# **Development Manual**

## A Guide to Chicago Plan Commission Projects



#### Planned Developments and Map Amendments in Industrial Corridors Intake/ Pre-Filing Process Meeting occurs every Applicant completes A PM is assigned and Based upon the DHED emails a blank Applicant contacts PD Wednesday and is form and returns to the Applicant presents information presented. copy of the Zoning Staff to schedule an scheduled within 2 DHED on the Monday the general concept of he Department issues a Analysis form to the weeks depending on intake meeting. prior to the scheduled the proposal at an response letter to the Applicant case load Intake Meeting Intake Meeting. Applicant's attorney. Application Filing/DHED Internal Review DHED staff assigns an At the next Committee The Application for a The application is application number to Hearing, all PD's and Zoning Map reviewed for The Clerk introduces The Applications are 2 Applicant must send the application and MA's in Industrial Amendment is filed completeness, only deferred to the the new applications at notice of filing. forwards a copy to the Corridors are deferred with Gerald Garcia in complete applications City Council. Committee on Zoning. City Clerk for Council pending a CPC Hearing Room 905. are accepted. and sent to DHED. introduction. Applicant submits a DHED staff reviews the PM reviews submission A letter, detailing Hearing Packet 20 days application to ensure all Applicant must obtain to ensure all issues have prior to CPC Hearing. comments and required 3 required information is approval of site plan been addressed. Revisions are **DHED Internal Review** changes is issued by DHED reviews hearing included. Missing from CDOT, CFD and submitted to DHED. Outstanding issues are DHED to the Applicant's packet and within 4 days information will be MOPD. communicated to the attomey. notifies Applicant of requested. Applicant's attorney. CPC date. Legislative Process 15 Days prior to the hearing, Applicant DHED drafts tentative sends notice of hearing **CPC** Hearing CPC agenda. and DHED publishes CPC agenda in the Sun-Times. Council Journal is The Applicant contacts CPC forwards published 30 days 5 COZ to obtain recommendation to the COZ Hearing City Council following hearing. At formation on when the Committee on Zoning this time, DHED item will be heard. assigns a PD number Part II (Permit) Review Upon proof of payment Applicant submits an The Part II Fee is and compliance with application for a PD staff electronically Applicant brings a calculated and DHED Part I, plans are receives Part II request Part II review Cashiers receipt to the building permit to DOB 6 reviewer sends fee approved and Part II conducted. Part II reviewers in 905 which includes Part II and begins permit review sheet is signed amount to development request letter and review. to confirm payment.

team.

required plans.

and sent to the

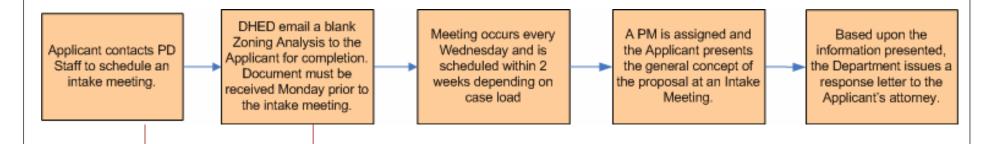
development team.

#### Lake Michigan and Chicago Lakefront Protection Applications Intake/ Pre-Filing Process Meeting occurs every A PM is assigned and Applicant completes Based upon the DHED emails a blank Wednesday and is Applicant contacts PD form and returns to the Applicant presents information presented. copy of the Zoning Staff to schedule an scheduled within 2 DHED on the Monday the general concept of he Department issues a Analysis form to the intake meeting. weeks depending on prior to the scheduled the proposal at an response letter to the Applicant case load Intake Meeting Intake Meeting. Applicant's attorney. Application Filing/DHED Internal Review The Application for a The application is Zoning Map reviewed for DHED staff assigns an 2 Applicant must send Amendment is filed completeness, only application number to notice of filing. with Loretta Walsh in complete applications the application. Room 905. are accepted. Applicant submits a DHED staff reviews the PM reviews submission A letter, detailing Hearing Packet 20 days application to ensure all Applicant must obtain to ensure all issues prior to CPC Hearing. comments and required 3 required information is approval of site plan Revisions are have been addressed. **DHED Internal Review** changes is issued by DHED reviews hearing included. Missing from CDOT, CFD and submitted to DHED. Outstanding issues are packet and within 4 days DHED to the Applicant's information will be MOPD. communicated to the attorney. notifies Applicant of requested. Applicant's attorney. CPC date. Legislative Process 15 Days prior to the hearing, Applicant DHED drafts tentative sends notice of hearing Resolution is signed 4 **CPC** Hearing CPC agenda. and DHED publishes at the hearing CPC agenda in the Sun-Times

#### Part II (Permit) Review

Upon proof of payment Applicant submits an and compliance with application for a PD staff electronically Part I, plans are 5 building permit to DOB receives Part II request Part II review approved and Part II which includes Part II and begins permit conducted. review sheet is signed request letter and review. and sent to the required plans. development team.

## **Intake Meeting/Pre-Filing**

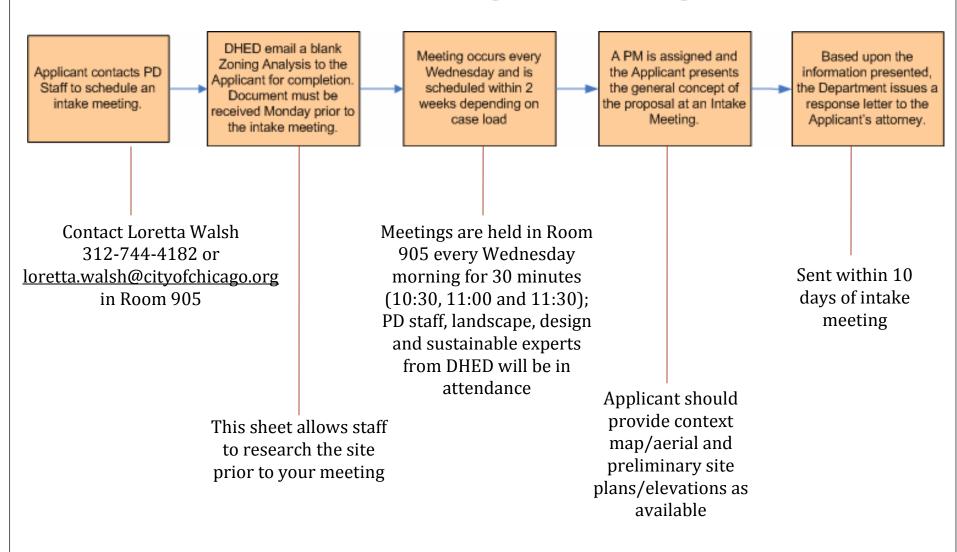


Contact Loretta Walsh
312-744-4182 or
loretta.walsh@cityofchicago.org
in Room 905

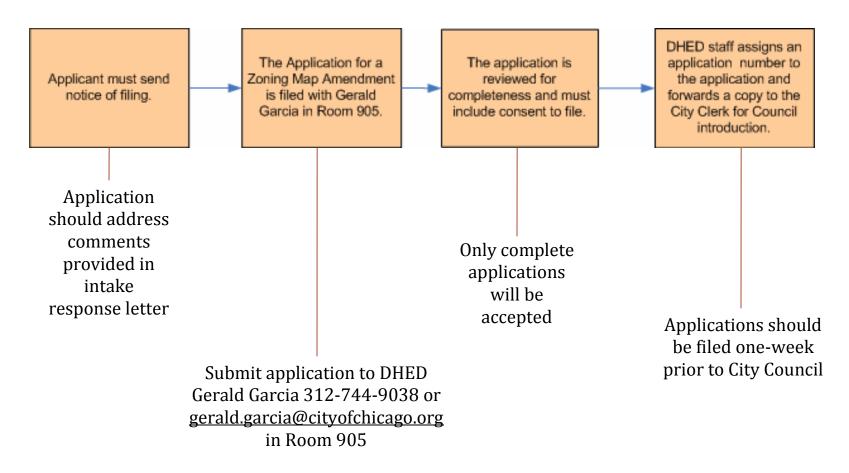
This sheet allows staff to research the site prior to your meeting

## **Intake Meeting Zoning Analysis Form**

## **Intake Meeting/Pre-Filing**



## Filing a PD or Industrial Corridor Application

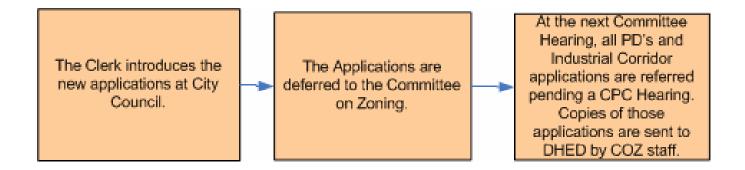


## Requirements for PD/Industrial Corridor Applications

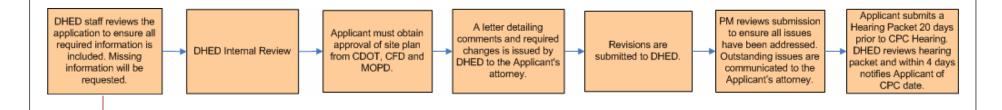
#### **Applications must include:**

- Ordinance with metes and bounds description of the subject property
- Site, landscape, green roof and phasing/sub-area plans
- Aerials, right-of-way and boundary maps
- Building elevations
- Bulk Table (PD only)
- PD Statements (PD only, template available on DHED website)
- Chicago Builds Green Form (as applicable, available on DHED website)
- Economic Disclosure Statement(s)
- Supplemental reports (traffic, landscaping, environmental impact, etc)
- Public notice of filing and hearing(s) and associated affidavits

# Legislative Process for PD and Industrial Corridor Applications



## **DHED Internal Review Process**



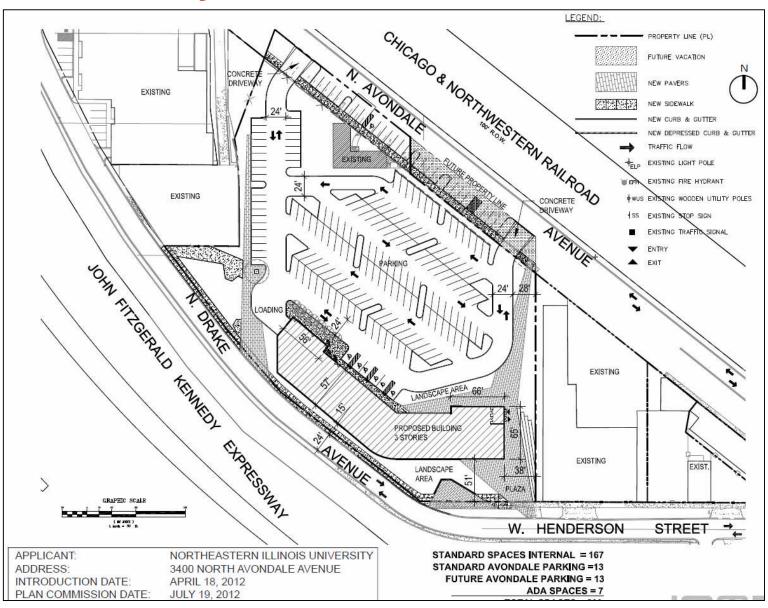
Fullydimensioned
site and
landscape
plans must be
included, along
with contextual
data and
imagery

## **Fully-Dimensioned Site Plans**

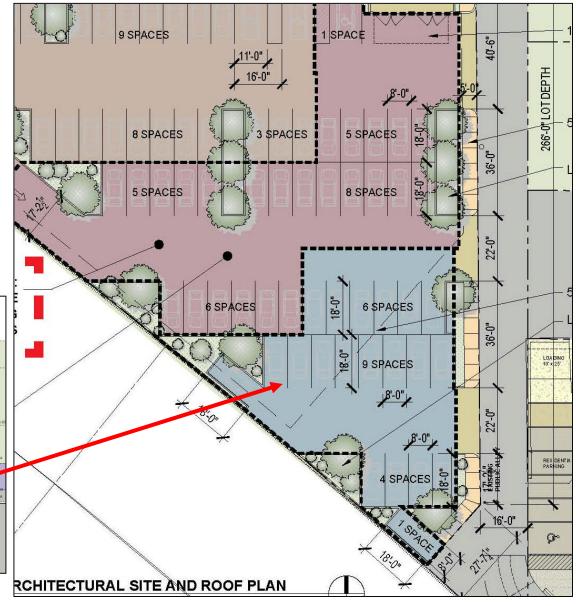
#### Site plans must include:

- North arrow and scale bar
- Proposed PD or project boundaries
- Location and dimensions of, and indications of any access to:
  - All existing structures (to remain) with entrances indicated
  - All proposed structures (to be built) with entrances indicated
  - All exterior and interior open space
  - All curb cuts, parking lots/spaces, drive aisles and loading berths
- Public and private street layout and all on-street parking
- Pedestrian circulation areas and outdoor amenity spaces
- Distances between all buildings (existing and proposed)

## **Fully-Dimensioned Site Plans**

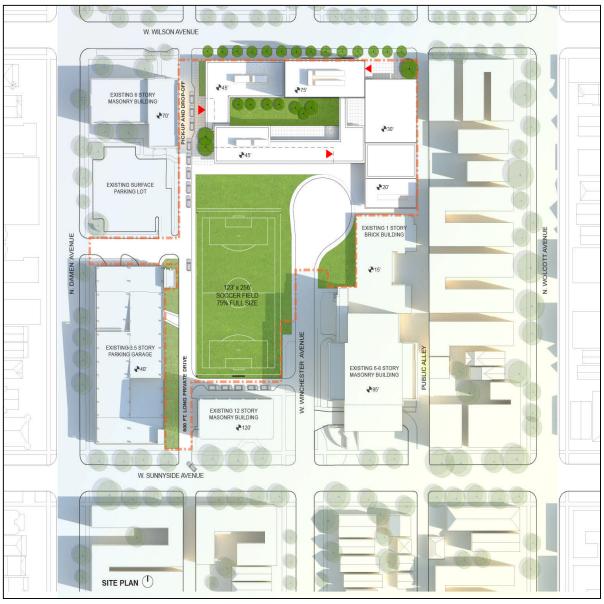


## **Fully-Dimensioned Site Plans**



1 ARCHITECTURAL SITE AND ROOF PLAN

## **Site Plan Existing and Proposed Structure Call-Out**



## **Fully-Dimensioned Floor Plans**

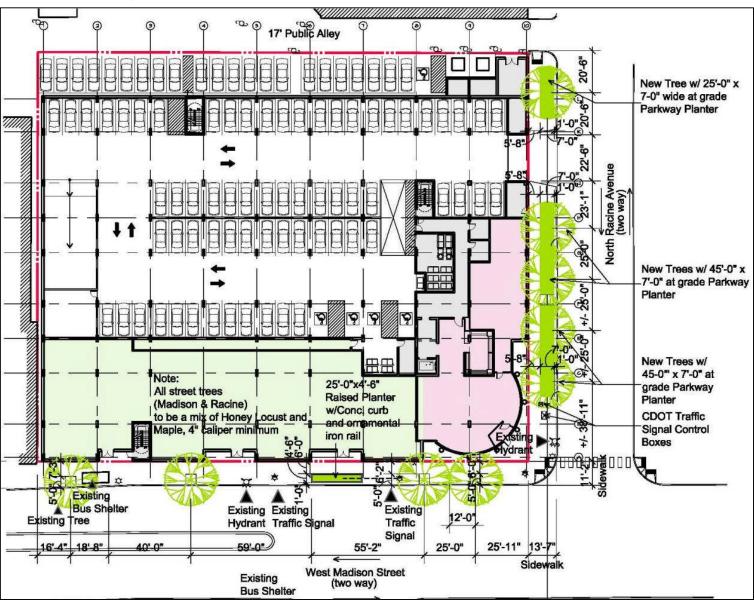


## **Fully-Dimensioned Landscape Plans**

#### Landscape plans must include:

- North arrow and scale bar
- Proposed PD or project boundaries
- Location, species and dimensions of:
  - All existing trees (to remain)
  - All proposed trees (to be installed) and any planter boxes
  - All landscaped areas, distinguished from grass covered areas
- All surface and construction materials must be identified
- Plant legend identifying all species and provides associated symbols
- Storm water detention/retention mechanisms (surface features only)
- Elevation or contour changes
- Landscape, parkway tree vehicular-use area calculations
- Ornamental fence indications, dimensions and design

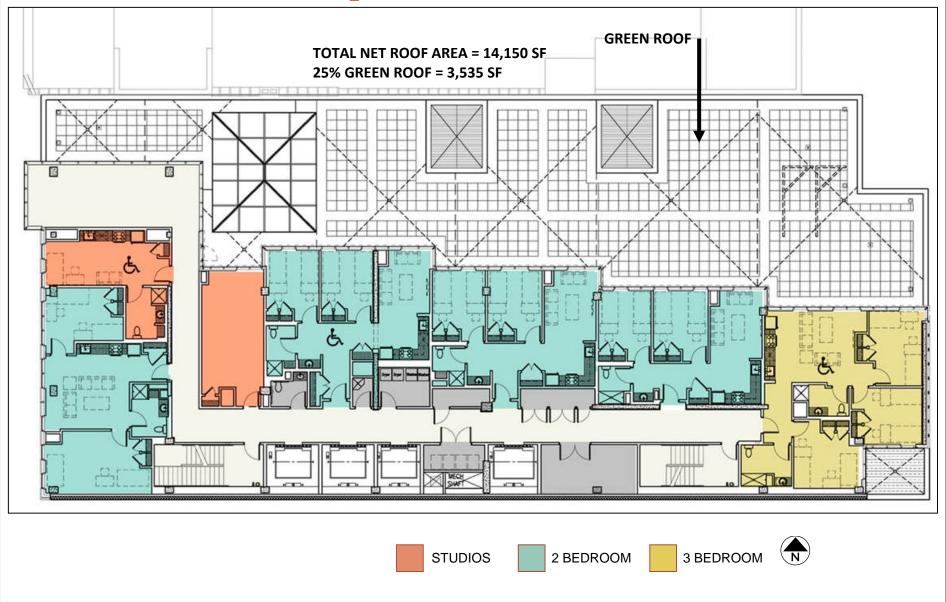
## **Fully-Dimensioned Landscape Plans**



