



CDOT Plan Review Committee (PRC)

The Chicago Department of Transportation is responsible for reviewing development proposals that impact the public right-of-way. Projects such as Planned Developments or Lakefront Protection Applications must receive approval from the CDOT PRC prior to proceeding to Plan Commission. Other projects, such as those being heard at Zoning Board of Appeals, may also require approval by the CDOT PRC per the Department's discretion. **PLEASE NOTE THE RECENT CHANGES THAT HAVE BEEN MADE TO OUR SUBMISSION REQUIREMENTS. UPDATED AS OF 9/30/2019.**

Materials must be submitted as PDF documents via email attachments to CDOTPRC@cityofchicago.org. Digital files provided on USB drives, CD, or via a third-party server links may be accepted as well. When we are ready to approve we will ask for one complete set of all documents submitted in hard copy on 11x17 (text documents on 8.5x11) and 3 additional copies of the site plan which we will stamp and return for your files.

The list below details the files that are required for each project. Incomplete submittals may delay the review, so please be sure everything is accounted for. If any materials are unavailable at the time of submittal please explain in the cover letter and provide them as soon as possible.

Submission Requirement Checklist

- Cover letter with contact information (telephone number and email address) for:
 - Applicant (ownership/developer)
 - Expediter and/or Attorney
 - all consultants: Architect, Civil engineer, and/or traffic engineer (if applicable).Please also include the DPD Project Manager and Plan Commission date intended for submittal.
- