (Sec. 17-13-0609). The applicant will receive a letter approving or denying the request. Minor changes must be approved prior to a Part II review taking place and are effective for one year (12 months) from the date of issuance.

Amendments

A PD ordinance may require an amendment for changes that significantly affect its size or character. Amendments are required for the following:

- A change in the character of the development
- An increase in Floor Area Ratio
- An increase by more than three dwelling units or 5% of the maximum permitted number of units, whichever is less
- A reduction in the minimum required distance between structures or periphery setbacks
- A change in the character of development
- An increase in the maximum permitted floor area ratio for the total net site area
- An increase in the number of dwelling units in excess of the lesser of 3 units or 5% of the maximum number of dwelling units allowed in the approved planned development
- A reduction in the minimum required distance between structures or in the periphery setbacks

If one or more of the above changes will result from the proposed change, an application to amend the Planned Development must be filed and a Part I review will take place. Amendments require the same level of review and approval as a new PD application.

Waivers

Waivers are granted for proposed expansions of existing development (Sec.17-8-0515-C) if it's

determined that the expansion would not negatively impact the surrounding area and involves only the reuse of an existing building that will not be increased in height. If the applicant believes the proposal qualifies for a PD waiver, the applicant can submit a letter requesting the waiver to the Zoning Administrator explaining the proposed expansion in detail and include relevant plans and pictures. At minimum, the following should be included:

- Letter detailing proposal and PD waiver
- Pictures of the existing building
- Plans detailing proposed expansion

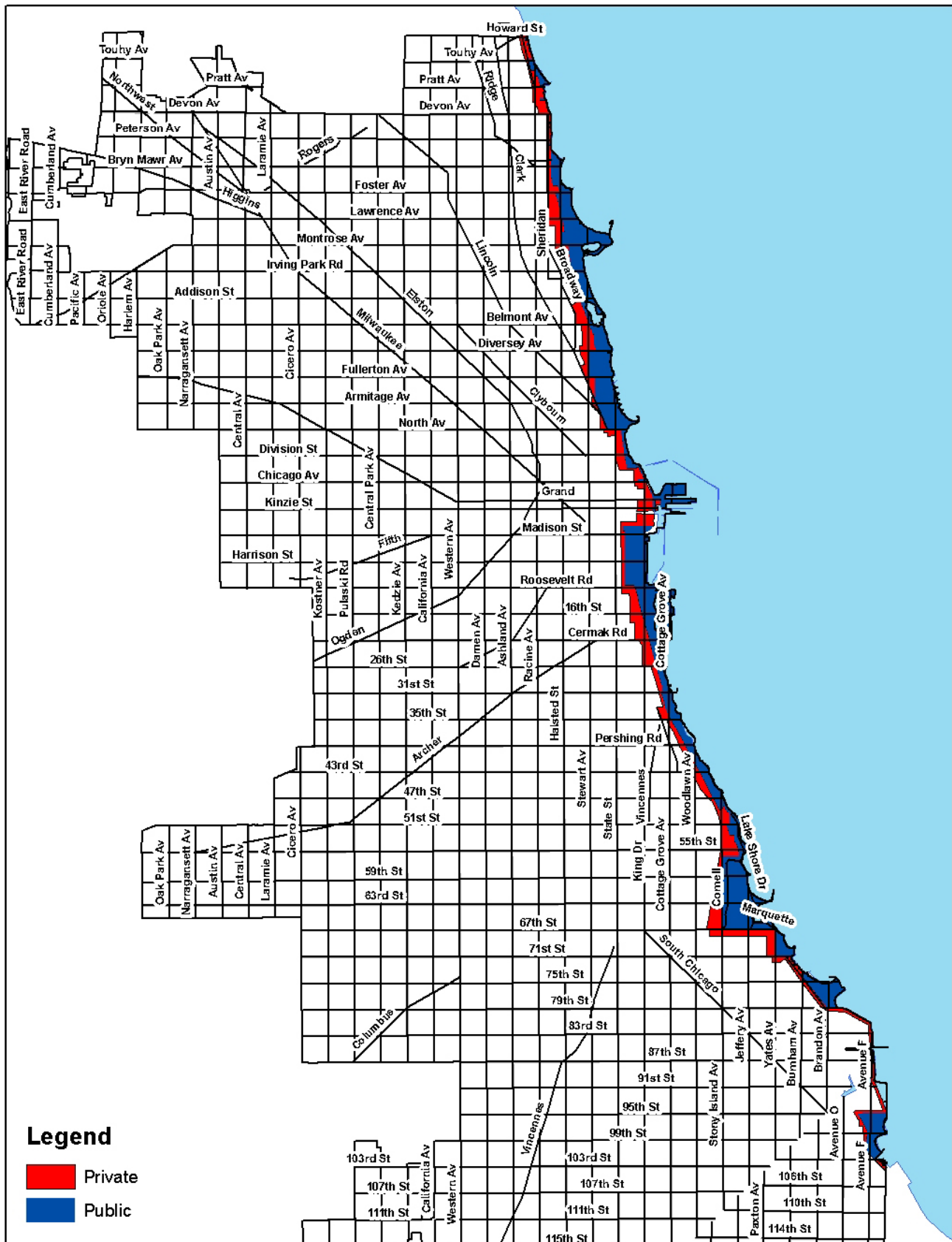
The Zoning Administrator may request additional materials in order to make a determination. Once the request has been reviewed, the applicant will receive a letter informing them if the waiver has been granted.

Changes to Applications/Work Done Without Permits/Contrary to Issued Permits

Any application which has been revised prior to permit issuance and affects the Part II Review Approval must be resubmitted for Part II review and approval. A new or revised permit application, also subject to Part II Review, must be submitted for work done without permits or contrary to issued permits and Part II Review approvals.

**LAKE MICHIGAN &
CHICAGO LAKEFRONT
PROTECTION DISTRICT**

LAKEFRONT PROTECTION DISTRICT



LAKE MICHIGAN & CHICAGO LAKEFRONT PROTECTION DISTRICT

The Lake Michigan and Chicago Lakefront Protection District regulates development along Chicago's lakefront. Any physical change to property within the district requires review and approval. The repair or rehabilitation exceeding 50% of the total replacement cost of an existing structure also triggers review and approval, as does any proposal to increase the site coverage or height of an existing building, or to alter any structure containing more than three dwelling units.

Purpose and Goals

The Lakefront Protection District Ordinance has 13 specific purposes (Sec. 16-4-030).

1. To promote and protect the health, safety, comfort, convenience, and the general welfare of the people and to conserve the City's natural resources.
2. To identify and divide the district into zones where-in development is restricted and regulated.
3. To maintain and improve the purity and quality of the waters of Lake Michigan.
4. To insure that construction in the lake or modification of the shoreline will not cause environmental damage or diminish water quality; and to insure fish, birds and other fauna are recognized and supported.
5. To insure that the lakefront is devoted only to public purposes and to expand the quantity and quality of lakefront parks.
6. To promote and provide for continuous pedestrian movement along the shoreline.
7. To promote and provide for pedestrian access to the lakefront at intervals of one-fourth mile and additional places where possible, and to protect and enhance vistas at these locations and where possible.
8. To promote and provide for improved public transportation access to the lakefront.
9. To insure that no roadway of expressway standards shall be permitted.
10. To insure that development of properties adjacent to the lakefront implement the purposes above.
11. To achieve the above-stated purposes through the public acquisition of property.
12. To define and limit the powers and duties of the administrative body and officers as provided herein.
13. Nothing contained in the ordinance shall be deemed to be a waiver or consent for any activity that may be otherwise required by law.

Evaluation Criteria

The Lake Michigan and Chicago Lakefront Protection Ordinance outlines 14 polices by which development along the lakefront is evaluated.

1. Complete the publicly owned and locally controlled park system along the entire lakefront.
2. Maintain and enhance the landscaped, spacious and continuous character of the lakeshore parks.
3. Continue to improve the water quality and ecological balance of Lake Michigan.
4. Preserve the cultural, historical, and recreational heritage of the lakeshore parks.
5. Maintain and improve the formal character and open water vista of Grant Park with no new above-ground structures permitted.
6. Increase the diversity of recreational opportunities while emphasizing lake-oriented leisure activities.
7. Protect and develop natural lakeshore park and water areas for wildlife habitation.
8. Increase personal safety.
9. Design all lake edge and lake construction to prevent detrimental shoreline erosion.
10. Ensure a harmonious relationship between lakeshore parks and community edges but in no instance allow private development east of Lake Shore Drive.
11. Improve access to lakeshore parks and reduce vehicular traffic on secondary park roads.
12. Strengthen the parkway characteristics of Lake Shore Drive.
13. Ensure all port, water supply, and public facilities are designed to enhance lakefront character.
14. Coordinate all public and private development within the water, park, and community zones.

LEGISLATIVE REVIEW PROCESS

The legislative process review process for Lakefront Protection District applications proceeds as follows:

1. Intake Meeting

Prior to filing an application, the Applicant is encouraged to schedule an intake meeting with the Planned Development Division of the Department of Housing and Economic Development to discuss the proposal. The Applicant will have the opportunity to present their project and gain valuable feedback prior to filing, allowing for a more efficient application review.

2. Submittal to HED

Four copies of the entire submittal including affidavit of notice and a survey of the property shall be delivered to the Department of Housing and Economic Development, where they will be stamped received and given a Lakefront Protection application number.

3. Review for Completeness

Staff review of the application does not begin until all required items have been received. If the application is incomplete, a deficiency letter will be issued to the applicant.

4. HED Review Begins

The complete application is then reviewed by staff. Typically the staff review process takes from 90 to 120 days depending on the completeness of the application and complexity of the project.

5. Review by Other Departments

Each department has its own review process. It is the responsibility of the applicant to seek the approval of the Chicago Department of Transportation and the Chicago Fire Department prior to the Plan Commission hearing in order to ensure proper public access is provided. A copy of the proposed site plan should be stamped by these agencies and included in the hearing packet. Additionally, the applicant must meet with the Law Department and the Mayor's Office for People with Disabilities (MOPD) for a preliminary site plan review. MOPD will provide a preliminary approval letter for the final submittal.

6. Zoning Compliance

Lakefront Protection Applications must be in strict compliance with a site's underlying zoning. Any approvals required by the Zoning Board of Appeals, including variances or special use permits, must be obtained prior to the Plan Commission hearing. It is the responsibility of the applicant to seek approvals and provide documentation to HED staff.

7. Preparation of Hearing Packet

When HED's review is complete, the applicant prepares a hearing packet containing all the required documents. The hearing packet must address all comments and changes that were requested throughout the review process. The applicant's name, property address, date of filing, and Plan Commission hearing date shall be on the bottom of the revised exhibits. The hearing packet must be received 20 days (or next business day if that date should fall on a weekend or holiday) prior to the proposed hearing in order to be considered for the agenda. Incomplete hearing packets or packets received less than 20 days before the next hearing may be subject to deferral.

8. Placement on Plan Commission Agenda

HED will notify the applicant if the submitted hearing packet is complete and if the item will be placed on the tentative agenda for the next Plan Commission meeting. HED reserves the right to establish a manageable agenda for the Plan Commission.

9. Published Notice

HED prepares the published notice of hearing no less than 15 days prior to the hearing date.

10. Plan Commission Public Hearing

The Plan Commission conducts public hearings in City Council chambers on the third Thursday of each month.

11. Final Decision

When the Plan Commission makes a decision and concludes its public hearing, the application is either approved or denied. No additional review is required. Applicants can file for permits following approval. A Part II Review will also be required.

HED STAFF REVIEW PROCESS

The Department of Housing and Economic Development's portion of the Lakefront Protection District application process begins with an initial intake meeting followed by the application review and delivery of presentation materials. The final step is the preparation of a hearing packet for the Chicago Plan Commission. Each part of the process is described below.

Intake Meeting

Prior to submitting an application, the applicant shall schedule a meeting to present the proposed project with HED's Planned Development Division staff, which also serves as staff to the Chicago Plan Commission. The meeting is intended to identify any major issues at the conceptual stage so that changes can be made with minimal impact to the proposal, the development timeline, and budget. It will also allow the applicant and staff the opportunity to discuss the development concept, zoning regulations, traffic, urban design and other submission issues. In addition, staff can provide advice and counsel regarding application procedures and the review process.

Once the intake meeting is scheduled, Plan Commission staff will email the applicant a Zoning Analysis form. The applicant is encouraged (not required) to bring the following items to the intake meeting:

- Zoning Analysis Form (seven copies)
- Aerial photo of the development site
- Surrounding land use map (identifying any historic buildings)
- Conceptual site plan
- Conceptual elevations

HED recognizes that fully designed plans may not be available for the intake meeting however the applicant is encouraged to provide as much information as is available. The meeting is usually for 30 minutes. The applicant is encouraged to keep the presentation brief in order to allow time for questions and discussion.

Application Review/ Delivery of Presentation Materials

Once the application has been filed, it will be reviewed based on the policies and purposes of the Lake Michigan and Chicago Lakefront Protection Ordinance. If an incomplete application is received, the applicant will be issued a deficiency letter. If the application submitted is complete, the applicant will be contacted to provide .pdf files of the submitted exhibits. Staff will then review the project to ensure compliance with underlying zoning and conformance with the policies and purposes of the Lake Michigan and Chicago Lakefront Protection Ordinance. The application must contain the following:

Section One: General Information

General project information including address and ownership information along with a general description of the proposal.

Section Two: Character of Proposal

A project narrative and visual materials (Figures 1-5).

Narrative

The narrative should include a general summary of the proposal, proof of compliance with underlying zoning, an explanation of design, access and circulation, sustainable features, landscape detail and summary of the proposals impact on the Lake Michigan and Chicago Lakefront Protection District.

Figure 1: Site Vicinity Map

The map should indicate the site location along with Lake Michigan, parks, preferential streets, schools, major institutions, other neighborhood focalpoints, and the Lakefront Protection District boundaries. The footprints and heights of buildings adjacent to the proposed site should also be indicated.

Figure 2: Existing Site Map

The map should indicate locations and dimensions of lot lines, five-foot contour intervals, existing structures, walkways, driveways and special features.

Figure 3: Proposed Site Plan

The site plan should be fully dimensioned and indicate:

- North arrow and scale.
- The boundaries of the proposal area.

- Location and dimension of all structures to remain on site.
- Description of land-use(s), indicated by symbols, abbreviations or graphics. The display must be fully explained in a legend on the drawing.
- Location and access to exterior open space and any publicly accessible interior open space.
- Location and access to parking lot(s) and loading berths.
- Street layouts, pedestrian circulation systems and all driveways and walkways.
- Approximate location(s) and orientation of major entrance(s) to the structure(s).
- A schedule of project phasing.
- Vehicular use layout – include parking, loading, drop off zones, curb cuts or driveways. Dimensions should be shown for parking lot stalls, loading docks, drive aisles etc, to ensure they meet requirements.
- Pedestrian and other outdoor use area layout – walkways, building entry locations, bicycle rack locations, patios, drop off areas, etc.
- Parkway raised planter layout including width, length, and planter spacing dimensions.
- Dimensions and construction material for any integrated planters with the building structure.
- Landscape design layout using plant symbols.
- Plant legend that identifies the plant symbols by general categories
- Stormwater surface features such as swales, retention ponds, etc.
- Existing trees to be removed or to remain (include caliper size and species).
- Clearly show planting bed lines to differentiate planting beds from lawn areas.
- Stormwater surface features such as swales, retention ponds, etc. Include some spot elevations and/or contour elevation lines.
- Dimensioned ornamental fence elevation.
- Dimensioned spacing of parkway trees from intersections, drives, and obstructions.

Site and Landscape Plans may be submitted separately for clarity.

Figure 4: Proposed Floor Plans

Plans should include the ground floor, a typical floor, any floor with recreation space or facilities.

Figure 5: Elevation(s) or Cross-section(s)

A set of elevations for each proposed building is required. The elevations should show all sides of the

structure(s) and contain the following information:

- The estimated height of building(s) in feet and stories as measured per the Chicago Zoning Ordinance.
- All proposed materials to be used on each elevation.
- Cross sections of the building(s) should be included when necessary for clarity
- Generalized surface patterns of the buildings- the proposed design and shape of building openings, location of these openings and location of projections and design articulations.
- A Green Roof Plan (may be submitted as a separate exhibit) that includes; A calculation of the net roof area and percentage to be covered with vegetative green roof; The location of the green roof on the proposed structure; Indicate useable areas of green roof.

Section Three: Zoning Information Form

All projects located within the Lake Michigan and Chicago Lakefront Protection District must be in substantial compliance with the underlying zoning. This section of the application requires the applicant to provide information confirming compliance. Any variances or special use permits must be secured from the Zoning Board of Appeals prior to the Chicago Plan Commission hearing. If a project triggers both Lakefront and Planned Development review, Plan Commission staff will conduct the reviews concurrently so that both items will be presented at the same Plan Commission hearing.

Section Four: Potential Impact of Proposal

The applicant is required to address the Policies and Purposes of the Lake Michigan and Chicago Lakefront Protection Ordinance as it relates to their proposal. The goal is to ensure the Policies and Purposes are being met, and it is the Applicant's responsibility to prove that in this section. The responses should be "because" statements that offer proof; "not applicable" is not an acceptable response. In the instance that a Policy or Purpose does not directly relate to a proposal, the Applicant must give detail in order to explain why it does not apply.

Section Five: Economic Disclosure Statements

Upon receipt of an application, HED will forward the required Economic Disclosure Statements to the Department of Law for review and approval.

Additional Materials

In addition to the required submittals and attachments for Lake Michigan and Chicago Lakefront Protection Applications, HED may request additional graphic and informational materials to complete its review. The information will be used to develop HED's recommendation to the Chicago Plan Commission and City Council. Due to the broad range and type of proposals, requested submittals will vary from project to project, however, every project presented to the Chicago Plan Commission must submit a Chicago Builds Green Form. (See www.cityofchicago.org/hed).

Electronic Versions of Exhibits

Once staff has determined the Application is complete, the applicant will be required to submit the following presentation materials so staff may begin a thorough review of the project. The materials will be used to present the project at internal review meetings. The materials should be emailed as .pdf format and include all of the information listed in the previous section for each exhibit.

- Site Vicinity Map
- Existing Site Map
- Floor Plans
- Site Plan/Landscape Plan (show green elements in GREEN)
- Green Roof Plan (show green elements in GREEN)
- All building elevations (depending on the size of the development, these can be combined onto a couple slides; larger developments, one elevation per slide)
- Color Rendering

PowerPoint Presentation

Once the hearing packet has been approved by HED, the applicant will be required to provide a disk containing a draft of the Plan Commission presentation. The presentation should contain the same elements as depicted on the boards provided to HED. The required file format is "ppt," not "pptx."

Plan Commission Hearing Packet

A hearing before the Chicago Plan Commission will be scheduled once a final submission packet is received and determined complete. The packet must contain the following items:

Application Form

Section One: General Information

Section Two: Character of Proposal

Narrative

Figure 1: Vicinity of the Site Vicinity Map

Figure 2: Map of Existing Site

Figure 3: Proposed Site Plan

Figure 4: Proposed Floor Plans

Figure 5: Elevations

Chicago Builds Green Form

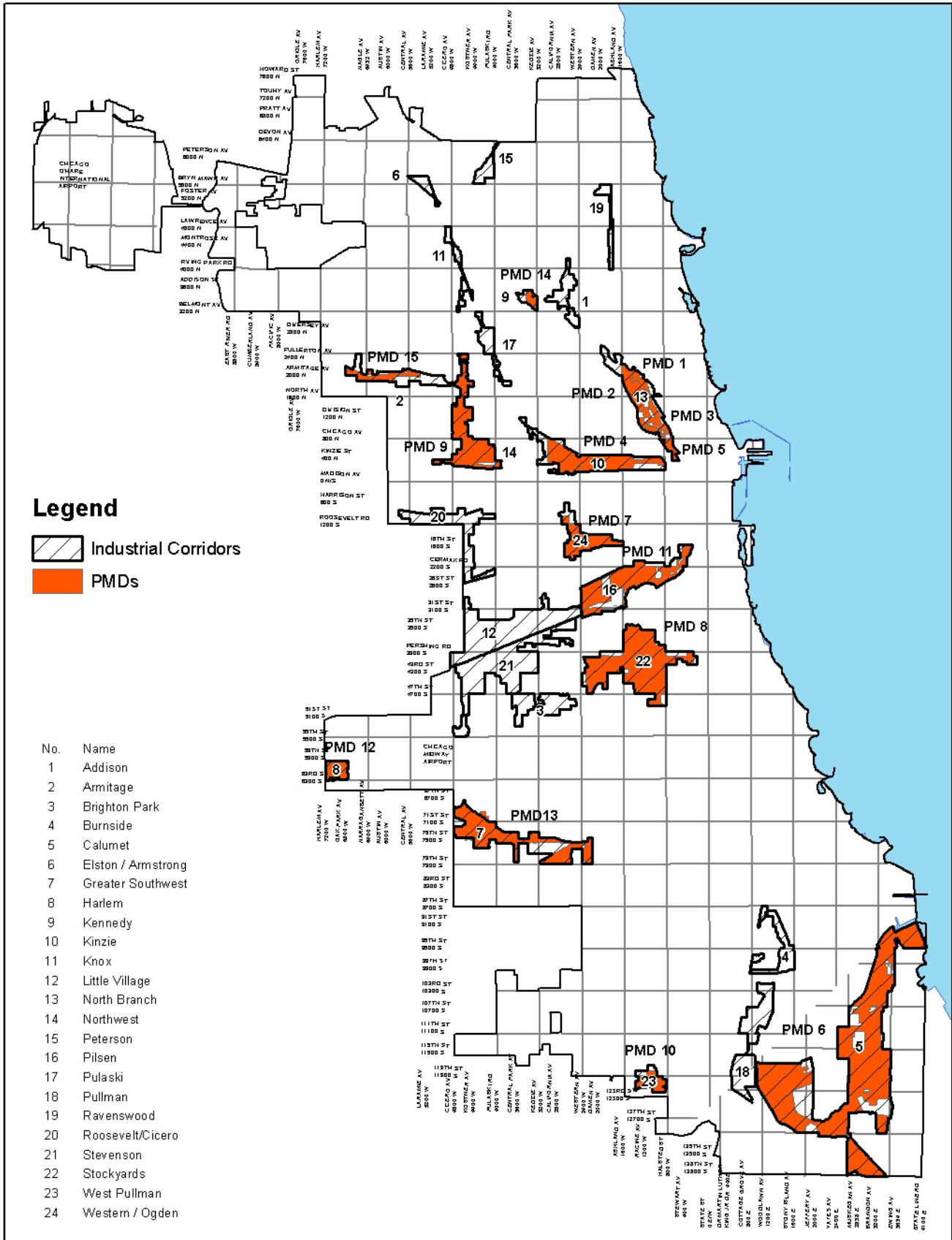
Section Three: Zoning Information

Section Four: Potential Impact of Proposal
Response to Policies
Response to Purposes

Section Five: Economic Disclosure Statement
Affidavit of Notice
PowerPoint CD
CDOT-Stamped Site Plan
CFD-Stamped Site Plan
Preliminary Approval from MOPD
Copy of Notice Mailing Labels
Site & Landscape Plans (24" x 36")
Elevations (24" x 36")

MAP AMENDMENTS WITHIN INDUSTRIAL CORRIDORS

INDUSTRIAL CORRIDORS



MAP AMENDMENTS WITHIN INDUSTRIAL CORRIDORS

Proposed rezonings of specific types of property within the City's designated Industrial Corridors are regulated by the Chicago Zoning Ordinance and require review by HED staff, the Chicago Plan Commission and the City Council (Sec. 17-13-0400). The purpose of the review is to ensure minimal impact on the City's industrial areas and the companies and workers they represent, as well as to ensure a proposed rezoning would be compatible with other projects that may be proposed for an area.

The proposed rezoning of the following districts require the review:

- Manufacturing (M)
- Planned Manufacturing Districts (PMD)
- Public Open Space (POS)
- Transportation (T)

LEGISLATIVE REVIEW PROCESS

Industrial Corridor Map Amendment applications undergo a thorough review process that include HED staff, the Chicago Plan Commission and the Chicago City Council. The process proceeds as follows:

1. Submittal to HED

At the time an application is filed, five copies of the entire submittal and the property survey are delivered by the applicant to the Commissioner of the Department of Housing and Economic Development/ Zoning Administrator's office. The filing fee shall be attached to the application in check form. (Sec.17-13-0103 for current fees).

2. Forward to City Clerk

The application is reviewed for completeness and forwarded to the City Clerk's office. The City Clerk introduces the Zoning Map Amendment to the City Council at the next succeeding Council meeting. The City Clerk then refers it to the City Council Committee on Zoning, Landmarks and Building Standards.

3. HED Review Begins

HED's Planned Development division begins the internal review process. Staff review typically takes 90 to 120 days, depending on the scheduling of each of the public hearings, completeness of the application, and project complexity (See HED Staff Review Process).

4. Review by Other Departments

After City Council introduction, HED sends the application and supplemental materials to other City agencies for review. Each department has its own review process. It is the responsibility of the applicant to seek the approval of the Chicago Department of Transportation and the Chicago Fire Department prior to the Plan Commission hearing in order to ensure proper access is provided. A copy of the proposed site plan should be stamped by these agencies and included in the hearing packet. Additionally, the applicant must meet with the City's

Law Department for Economic Disclosure Statement guidelines and the Mayor's Office for People with Disabilities (MOPD) for a preliminary site plan review. MOPD will provide a preliminary approval letter for the hearing packet.

5. Preparation of Hearing Packet

When HED's review is complete, the applicant prepares a hearing packet containing all the required documents. The hearing packet must address all comments and changes that were requested throughout the review process. The applicant's name, property address, date of filing, and hearing date shall be on the bottom of the revised exhibits. The packet must be received 20 days (or next business day if that date should fall on a weekend or holiday) prior to the proposed hearing in order to be considered for the agenda. Incomplete hearing packets or packets received less than 20 days before the next hearing will not be considered for that date.

6. Placement on Plan Commission Agenda

HED will notify the applicant if the packet is complete and if the item will be placed on the tentative agenda for the next Plan Commission meeting. HED reserves the right to establish a manageable agenda.

7. Written Notice

Written notice of the hearing must be provided by the applicant not less than 15 days before the hearing. The applicant must provide HED with a written affidavit of notice, a copy of the notice and mailing labels, 10 days prior to the hearing date.

8. Posted Notice

Posted notice of the application must occur within five days and remain in place until the date of the

hearing. The applicant must furnish, no less than 10 days prior to the public hearing, a written affidavit certifying compliance with all applicable notice requirements, along with a photograph depicting the sign as posted.

9. Published Notice

HED prepares the published notice of hearing no less than 15 days prior to the hearing date.

10. Plan Commission Public Hearing

The Plan Commission regularly conducts public hearings in City Council chambers on the third Thursday of each month but must legally advertise

the public hearing at least 15 in advance, allowing to prepare and publish the newspaper advertisement.

11. Recommendation to City Council

When the Plan Commission concludes its public hearing, it submits its recommendation to the City Council Committee on Zoning, Landmarks and Building Standards. The applicant must contact the committee to schedule a hearing on the matter.

12. City Council Vote

Upon completion of the committee hearing, the committee's recommendation is forwarded to the full City Council for a final action on the measure.

HED STAFF REVIEW PROCESS

A proposed rezoning within an industrial corridor requires an application for a Type 1 zoning map amendment. Type 2 zoning map amendments do not require Plan Commission review. (See Secs. 17-13-0302/17-13-0303) The criteria involve the appropriateness of the proposed rezoning and the continued viability of the City's Industrial Corridors (See Secs. 17-13-0403/17-13-0308).

Appropriateness

- Is rezoning consistent with any plans for the area?
- Is rezoning appropriate because of significant changes in character of the area due to public facility capacity, other rezonings, or growth and development trends?
- Is the development compatible with the character of the surrounding area in terms of uses, density and building scale?
- Is the zoning classification compatible with surrounding zoning?
- Are public infrastructure facilities and city services adequate to serve the development at the time of occupancy?

Viability

- Size of district
- Number of existing firms and employees affected
- Recent and planned public and private investments in the district
- District's potential to support additional industrial uses and increased manufacturing employment
- The proportion of land in district currently devoted to industrial uses
- Area's importance to city as an industrial district

HED's portion of the proposed rezoning process begins with an initial intake meeting followed by

the application review and delivery of presentation materials. Type 1 zoning map amendments also require a hearing packet for the Chicago Plan Commission. The process is described below.

Intake Meeting

Prior to filing an application, the applicant shall schedule a meeting to present the proposed project with HED Planned Development Division staff, which also serves as staff to the Chicago Plan Commission. The meeting is intended to identify any major issues at the conceptual stage so that changes can be made with minimal impact to the proposal, the development timeline, and budget. It will also allow the applicant and staff the opportunity to discuss the development concept, zoning regulations, traffic, urban design and other submission issues. In addition, staff can provide advice and counsel regarding application procedures and the review process.

Once the intake meeting is scheduled, Plan Commission staff will email the applicant a Zoning Analysis form. The applicant is encouraged to bring the following items to the intake meeting:

- Zoning analysis (seven copies)
- Aerial photo of the development site
- Surrounding land use map (identifying any historic buildings)
- Conceptual site plan
- Conceptual elevations (images of proposed

design within context of existing block and neighborhood)

- Survey
- Adjacent and neighboring building heights on aerial
- Full- and part-time employment projections
- Construction-related employment

HED recognizes that fully designed plans may not be available for the intake meeting however the applicant is encouraged to provide as much information as is available. The meeting is usually for 30 minutes. The applicant is encouraged to keep the presentation brief to allow for questions and discussion.

Application Review/ Delivery of Presentation Materials

Once introduced to City Council, the application will be thoroughly reviewed using the Review and Decision-Making Criteria for Zoning Map Amendments within Industrial Corridors (Sec. 17-13-0400). If the application is complete, staff will contact the applicant to obtain electronic versions of the submitted exhibits. If incomplete, the applicant will be sent a deficiency letter and the review will not continue until all required materials have been submitted. A complete application includes all of the following items and fully addresses the requirements listed in Sec. 17-13-0303-C.

Form for Application and Ordinance

The standard form, entitled "Application for an Amendment to the Zoning Ordinance," shall be completed and five original copies filed through the Commissioner of the Department of Housing and Economic Development/Zoning Administrator's office for introduction to the City Council by the City Clerk. Original seals and signatures are required on each duplicate. The application for a zoning map amendment for a Planned Development shall be filed by, or on behalf of, the owner or owners of the property affected and shall be accompanied by the appropriate fee.

Zoning Map Amendment Ordinance

Every application for amendment to the Chicago Zoning Ordinance must be accompanied by a draft ordinance for a zoning map amendment. The ordinance must describe the exact boundaries of the area to be rezoned, the current zoning of the site, and the type of zoning being requested.

Existing Land-Use Map

A block diagram extending a minimum of 400 feet in all directions from the proposed site that can be

reasonably determined through existing data and field verification must be submitted. The map should contain:

- Street names and block numbers, lot lines, and building footprints indicating number of stories.
- The major classification of uses in each building or on each lot. Such classifications include residential, office, manufacturing, and vacant lots. Abbreviations, symbols or graphic displays may be used but must be explained in a map legend.
- A clearly delineated boundary of the subject property.
- Existing zoning classifications for the subject property and surrounding area.

Aerial Map

An aerial map extending a minimum of 250 feet in all directions from the proposed site. The map should contain the following information:

- Street names
- Industrial Corridor boundary
- Subject property boundary

Project Boundary Map

Map should clearly indicate the proposed boundary of the subject property as described in the legal description and illustrate the property line.

Right-of-Way Adjustment/Sub-Area Map(if applicable)

A fully dimensioned map with measurements that clearly delineate the areas and boundaries of the proposed project and sufficient portions of the surrounding area to clarify its location. The map should also indicate:

- Street and/or alleys that are to be dedicated and/or vacated
- Information about other property issues, such as easements, etc.
- Delineation of the proposed sub areas
- A fully dimensioned map with measurements that clearly delineate the areas and boundaries of each proposed sub area (if applicable). Also provide individual maps with same details for each sub area.

Generalized Land-Use Plan

The generalized land use plan must show:

- The proposed subject property boundaries
- Location and dimension of all structures to remain onsite

- Description of surrounding land use(s) indicated by symbols, abbreviations or graphics. The display must be fully explained in a legend on the drawing.

Site Plan

The site plan must be fully dimensioned and include:

- North arrow and scale.
- The subject property boundaries.
- Proposed subareas (if applicable).
- Location and dimension of all structures to remain on site.
- Description of land use(s) indicated by symbols, abbreviations or graphics that are fully explained in a legend on the drawing.
- Location and access to exterior open spaces and publicly accessible interior open spaces.
- Location and access to parking lot(s) and loading berths.
- Street layouts, pedestrian circulation systems and all driveways and walkways.
- Approximate location(s) and orientation of major entrance(s) to the structure(s).
- Distances (in feet) between buildings.
- Vehicular use layout – including parking, access for persons with disabilities, loading, drop off zones, curb cuts and driveways. Dimensions should be shown for parking lot stalls, loading docks, drive aisles, and other features to ensure compliance with the Chicago Zoning Ordinance.
- Pedestrian and other outdoor use area layout – walkways, building entry locations, bicycle rack locations, patios, drop off areas, etc.,.
- A schedule of project phasing (if applicable).

Phasing Plan

- A map that clearly delineates the areas and boundaries of each proposed phase, as well as individual maps with the same details for each phase.

Landscape Plan

The plan must be fully dimensioned and include:

- Parkway raised planter layout, including width, length, spacing dimensions, etc.
- Dimensions and construction materials for integrated planters with the building structure.
- Landscape design using plant symbols.
- Plant legend identifying plant symbols by general categories.
- Stormwater surface features such as swales, retention ponds, etc.

- Existing trees to remain and/or be removed (include caliper size and species).
- Planting bed lines to differentiate planting beds from lawn areas.
- Stormwater surface features such as swales, retention ponds, etc.
- Some spot elevations/contour elevation lines.
- Parkway tree calculation table.
- Vehicular use area calculation table.
- Ornamental fence elevation, including heights.
- Dimensions for spacing of parkway trees from intersections, drives, and obstructions.

Elevations

A set of elevations for each proposed building that shows all sides of the structure(s) with no more than two elevations on a single page. Elevations should include:

- The estimated height of building(s) in feet and stories as measured per the Chicago Zoning Ordinance.
- All proposed materials on each elevation.
- Cross sections of the building(s) should be included when necessary for clarity.
- Generalized surface patterns of the buildings-the proposed location, design and shape of building openings, and location of projections and design articulations.

Green Roof Plan

The exhibit should illustrate the placement and amount of proposed green roof, including:

- A calculation of the net roof area and percentage covered with vegetative material.
- The location of the green roof
- Areas of green roof that will be usable.

Contextual Renderings

Contextual renderings help the Plan Commission and general public visualize the relationship of the proposed development within the surrounding neighborhood. These conceptual submittals are not intended to mandate specific aesthetic elements of the proposed development. Types of renderings or models that illustrate the relationship of the building that the applicant might consider submitting include:

- Contextual renderings that portray the heights and rooftops of the proposed structure(s) as they relate to the height and rooftops of structure(s) contiguous and in a four-block area from eye level and/or aerial perspective depending on the location of the project.

- Rendering that accurately and clearly depict the relationship of the building bases and facades and indicate the treatment of walls, windows, and entrances.

Chicago Builds Green Form

The form outlines any applicable sustainability features that may be required. (See www.cityofchicago.org/hed)

Economic Disclosure Statement

The applicant must disclose the following by a statement under oath that shall be submitted with the application:

- The identity of each beneficiary when title to the subject property is held in a land trust, including the name, address and percentage of interest of each trust beneficiaries.
- The names and addresses of each partner and associate when the applicant is a partnership or association or two or more persons holding a joint or common interest.
- The principal for whom an agent(s) or nominee holds interest when the applicant is an agent(s) or nominee.
- The name, addresses, and percentage of ownership in excess of 3% when the applicant is a corporation.
- A letter from ownership authorizing the applicant to act as agent on its behalf.
- The HED Commissioner/Zoning Administrator requires that in cases where property is held in a land trust, in addition to disclosing the beneficiaries, a certified copy of the trust agreement must be filed with the application.

Legal Survey

The legal survey of the property must be prepared or rectified within 60 days of the filing date and embossed with the surveyor’s raised seal.

Supplemental Materials

In addition to the required submittals and attachments for proposed map amendments, HED may request additional graphic and informational materials to aid with review. The information will be used to develop the HED commissioner’s recommendation to the Chicago Plan Commission and City Council. The type of information that may be requested from the applicant includes, but is not necessarily limited to, the following:

Traffic Impact Study

May be requested if the proposed development is

located in an area of existing vehicular congestion or the proposed uses and size of the development would generate a high volume of traffic in the vicinity of the subject property. The study should address the impact of the proposed development on projected traffic conditions based on future growth of area development. The study should include:

- Existing peak period traffic volumes of surrounding area (identify time of day).
- Projected development growth within the surrounding area and potential traffic generated.
- Current transportation model split for the proposed development.
- Anticipated vehicular traffic volumes at peak hours generated by the proposed development, trip assignment to street network, and subsequent capacity impact at critical intersections.

Parking Impact Study

May be requested if the proposed development in an area with an existing shortage of off-street parking or creates a significant increase in parking demand. Developers that request a reduction of parking spaces below the minimum spaces required by the underlying zoning district may be requested to submit a parking impact study, depending on the adequacy of parking in the area and the adequacy of current city data on parking supply and demand. Elements of the parking impact study should include:

- A description of the anticipated parking demand boundaries for the development.
- An inventory of public off-street parking spaces and capacity that exists within the anticipated boundaries.
- A map indicating the location of the parking spaces/lots and their relationship to the proposed development.
- An estimate of the number of additional vehicles that will be generated from the proposed development and their parking needs.
- The rationale for parking space reduction or increase requests.
- A description of how the Applicant intends to address these parking problems.

Parkway Tree Calculation Table

Total Frontage/Lineal Feet
 Parkway Trees Required/Quantity
 Existing Trees/Quantity
 Proposed Trees/Quantity
 Total Number of Trees/Quantity = existing + proposed

Vehicular Use Area Calculation Table

Vehicular Use Area/Area in Square Feet
 Green Space Required
 5% or 7.5% or 10%/Area in Square Feet
 Green Space Provided/Area in Square Feet*
 Required Trees/Quantity
 Existing Trees/Quantity
 Proposed Trees/Quantity
 Total Number of Trees/Quantity = existing = proposed

*do not include 7' landscape setback

Floor Plans

May be requested for review based on the project's conceptual scheme. If requested, the floor plans should include:

- Details of the ground floor and any other floors that relate to vehicular or pedestrian circulation systems beyond the project boundaries. The floor plans must clearly describe the proposed use(s), the location and orientation of entrances and their relationship to streets and sidewalks.
- For floors above ground level, a "typical" generalized floor plan can be provided if the uses, dimensions and configurations are similar for each floor of the building.

Student Drop Off Plans

For projects such as trade schools and day care centers, applicants are required to provide an exhibit detailing a drop off plan. This plan should include the dimensions required for a site plan as well as the following:

- Indicate the location of bus drop off areas.
- Indicate the location vehicular drop off areas.
- Indicate the location of cross walks and pathways to building/facility entrances

Transportation Plans

Applicants may be requested to submit transportation plans which shall include a discussion of public transit and private vehicular circulation issues. Fully developed, large acreage developments generate a large volume of travel to and from the site. Therefore, the Applicant should make provisions to accommodate these impacts in the surrounding transportation grid. Identification of potential parking and traffic impacts shall be included, if traffic and parking impact studies are requested. Transportation plans should include the following:

- Projected public transit patterns including maximum peak hour transit volumes.
- Anticipated short term improvements to

reduce traffic impacts.

- Anticipated long term improvements that would provide a permanent resolution to projected traffic problems.
- Plan for implementation and schedule for improvements.

Wind Impact Analysis

A quantitative wind impact analysis of pedestrian levels showing the impact of the project on surrounding areas with particular attention to nearby public spaces may be requested of buildings in excess of 600 feet in height and/or adjacent to existing or proposed publicly accessible parks, plazas, playgrounds, beaches, or inland waterways. In addition, buildings significantly taller than surrounding buildings may be requested to submit a study. The results of the wind study analysis should be consistently presented in miles per hour and velocity should be measured at a scale equivalent to 4.5 to 5 feet above ground level. The study should include the potential effects of wind, the expected one percent (1%) and two percent (2%) occurrence of hourly average effective gusts and peak gust velocities and anticipated wind velocities in every direction. In addition, the study should describe how the design of the structure and pedestrian level design features will mitigate the effects of wind.

Sunlight Access and Shadow Impact Study

The impact of shadows upon public open spaces and the provisions for sunlight access are issues that the Applicant should address. Sunlight access may be controlled through the height limit, setbacks and tower spacing. Applicants should ensure that the proposal does not impose significant shadows on publicly accessible parks, plazas, playgrounds, benches, or inland waterways. Accordingly, the Applicant may be requested to provide a shadow impact study which would contain the following elements:

- Shadow impacts for build and non-build conditions for the hours: 9 a.m., 12 p.m. and 3 p.m., conducted for four periods of the year at the vernal equinox, autumnal equinox, winter solstice and summer solstice.
- A description of how the building design ensures solar access on public spaces.

Economic Impact Statement

The economic impact of the project on the City of Chicago and the surrounding neighborhood will be considered in the review process. An economic impact statement may be specifically requested of large scale projects or developments or extension of public services. The information requested from

Applicants may include:

- Fiscal impact analysis of project in terms of employment (construction and permanent) taxes and net benefit (revenue less public service and infrastructure cost)
- Highest and best use analysis, including property appraisals
- Impact on public services including police, fire and schools

Environmental Impact Statement

Proposals will be scrutinized with respect to their impact on land, air, and bodies of water. All projects located in or around environmentally sensitive areas, including flood plains, forest preserves, or public parks, may be requested to submit information pertaining to:

- Air quality
- Noise (construction and operational phases)
- Toxic waste and other pollutants
- Impact on public services, such as sewage, water and other utilities.

Other City Policies

The Chicago Plan Commission supports other plans and policies issued by the City of Chicago. Applicants are urged to be sensitive to such policies and plans, and comply with them where applicable. If a proposal falls within the area affected by a City plan or policy, the Applicant must indicate how the proposal supports the plan or policy. A copy or summary of plans can be found on the HED website.

- Planned Manufacturing Districts and other industrial policies
- Stormwater Ordinance
- Environmental/solid waste disposal policies
- Economic development efforts, such as commercial development plans and programs to retain commercial and industrial areas
- Central area parking district policies
- Efforts to expand cultural opportunities
- Industrial Corridor Plans
- River North Urban Design Plan
- Chicago Boulevards Plan
- River corridor development guidelines
- Other City of Chicago plans and policies

Plan Commission Hearing Packet

A hearing before the Chicago Plan Commission will be scheduled once a final submission packet is received and determined to be complete. The following information must be contained in the final packet:

- Amended Application Form
- Ordinance
- Existing Land Use Map
- Aerial Map
- Project Boundary Map
- Right-of-Way Adjustment Map
- Sub-Area Map (if applicable)
- Site Plan
- Landscape Plan
- Phasing Plan
- Elevations
- Green Roof Plan
- Chicago Builds Green Form
- Affidavit of Notice
- Economic Disclosure Statement
- PowerPoint CD
- Chicago Department of Transportation stamped site plan
- Chicago Fire Department stamped site plan
- Letter of Preliminary Approval from Mayor's Office for People with Disabilities
- Copy of Notice Mailing Labels
- Full size set of black and white plans (24" x 36") of site plan, landscape plan and elevations

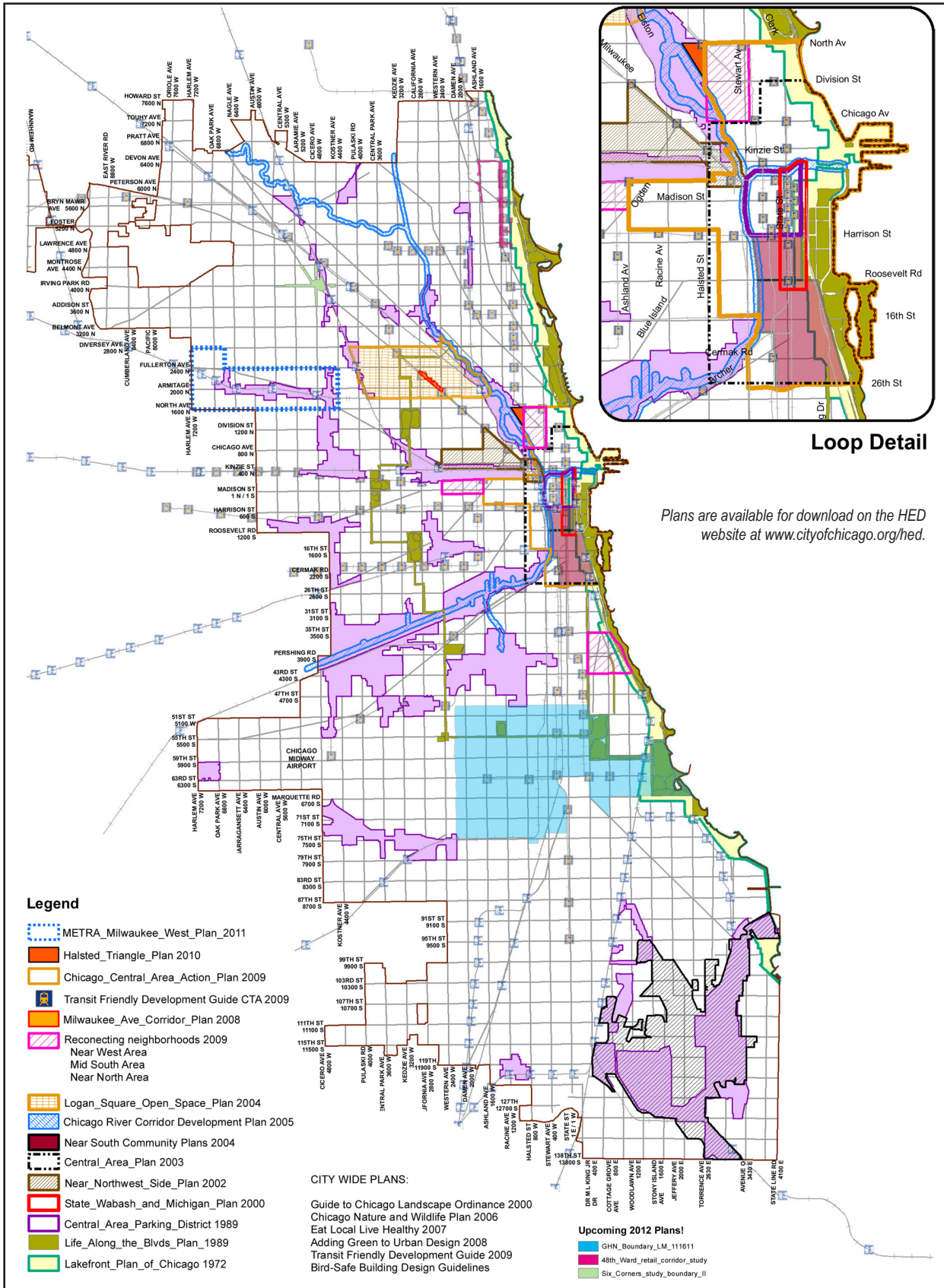
The Zoning Administrator prepares a report and makes a recommendation to the Plan Commission, which then makes an advisory recommendation to the City Council Committee on Zoning, Landmarks and Building Standards.