## **Landscape Plan Proposed Species Details**



## **Proposed Green Roof**

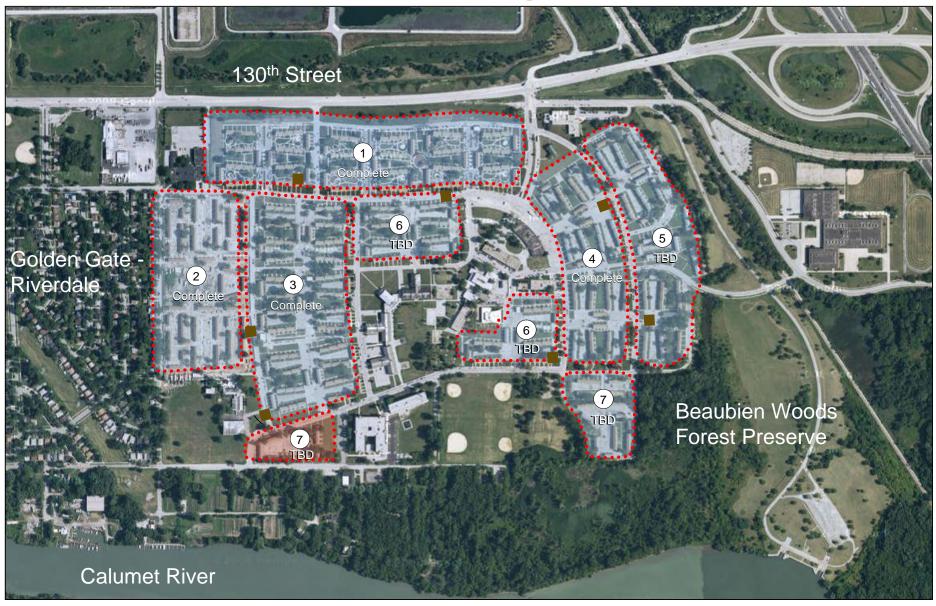


### **Contextual Information**

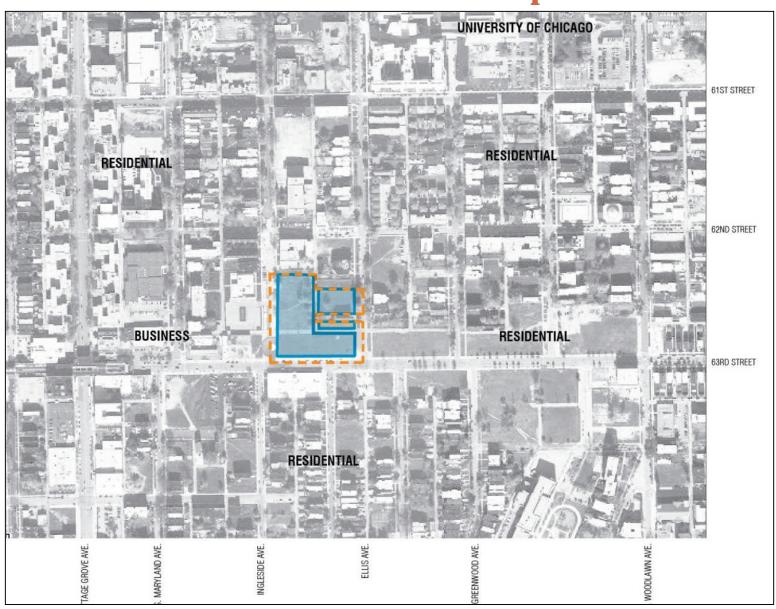
#### Renderings, maps and images must include:

- North arrow and scale bar
- Proposed PD or project boundaries
- Aerial photograph indicating development within one half mile
- Map indicating land-uses within same radius:
  - Residential, commercial, industrial, open space, water, transit, etc
- Photographs of structures or land-uses adjacent to subject property
- Provide visual description of surrounding area

