

## SUGGESTED FORM FOR A PART II REVIEW REQUEST LETTER

Date: \_\_\_/\_\_\_/\_\_\_

Ms. Heather Gleason  
Attn: Mr. Michael A. Marmo  
Department of Housing and Economic Development  
Bureau of Planning and Zoning  
Room 905 - City Hall  
121 N. LaSalle Street  
Chicago, Illinois 60602

RE: Planned Development No. \_\_\_\_; Subarea (if applicable); Lakefront No. (if applicable);  
Building Permit Application No. \_\_\_\_\_

(Project Name & address)

Dear Ms. Gleason:

Electronically uploaded for your review is a set of scaled and stamped plans required for a Full Part II review or a Partial Part II review (*please describe partial scope e.g., Foundation Only, Caisson & Foundation Only, Shell & Core Only, etc.*) of the proposed project located within the boundaries of [*describe PD type, e.g., Residential, Institutional, Business, etc.*] Planned Development No. \_\_\_\_, Subarea (if applicable); Lakefront No. (if applicable), herewith submitted to you for your review in accordance with the "Rules, Regulations and Procedures in Relation to Planned Development Amendments" and/or the Chicago Lakefront Ordinance. This Part II request submittal is required for Building Permit approval & issuance, and is reflective of the scope of work described in said Building Permit Application. Specifically, these electronic plans/drawings relate to the construction of... (*please describe development*). This project is located at (*address or general location*), within (*indicate Subarea of Planned Development if applicable*).

### **For Residential Projects:**

A total of (# *dwelling units*) will be constructed within (# *of structures/buildings*), (*describe # of stories, and type of structure, i.e., low, mid or high-rise, elevator apartment, townhouse, loft, condominium, single-family etc.*). This proposal contains a total floor area of \_\_\_ square feet, with a ground floor area of \_\_\_ square feet. This results in a total floor area of (*if known*) with a total ground coverage of (*if known*) for the entire Planned Development or Subarea thereof. (*Please include any other information relevant to this project*). Attached, please find the completed Open Space Impact Fee Worksheet as it pertains to this residential project.

### **For Non-Residential Projects:**

This project consists of the construction of (# *of structures/buildings, # of stories, type of structures/buildings, i.e., institutional, retail, manufacturing etc and all information relevant to the project, i.e., specific use i.e. hospital, office school etc., containing number of employees, number of hospital beds etc.*). This proposal contains a total floor area of \_\_\_ square feet, with a ground floor area of \_\_\_ square feet. This results in a total floor area of (*if known*) with a total ground coverage of (*if known*) for the entire Planned Development or Subarea thereof. (*Please include any other information relevant to this project*).

**For All Projects:**

A total of \_\_\_ off-street parking spaces and \_\_\_ off-street loading spaces are provided for this project. This results in a total of (if known) off-street parking spaces and (if known) off-street loading spaces for the entire Planned Development or Subarea thereof. *(Please describe location where parking and loading is provided)*

This Part II Review submittal includes stamped architectural & civil plans that include the Site Plan(s), Location Plan(s), Landscape Plan(s), Architectural Floor Plans for every level, Foundation Plan(s), Roof Plan(s), Green Roof Plan(s) if required, Demolition Plans, Elevation Plan(s), both Building & Wall Section Plan(s), Wall Sections, Zoning Data and Materials Data Sheets, and any other detail drawings necessary for Part II review such as proposed fencing, lighting, street furniture, architectural elements and features, and signage. These plans specifically selected for your Departments review, can be found uploaded into the 2-Part II Drawings folder of the E-Plan electronic permitting system.

I hereby request your review and approval of this project for submission to the Department of Buildings in order that the necessary permits may be obtained.

Very truly yours,

Applicant's signature: (owner and/or authorized agent of owner)

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Note: 1. It is highly advisable to obtain a copy of the respective Planned Development Ordinance prior to submitting a Part II review request. In addition, depending on the Planned Development, a separate Site Plan approval may be required prior to the issuance of a Part II for the proposed new construction. Should this be the case, the Planned Development Ordinance will specify in one of its numbered Statements, exactly what materials are necessary for submission to our Department for Site Plan review. If required, as is the case with a Part II request, a separate request for Site Plan review and approval will be necessary. A "Suggested Form For A Site Plan Review Request Letter," can be obtained from our office upon request.

2. Please remember to include any and all project specific information with your Part II review request.

3. Again, if requesting Partial Part II review and approval, e.g., foundation and caisson, shell & core etc., please accurately describe the scope of work currently being sought as reflected on the Building Permit Application submitted and being processed.

4. Please submit this written request on company letterhead if possible.