If the proposed project is of sufficient size or meets any other Planned Development threshold listed in Sec. 17-8-0500, then the Planned Development requirements must be incorporated, as necessary, with the industrial corridor review process.

If the proposed project is subject to the Lake Michigan and Chicago Lakefront Protection Ordinance, then adherence to those requirements must be incorporated with the industrial corridor review process.

INTER-AGENCY REFERRALS

COMMUNITY PLANS



Loop Detail

Plans are available for download on the HED website at www.cityofchicago.org/hed.

Legend

- METRA_Milwaukee_West_Plan_2011
- Halsted_Triangle_Plan_2010
- Chicago_Central_Area_Action_Plan_2009
- Transit_Friendly_Development_Guide_CTA_2009
- Milwaukee_Ave_Corridor_Plan_2008
- Reconnecting_neighborhoods_2009
- Near_West_Area
- Mid_South_Area
- Near_North_Area
- Logan_Square_Open_Space_Plan_2004
- Chicago_River_Corridor_Development_Plan_2005
- Near_South_Community_Plans_2004
- Central_Area_Plan_2003
- Near_Northwest_Side_Plan_2002
- State_Wabash_and_Michigan_Plan_2000
- Central_Area_Parking_District_1989
- Life_Along_the_Blvd's_Plan_1989
- Lakefront_Plan_of_Chicago_1972

- CITY WIDE PLANS:**
- Guide to Chicago Landscape Ordinance 2000
 - Chicago Nature and Wildlife Plan 2006
 - Eat Local Live Healthy 2007
 - Adding Green to Urban Design 2008
 - Transit Friendly Development Guide 2009
 - Bird-Safe Building Design Guidelines

- Upcoming 2012 Plans!**
- GHN_Boundary_LM_111611
 - 48th_Ward_retail_corridor_study
 - Six_Corners_study_boundary_II

INTER-AGENCY REFERRALS

The Chicago Plan Commission must review and report on any proposal by a public body or agency that involves the acquisition, disposition or change of use of property currently owned by a public body within the City of Chicago (Illinois Municipal Code Sec. 11124.1). Affected agencies include but are not limited to:

- State of Illinois
- Cook County
- Chicago Park District
- Chicago Board of Education
- Public Building Commission
- Individual City of Chicago Departments

The purpose of the review is to ensure that the proposed acquisition, disposition or change of use will conform with the long-range planning objectives of the City of Chicago.

LEGISLATIVE/HED STAFF REVIEW PROCESS

1. Interagency Referral Form

The public body requesting the review shall complete the “Interagency Referral Act” form which is available on the HED website (www.cityofchicago.org/hed). The completed form shall be submitted to Plan Commission staff for processing. Allow 60 days from submission of review request to desired hearing date. In no event shall the review request be submitted less than 30 days prior to making such changes or acquiring or disposing of such real property

2. Staff Review

Staff will review the form and compare the proposal to plans that exist for the area. If no conflicts exist, the item will be placed on the Chicago Plan Commission agenda. If staff identifies a conflict, the public body or agency will be notified, and staff will work with them towards a solution.

3. Plan Commission Decision

At the time of the hearing, the required report from the Plan Commission will be incorporated into the meeting minutes. If a conflict does exist, the report of the Plan Commission will be accompanied by a written statement that explains how the proposal fails to conform with the City’s long-range planning objectives.

APPENDIX

STANDARD PLANNED DEVELOPMENT STATEMENTS

The Planned Development Statements describe the legal regulations and conditions that will control the development of the proposed project. The following statements shall be included in the ordinance; any proposed changes to these statements must be discussed and reviewed with the Chicago Department of Housing and Economic Development. Based on the scope of the project, additional statements (listed at the end of this document) may be required. The following statements must be included in the ordinance:

1. The area delineated herein as Planned Development Number TBD, (Planned Development) consists of approximately TBD square feet of property which is depicted on the attached Planned Development Boundary and Property Line Map (Property) and is owned or controlled by the Applicant, TBD.
2. The requirements, obligations and conditions contained within this Planned Development shall be binding upon the Applicant, its successors and assigns and, if different than the Applicant, the legal title holders and any ground lessors. All rights granted hereunder to the Applicant shall inure to the benefit of the Applicant's successors and assigns and, if different than the Applicant, the legal title holder and any ground lessors. Furthermore, pursuant to the requirements of Sec. 17-8-0400 of the Chicago Zoning Ordinance, the Property, at the time of application for amendments, modifications or changes (administrative, legislative or otherwise) to this Planned Development are made, shall be under single ownership or designated control. Single designated control is defined in Sec. 17-8-0400 of the Zoning Ordinance.
3. All applicable official reviews, approvals or permits are required to be obtained by the Applicant or its successors, assignees or grantees. Any dedication or vacation of streets or alleys or grants of easements or any adjustment of the right-of-way shall require a separate submittal to the Department of Transportation on behalf of the Applicant or its successors, assigns or grantees. Any requests for grants of privilege, or any items encroaching on the public way, shall be in compliance with the Plans. Ingress or egress shall be pursuant to the Plans and may be subject to the review and approval of the Departments of Housing and Economic Development and Transportation. Closure of all or any public street or alley during demolition or construction shall be subject to the review and approval of the Department of Transportation. All work proposed in the public way must be designed and constructed in accordance with the Department of Transportation Construction Standards for Work in the Public Way and in compliance with the Municipal Code of the City of Chicago. Prior to the issuance of any Part II approval, the submitted plans must be approved by the Department of Transportation.
4. This Plan of Development consists of TBD Statements: a Bulk Regulations Table; an Existing Zoning Map; an Existing Land-Use Map; a Planned Development Boundary and Property Line Map; a Right of Way Adjustment map (if applicable); Site Plan (Sub-Area Map, if applicable); Floor Plans (typical, if applicable); Landscape Plan; a Green Roof Plan; Building Elevations (North, South, East and West) and Chicago Builds Green form prepared by (name of architecture firm) and dated (date of Plan Commission presentation), submitted herein. Full-sized copies of the Site Plan, Landscape Plan and Building Elevations are on file with the Department of Housing and Economic Development. In any instance where a provision of this Planned Development conflicts with the Chicago Building Code, the Building Code shall control. This Planned Development conforms to the intent and purpose of the Zoning Ordinance, and all requirements thereto, and satisfies the established criteria for approval as a Planned Development. In case of a conflict between the terms of this Planned Development Ordinance and the Zoning Ordinance, this Planned Development Ordinance shall control.
5. The following uses are allowed/permitted (choose one) in the area delineated herein as a TBD Planned Development: (list uses as they are defined in the Zoning Ordinance). The following uses shall be prohibited: (list uses as they are defined in the Zoning Ordinance).
6. On-Premise signs and temporary signs, such as construction and marketing signs, shall be permitted within the Planned Development, subject to the review and approval of the Department of Housing and Economic Development. Off-Premise signs are prohibited within the boundary of the Planned Development.
7. For purposes of height measurement, the definitions in the Zoning Ordinance shall apply. The height of any building shall also be subject to height limitations, if any, established by the Federal Aviation Administration.
8. The maximum permitted Floor Area Ratio (FAR) for the site shall be in accordance with the attached Bulk Regulations Table. For the purposes of FAR calculations and measurements, the definitions in

the Zoning Ordinance shall apply. The permitted FAR identified in the Bulk Regulations Table has been determined using a Net Site Area of TBD square feet.

9. Upon review and determination, "Part II Review", pursuant to Sec. 17-13-0610 of the Zoning Ordinance, a Part II Review Fee shall be assessed by the Department of Housing and Economic Development. The fee, as determined by staff at the time, is final and binding on the Applicant and must be paid to the Department of Revenue prior to the issuance of any Part II approval.

10. The Site and Landscape Plans shall be in substantial conformance with the Landscape Ordinance and any other corresponding regulations and guidelines. Final landscape plan review and approval will be by the Department of Housing and Economic Development. Any interim reviews associated with site plan review or Part II reviews, are conditional until final Part II approval.

11. The Applicant shall comply with Rules and Regulations for the Maintenance of Stockpiles promulgated by the Commissioners of the Departments of Streets and Sanitation, Fleet and Facility Management and Buildings, under Sec. 13-32-125 of the Municipal Code, or any other provision of that Code.

12. The terms and conditions of development under this Planned Development ordinance may be modified administratively, pursuant to Sec. 17-13-0611-A of the Zoning Ordinance by the Zoning Administrator upon the application for such a modification by the Applicant, its successors and assigns and, if different than the Applicant, the legal title holders and any ground lessors.

13. The Applicant acknowledges that it is in the public interest to design, construct and maintain the project in a manner which promotes, enables and maximizes universal access throughout the Property. Plans for all buildings and improvements on the Property shall be reviewed and approved by the Mayor's Office for People with Disabilities to ensure compliance with all applicable laws and regulations related to access for persons with disabilities and to promote the highest standard of accessibility.