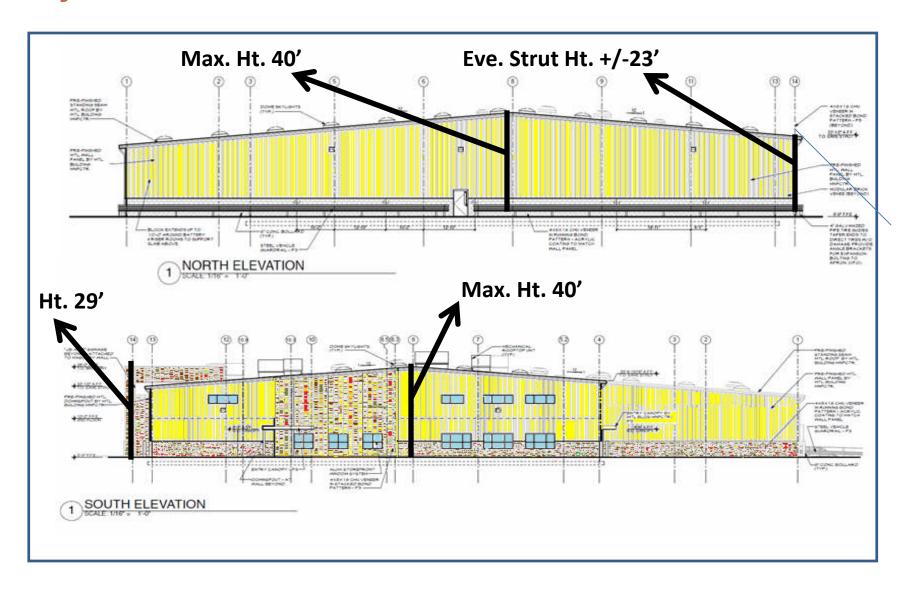
## **Aerial Photograph**



## **Area Land-Use Map**



## **Fully-Dimensioned Colored Elevations with Materials**







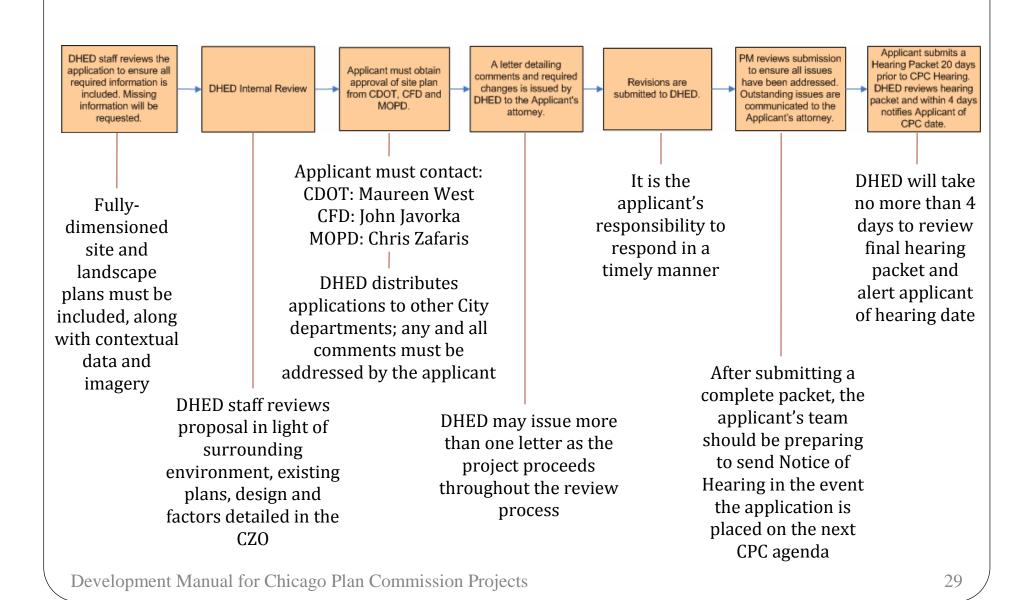






Development Manual for Chicago Plan Commission Projects

### **DHED Internal Review Process**



## **Chicago Plan Commission Calendar**

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Jan. 20	Jan. 21	Jan. 22	Jan. 23	Jan. 24	Jan. 25	Jan. 26
Jan. 27	Jan. 28	Jan. 29	Jan. 30	Jan. 31	Feb. 1	Feb. 2
					20-Days	
					submission	
Feb. 3	Feb. 4	Feb. 5	Feb. 6	Feb. 7	Feb. 8	Feb. 9
			15-Days			
			CPC notice			
Feb. 10	Feb. 11	Feb. 12	Feb. 13	Feb. 14	Feb. 15	Feb. 16
Feb. 17	Feb. 18	Feb. 19	Feb. 20	Feb. 21	Feb. 22	Feb. 23
				CPC hearing		
Feb. 24	Feb. 25	Feb. 26	Feb. 27	Feb. 28	Mar. 1	Mar. 2
Mar. 3	Mar. 4	Mar. 5	Mar. 6	Mar. 7	Mar. 8	Mar. 9
					20-Days	
					Submission	

## **Chicago Plan Commission Items**

#### **Final materials must include:**

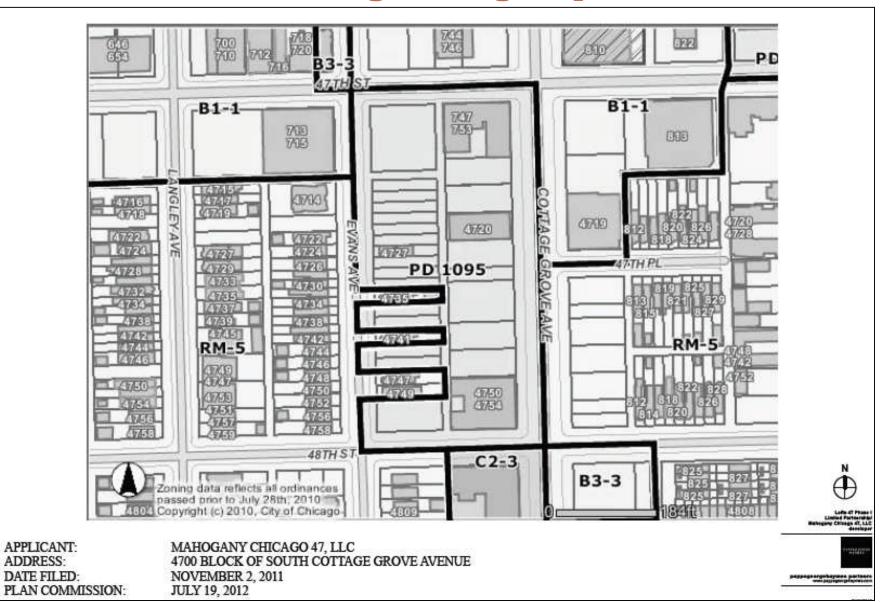
- Area zoning and land use maps
- Site, landscape, green roof and phasing/sub-area plans
- Sustainable information, parking determinations and vehicular access
- Building elevations with design details, heights and materials (no signage)
- PD boundary and property line map (as applicable)
- PD Statements, Bulk Table and PD exhibits (as applicable)
- Draft Plan Commission PowerPoint
- Notice mailings and associated addresses
- Economic Disclosure Statements
- Evidence of approval from all applicable City departments

## **Planned Development Exhibits**

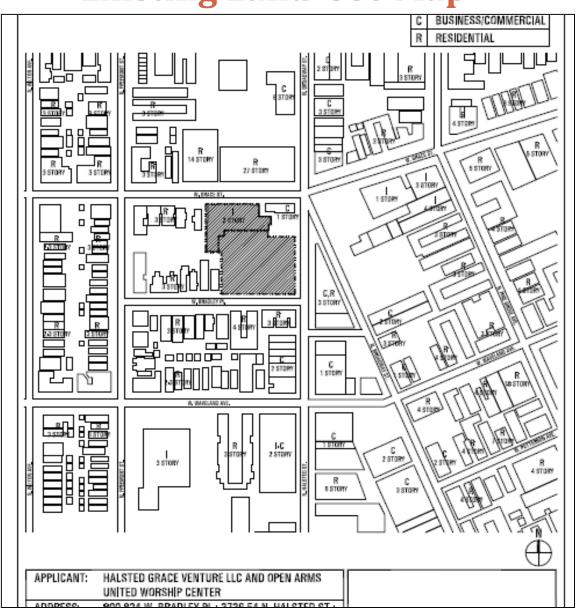
#### Images that are included with ordinance and must take the following form:

- North arrow and scale bar
- Area zoning and land-use maps
- Right-of-way and boundary maps
- Site, landscape, green roof and phasing/sub-area plans
  - Each on own sheet
- •Building elevations
  - Black and white only
  - Fully-dimensioned (including building heights)
  - Material call-outs
  - Legible text
- Full-size (24" x 36") not required for Plan Commission hearing

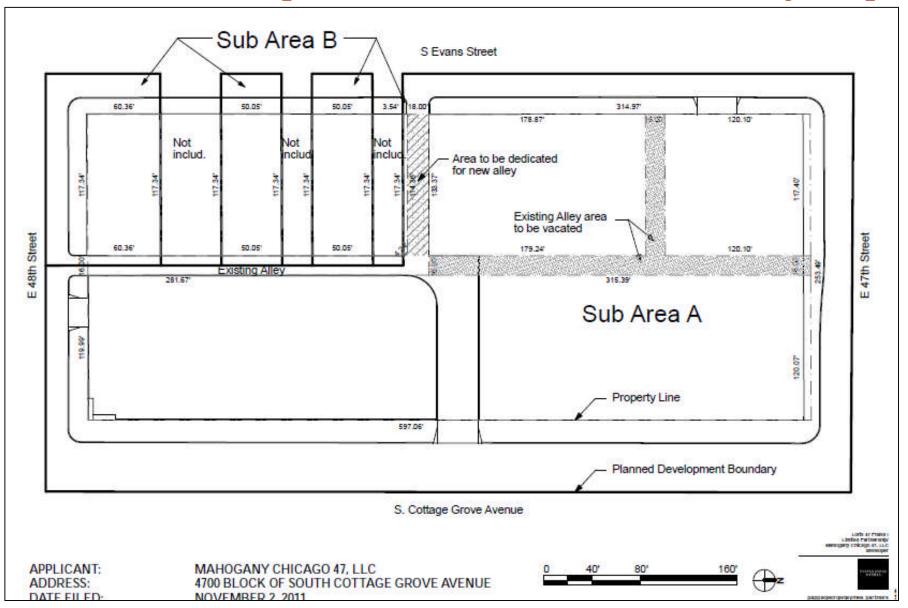
## **Existing Zoning Map**



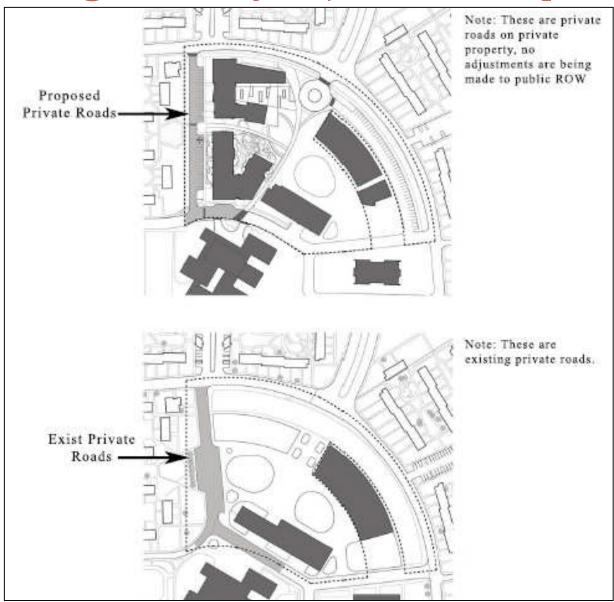
## **Existing Land-Use Map**



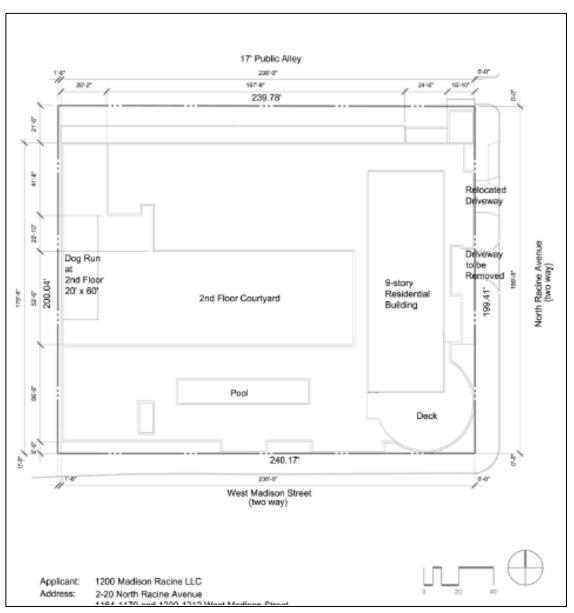
## Planned Development and Sub Area Boundary Map