14. The Applicant acknowledges that it is in the public interest to design, construct, renovate and maintain all buildings in a manner that provides healthier indoor environments, reduces operating costs and conserves energy and natural resources. (At the time of a hearing before the Chicago Plan Commission, all developments must be in substantial compliance with the current City of Chicago Sustainable Development

Policy set forth by the Housing and Economic Development. List all aspects of the proposed Planned Development that bring it into compliance with the Sustainable Development Policy, namely level of LEED certification and green roof % of Net Roof Area and its actual square footage; also, include other major sustainable elements of the project.)

15. This Planned Development shall be governed by Sec.17-13-0612 of the Zoning Ordinance. Should this Planned Development ordinance lapse, the Commissioner of the Department of Housing and Economic Development shall initiate a Zoning Map Amendment to rezone the property to (underlying zoning that formed the basis of this Planned Development).

SPECIFIC PLANNED DEVELOPMENT STATEMENTS

In certain cases, additional Planned Development statements may be required based on the scope of the project. Please review the list below and insert any relevant statements.

PDs seeking Floor Area Ratio bonuses:

The permitted Floor Area Ratio identified in the Bulk Regulations Table has been determined using a Net Site Area of ___ square feet and a base FAR of _____. The improvements to be constructed on the Property will utilize the following series of FAR bonuses:

<u>Description</u>	<u>FAR</u>
Base F.A.R.	_____
Pocket Park	_____
Upper Level Setbacks	_____
Green Roof	_____
Underground Parking	_____
Underground Loading	_____
Total FAR	_____

PDs taking specific Floor Area Ratio bonuses:

Chicago Public Schools Capital Improvement Fund
Pursuant to the Chicago Public Schools Capital Improvement Program provision of the Zoning Ordinance, the Applicant has asked for an increase in the Floor Area Ratio of the property. The Applicant acknowledges that according to Sec.17-4-1023B of the Zoning Ordinance, that eligibility to receive a floor area bonus and contribute to the Chicago Public Schools Capital Improvement Program is contingent upon the Applicant first selecting, qualifying and obtaining the affordable housing bonus. To contribute to the Chicago Public Schools Capital Improvement Program, a cash payment must be made to the Board of Education based on the increase in allowable floor area multiplied by 80% of the median cost of land per buildable square foot. Pursuant to Sec. 17-4-1023D of the Zoning Ordinance, the Applicant has agreed to provide a cash payment to the Board of Education in the amount of \$_____. Prior to the issuance of permits, the Applicant shall enter into an agreement with the City of Chicago and the Chicago Board of Education regarding the manner in which the payment will be made (Sec. 17-17-0101C).

Affordable Housing Bonus

Pursuant to Sec. 17-4-1004-B of the Zoning Ordinance, the Applicant has requested an increase in the floor area ratio for [the Property] [Sub-Area ___ of the Property], as set forth in the bonus worksheet required under Sec. 17-4-1003-

D and attached hereto as Exhibit [_____] (Bonus Worksheet). Any developer of a building receiving an affordable housing floor area bonus (Eligible Building) must either provide on-site affordable housing units or make a cash payment to the City's Affordable Housing Opportunity Fund in accordance with formulas set forth in Sec.17-4-1004-C. In accordance with these formulas and the Bonus Worksheet, the Applicant acknowledges and agrees that it must provide either a minimum of [_____] affordable units in the Eligible Building consisting of at least [_____] square feet of floor area (the Affordable Units), or make a cash payment in lieu of providing affordable housing in the amount of \$[_____] (Cash Payment), or [\$_____] per unit (Pro Rata Amount). Prior to the issuance of any building permits for the Eligible Building, including, without limitation, excavation or foundation permits, the Applicant must either make the required Cash Payment or provide a performance bond or other security in the amount of the Cash Payment ensuring construction of the Affordable Units. If the Applicant elects to construct the Affordable Units, it must also enter into an Affordable Housing Agreement with the City pursuant to Sec. 17-4-1004-E9 prior to the issuance of any building permits for the Eligible Building, including, without limitation, excavation or foundation permits. The terms of the Affordable Housing Agreement and any amendments thereto are incorporated herein by this reference.

The Applicant acknowledges and agrees that the Affordable Housing Agreement will be recorded against the Eligible Building and will constitute a lien against each Affordable Unit in an amount equal to the Pro Rata Amount. The City shall execute partial releases of the Affordable Housing Agreement prior to or at the time of the sale of each Affordable Unit to an income-eligible buyer at an affordable price, subject to the simultaneous execution and recording of a mortgage, restrictive covenant or similar instrument against such Affordable Unit. In addition to the Affordable Housing Agreement, the Applicant acknowledges and agrees that, pursuant to Sec. 17-4-1003-D3, the Bonus Worksheet will serve as an official record of bonuses and amenities. The Applicant must comply with the applicable affordable housing standards and requirements set forth in Sec. 17-4-1004, the terms of which are incorporated herein by this reference. Notwithstanding anything to the contrary contained in Sec. 17-4-1003-E, the Commissioner of HED may enforce remedies for breach of the Affordable

Housing Agreement, and enter into settlement agreements with respect to any such breach, subject to the approval of the Corporation Counsel, without amending the Planned Development.

Affordable Housing Bonus (short form for “in-lieu” payments)

Pursuant to Sec. 17-4-1004-B of the Zoning Ordinance, the Applicant has requested an increase in the floor area ratio for [the Property] [Sub-Area ____ of the Property], as set forth in the bonus worksheet required under Sec. 17-4-1003-D and attached hereto as Exhibit [____] (Bonus Worksheet). Any developer of a building receiving an affordable housing floor area bonus (Eligible Building) must either provide on-site affordable housing units or make a cash payment to the City’s Affordable Housing Opportunity Fund. The Applicant has elected to make a cash payment in lieu of providing on-site affordable housing units. In accordance with the formulas set forth in Sec. 17-4-1004-C and the Bonus Worksheet, the Applicant acknowledges and agrees that it must make a cash payment in the amount of [\$______] (Cash Payment). The Applicant must make the required Cash Payment before the issuance of any building permits for the Eligible Building, including, without limitation, excavation or foundation permits, and must comply with all applicable affordable housing standards and requirements set forth in Sec. 17-4-1004, the terms of which are incorporated herein by this reference.

PDs containing Sub Areas

In each of the following Sub Areas, the following uses shall be permitted in this Planned Development (describe in detail which uses are permitted and which are excluded for each Sub-Area):

Sub-Area A: (list uses as they are defined in the Zoning Ordinance)

Sub-Area B: (list uses as they are defined in the Zoning Ordinance)

PDs requiring site plan approval

Prior to the Part II Approval (Sec. 17-13-0610 of the Zoning Ordinance) in Sub-Area(s) TBD, the Applicant shall submit a site plan, landscape plan and building elevations for the specific Sub-Area(s) for review and approval by the Department of Housing and Economic Development. Review and approval by the Department of Housing and Economic Development is intended to assure that specific development components substantially conform with the Planned Development and to assist the City in monitoring ongoing development. Sub-Area Site Plan Approval Submittals (Sec. 17-13-0800) need only include that

portion of the Property for which approval is being sought by the Applicant. If the Applicant is seeking approval for a portion of the Property that represents less than an entire Sub-Area, the Applicant shall also include a site plan for that area of the Property which is bounded on all sides by either public Rights-of-Way or the boundary of the nearest Sub-Area. The site plan provided shall include all dimensioned and planned street Rights-of-Way.

No Part II Approval for any portion of the Property shall be granted until Site Plan approval has been granted. Following approval by the Department of Housing and Economic Development, the approved Sub-Area Site Plan Approval Submittals, supporting data and materials shall be made part of the main file and shall be deemed to be an integral part of the Planned Development.

After approval of the Sub-Area Site Plan, changes or modifications may be made pursuant to the provisions of Statement TBD. In the event of any inconsistency between approved plans and the terms of the Planned Development, the terms of the Planned Development shall govern. Any Sub Area Site Plan Approval Submittals shall, at a minimum, provide the following information:

- fully-dimensioned site plan (including a footprint of the proposed improvements)
- fully-dimensioned building elevations
- fully-dimensioned landscape plan(s)
- statistical information applicable to the subject sub-area, including floor area, the applicable FAR, uses to be established, building heights and setbacks.

Sub Area Site Plan Approval Submittals shall include all other information necessary to illustrate substantial conformance to the Planned Development.

PDs that trigger the Affordable Requirement Ordinance

The Applicant acknowledges and agrees that the rezoning of the Property from [____] to [____] for construction of this Planned Development triggers the requirements of Sec.2-45-110 of the Municipal Code (Affordable Housing Ordinance). Any developer of a “residential housing project” within the meaning of the Affordable Housing Ordinance (Residential Project) must: (i) develop affordable housing units as part of the Residential Project; (ii) pay a fee in lieu of the development of affordable housing units; or (iii) any combination of (i) and (ii). In accordance with these requirements and the Affordable Housing Profile Form attached hereto as Exhibit [____], the Applicant

has agreed to provide [] affordable housing units [for owner-occupied units, 10% of total if sold at prices affordable at 100% AMI; less than 10% if sold at prices affordable at 80% AMI] [for rental units, 10% of total if leased at prices affordable at 60% AMI] in the Residential Project for households earning up to [100%] [80%] [60%] of the Chicago Primary Metropolitan Statistical Area median income (the Affordable Units), [and] [or] make a cash payment to the Affordable Housing Opportunity Fund in the amount of \$100,000 per unit (Cash Payment). At the time of each Part II review for the Residential Project, Applicant may update and resubmit the Affordable Housing Profile Form to the Department of Housing and Economic Development for review and approval. If the Applicant subsequently reduces the number of dwelling units in the Residential Project, HED may adjust the requirements of this Statement [] (i.e., number of Affordable Units and/or amount of Cash Payment) accordingly without amending the Planned Development. Prior to the issuance of any building permits for the Residential Project, including, without limitation, excavation or foundation permits, the Applicant must either make the required Cash Payment, or execute an Affordable Housing Agreement in accordance with Sec. 2-45-110(i)(2). The terms of the Affordable Housing Agreement and any amendments thereto are incorporated herein by this reference. The Applicant acknowledges and agrees that the Affordable Housing Agreement will be recorded against the Residential Project and will constitute a lien against each Affordable Unit. The City shall execute partial releases of the Affordable Housing Agreement prior to or at the time of the sale of each Affordable Unit to an income-eligible buyer at an affordable price, subject to the simultaneous execution and recording of a mortgage, restrictive covenant or similar instrument against such Affordable Unit. The Commissioner of HED may enforce remedies for breach of the Affordable Housing Agreement, and enter into settlement agreements with respect to any such breach, subject to the approval of the Corporation Counsel, without amending the PD