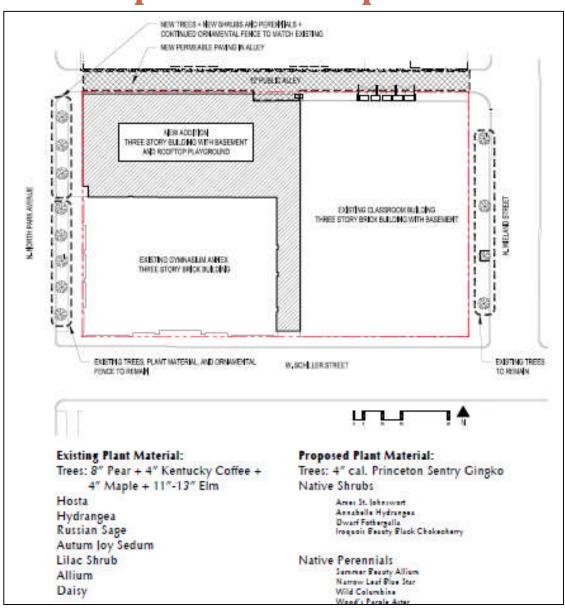
## **Right-of-Way Adjustment Map**



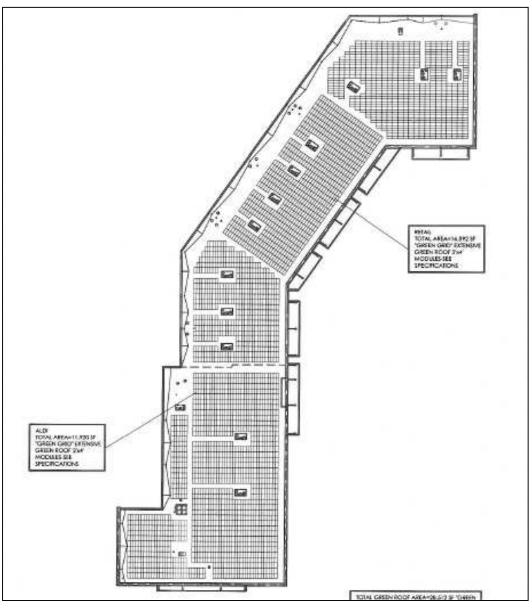
#### Site Plan



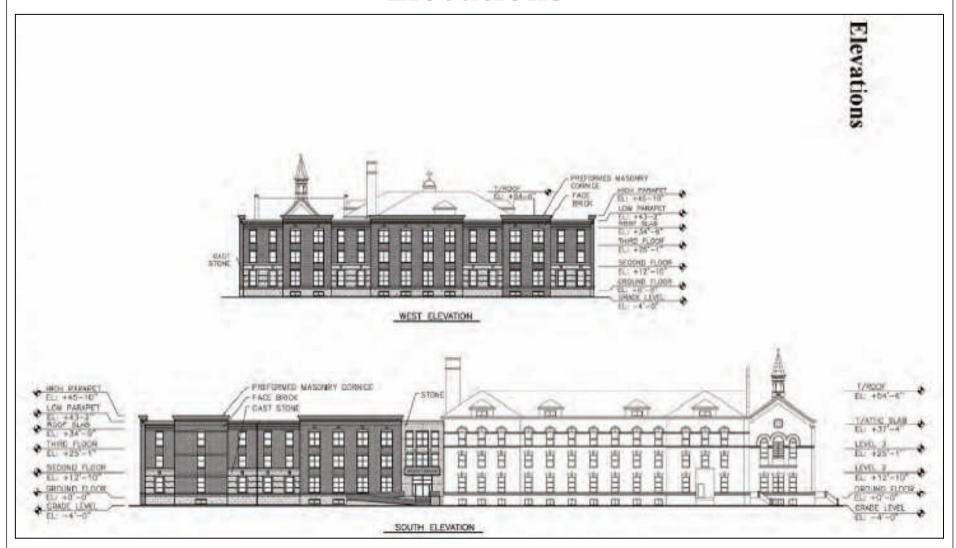
## **Landscape Plan and Species Detail**



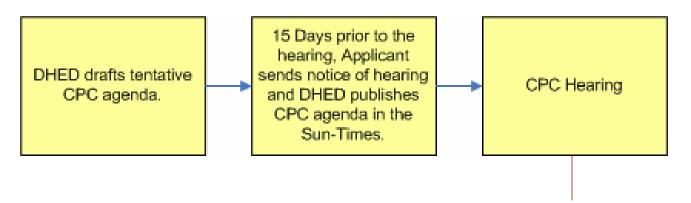
#### **Green Roof Plan**



#### **Elevations**

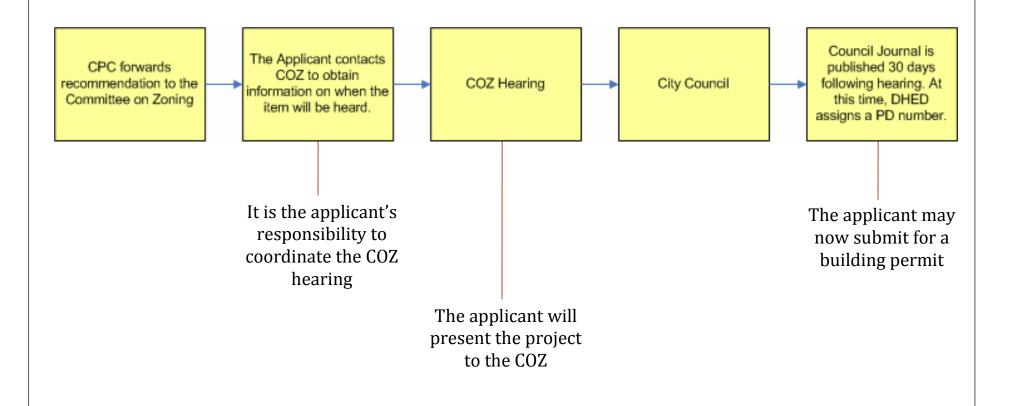


## **Chicago Plan Commission Hearing**

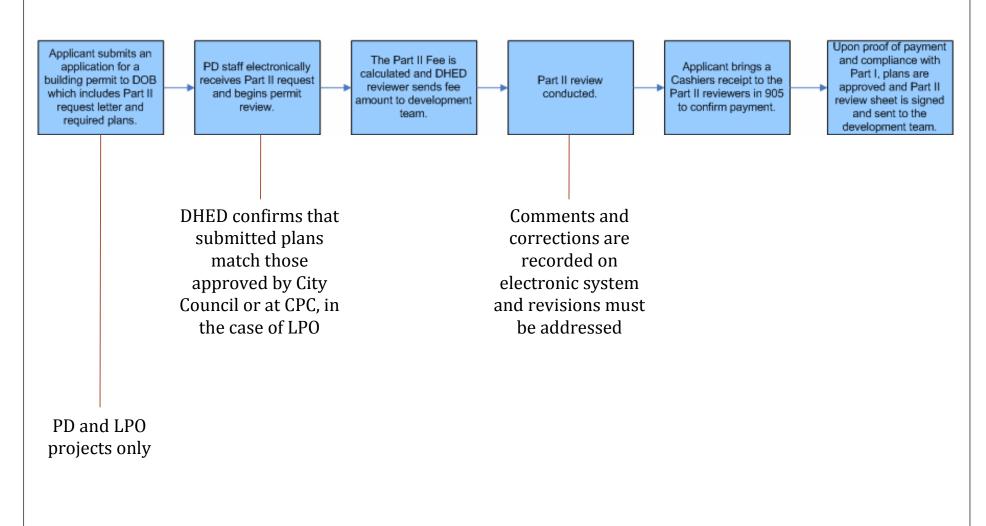


The item is introduced by DHED staff, a full PowerPoint presentation is given by the development team and to conclude the official recommendations presented by DHED staff

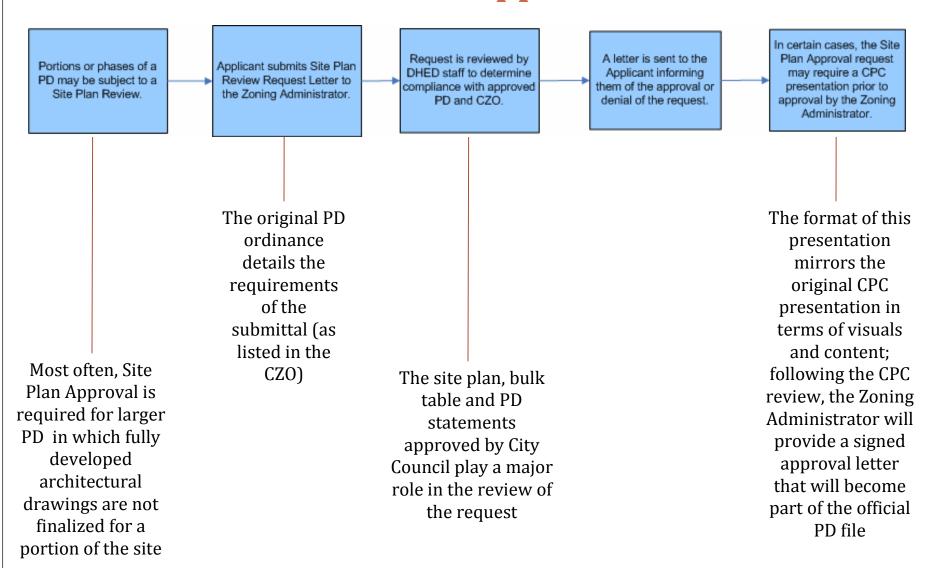
# Next Steps in the Legislative Process for PD and Industrial Corridor Applications



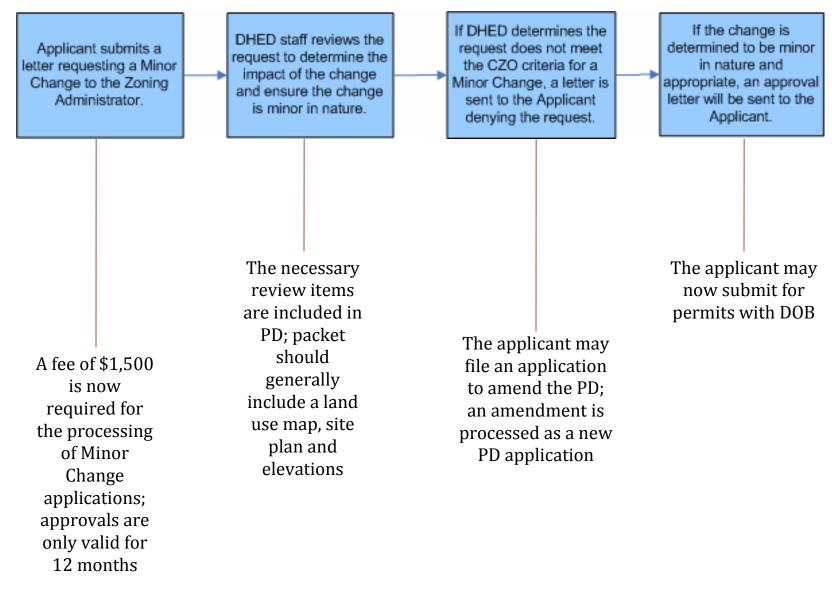
#### Part II Review/Permit Submittal



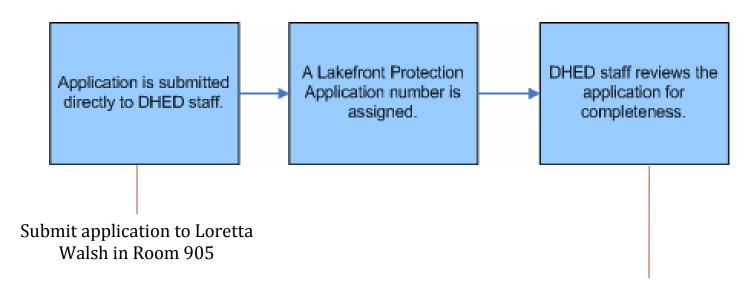
#### **Site Plan Approval**



#### **Minor Change Requests and Amendments**



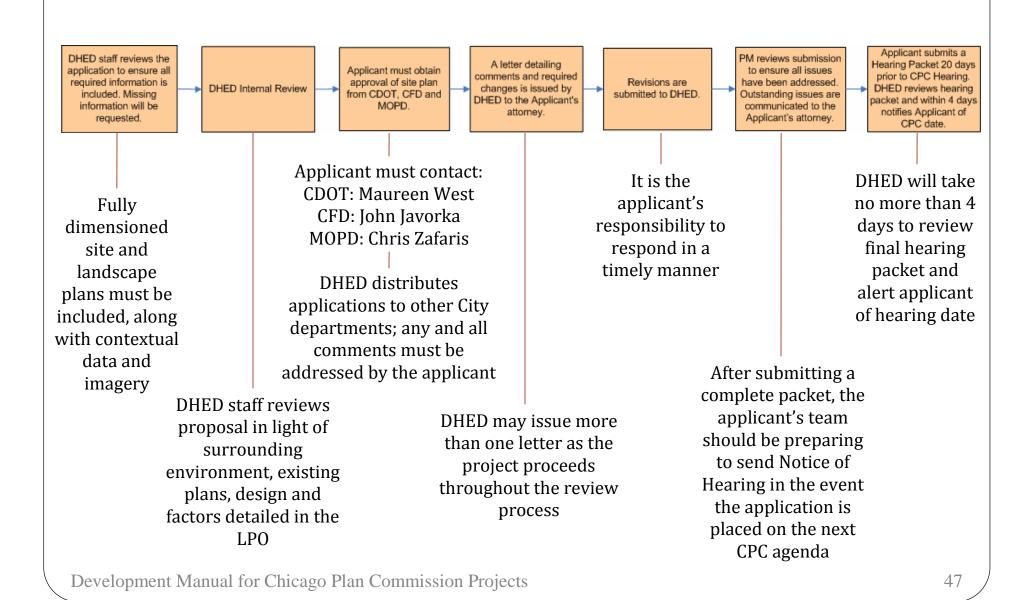
#### **Lakefront Protection Applications**



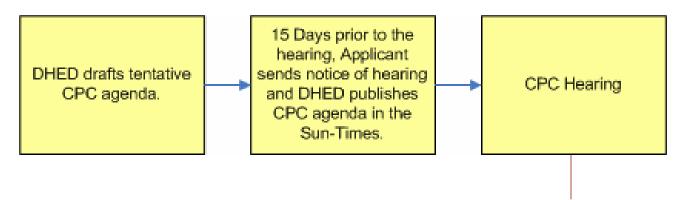
**Complete Application Includes:** 

- Project narrative
- Site, landscape, green roof and phasing/sub-area plans
- Aerials, right-of-way and boundary maps
- Building elevations
- Underlying zoning information
- Lakefront Policy and Purpose responses
- Chicago Builds Green Form
- Economic Disclosure Statement(s)
- Draft Plan Commission PowerPoint
- Supplemental reports (traffic, landscaping, environmental impact, etc)
- Public notice of filing and hearing(s) and associated affidavits

#### **DHED Internal Review Process**



## **Chicago Plan Commission Hearing**



The item is introduced by DHED staff, a full PowerPoint presentation is given by the development team and to conclude the official recommendations presented by DHED staff; upon approval, applicant may submit for permits with DOB

#### Comments, Questions...

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