Alternative Compliance with ARO

Secs. 2-45-110(b)(1) and (b)(4)(ii) of the Affordable Housing Ordinance provide that PDs subject to the requirements of both the Affordable Housing Ordinance and Sec. 17-4-1004-D of the Zoning Code may satisfy the Affordable Housing Ordinance requirements by complying with the density bonus requirements in Sec. 17-4-1004. Sec. 17-4-1004-D also provides this option: Property in a DC, DX or DR district that is rezoned to a zoning classification that allows a higher base floor area ratio and is subsequently developed with additional residential

dwelling units must provide on-site affordable housing units or make cash contributions to the city's Affordable Housing Opportunity Fund in accordance with the standards of this subsection; provided that the developer of every residential housing project, as that term is defined in Sec. 2-45-110, and every planned development subject to the provisions of this subsection and Sec. 2-45-110 may elect to comply with the affordable housing requirement provisions of Sec. 2-45-110 instead.

If the developer of a PD subject to the ARO and 17-4-1004-D elects to comply with the zoning code's affordability requirements, the following statement should be used (a hybrid of the density bonus statement and the ARO statement):

The Applicant acknowledges and agrees that the rezoning of the Property from [] to [] for this Planned Development triggers the requirements of Sec. 2-45-110 of the Municipal Code (the Affordable Housing Ordinance). Any developer of a "residential housing project" within the meaning of the Affordable Housing Ordinance (Residential Project) must: (i) develop affordable housing units as part of the Residential Project; (ii) pay a fee in lieu of the development of affordable housing units; or (iii) any combination of (i) and (ii). The Applicant further acknowledges and agrees that this Planned Development is subject to Sec. 17-4-1004-D of the Zoning Code, which also requires on-site affordable housing or payment of a fee in lieu of providing affordable housing for rezonings in DC, DX and DR districts that increase the base floor area ratio. If a planned development is subject to the requirements of both Secs. 2-45-110 and 17-4-1004-D, it may comply with either. Applicant has elected to comply with Sec. 17-4-1004-D.

In accordance with the formulas set forth in that section and the Affordable Housing Profile Form attached hereto as Exhibit [], Applicant acknowledges and agrees that it must provide either a minimum of [] affordable units in the Residential Project consisting of at least [] square feet of floor area (the Affordable Units), or make a cash payment to the City's Affordable Housing Opportunity Fund in the amount of \$[] (Cash Payment), or \$[] per unit (Pro Rata Amount). At the time of each Part II review for the Residential Project, Applicant may update and resubmit the Affordable Housing Profile Form to the Department of Housing and Economic Development for review and approval. If the Applicant subsequently reduces the number of dwelling units in the Residential Project, HED may adjust the requirements of this Statement [] (i.e.,

number of Affordable Units and/or amount of Cash Payment) accordingly without amending the Planned Development. Prior to the issuance of any building permits for the Residential Project, including, without limitation, excavation or foundation permits, the Applicant must either make the required Cash Payment or provide a performance bond or other security in the amount of the Cash Payment ensuring construction of the Affordable Units. If the Applicant elects to construct the Affordable Units, it must also enter into an Affordable Housing Agreement with the City pursuant to Sec. 17-4-1004-E9 prior to the issuance of any building permits for the Residential Project, including, without limitation, excavation or foundation permits.

The terms of the Affordable Housing Agreement and any amendments thereto are incorporated herein by this reference. The Applicant acknowledges and agrees that the Affordable Housing Agreement will be recorded against the Residential Project and will constitute a lien against each Affordable Unit in an amount equal to the Pro Rata Amount. The City shall execute partial releases of the Affordable Housing Agreement prior to or at the time of the sale of each Affordable Unit to an income-eligible buyer at an affordable price, subject to the simultaneous execution and recording of a mortgage, restrictive covenant or similar instrument against such Affordable Unit. The Applicant must comply with the applicable affordable housing standards and requirements set forth in Sec. 17-4-1004, the terms of which are incorporated herein by this reference. The Commissioner of HED may enforce remedies for breach of the Affordable Housing Agreement, and enter into settlement agreements with respect to any such breach, subject to the approval of the Corporation Counsel, without amending the Planned Development.

PDs along the Chicago River

The Applicant acknowledges the importance of the Chicago River as a resource for both commerce and recreation and also acknowledges the City's goals of improving the appearance, quality and accessibility of the river, as contained in the waterway planned development guidelines contain in the Zoning Ordinance (Sec. 17-8-0912) and the Chicago River Corridor Design Guidelines and Standards. To further these goals, the Applicant agrees to: (a) provide a landscaped 30-foot-wide river setback and continuous riverside trail as indicated on the Site Plan, Public and Common Open Space Plan and Landscape Plan; and (b) permit connection of such setback and trail to the setback and trails of adjacent properties when the river edges of the adjacent properties are similarly improved. The

Applicant shall permit un-gated public access to the river setback and provide signage on the riverwalk that the riverwalk is open to the public during typical Chicago Park District hours. All improvements within the river setback must be substantially completed prior to receipt of Certificate of Occupancy for the principal building, provided that planting may be delayed, if consistent with good landscape practice, but not longer than one year following receipt of the occupancy certificate.

PDs involving open space

The Applicant acknowledges that it is in the public interest to ensure that adequate open space and recreational facilities are provided to serve new residential developments. As stated in the Open Space Impact Fee Ordinance Sec. 16-18-080 of the Municipal Code of Chicago, in the case of larger developments which are processed as Planned Developments, developers are encouraged to provide open space and recreational facilities on-site to serve new residents instead of paying open space impact fees. All open spaces developed for use by the public must be in compliance with the Open Space Impact Fee Administrative Regulations and Procedures promulgated by the Commissioner of HED, pursuant to Sec.16-18-110.

Any open space to be dedicated to the Chicago Park District must meet Chicago Park District standards and, where applicable, the park must be designed and constructed to Chicago Park District standards. Any conveyance of open space to the Chicago Park District, measuring two or more acres, shall be approved by the Chicago Park District. A Board issued resolution must be provided to the Department of Housing and Economic Development prior to the issuance of any Part II approval. Any conveyance of open space to the Chicago Park District, measuring less than two acres, shall be formalized in a contract that shall be provided to the Department of Housing and Economic Development prior to the issuance of any Part II approval.

PDs involving Historic Preservation:

Chicago Landmark/Chicago Landmark District: Pursuant to the Chicago Zoning Ordinance (Sec. 17-8-0911), Planned Developments are to give priority to the preservation and adaptive reuse of Chicago Landmark buildings. The Planned Development includes TBD, which is designated as a Chicago Landmark or within a district designated as a Chicago Landmark. Work to designated Chicago Landmarks is subject to the review and approval of the Commission on Chicago Landmarks pursuant to the Chicago Landmarks Ordinance, Sec. 2-120-740.

Excavation, foundation work or new construction adjacent to a designated landmark, landmark district, or other historic building identified in the Chicago Historic Resources Survey:

The Applicant acknowledges that the Planned Development project includes excavation, new foundations or other work adjacent to a Chicago Landmark building TBD, a contributing building TBD in a Chicago Landmark District TBD or a building identified in the Chicago Historic Resources Survey TBD. Pursuant to the Zoning Ordinance, Sec.17-8-0911, the Applicant acknowledges that it is in the public interest to promote the preservation of historic resources. The applicant shall submit a report, stamped by an engineer, identifying any protective measures that may be required for the historic building and those measures that will be incorporated during construction as part of the project. The report shall be submitted as part of the Part II Review application to the Historic Preservation Division and be subject to the review and acceptance by HED.

Chicago Historic Resources Survey (Red/Orange):

The Applicant acknowledges that the Planned Development includes a building commonly known as TBD and identified as potentially significant in the Chicago Historic Resources Survey. Pursuant to the Zoning Ordinance, Secs. 17-8-0911 and 13-32-230 of the Municipal Code, the Applicant acknowledges that planned developments should give priority to the adaptive reuse of historic buildings which have been designated as a "Chicago Landmark" or color-coded red or orange in the Chicago Historic Resources Survey. Therefore, the applicant agrees to retain and preserve the character-defining features of the building. The character-defining features are identified as TBD. In general, original features and materials of the character-defining features should be retained and preserved as much as reasonably possible, while any changes should be compatible with the building's historic character. Such work to the character-defining features shall be subject to the review and approval of the Department of Housing and Economic Development as a part of the Part II Review.

Historic Water Tank:

Pursuant to the Sec. 13-32-231 of the Municipal Code, the Applicant acknowledges the City's goals of encouraging the preservation of Historic Chicago Water Tanks and agrees to retain and preserve the TBD water tank on the TBD as part of the Planned Development. Any work to the water tank shall be subject to the review and approval of the Department of Housing and Economic Development as part of Part II Review.

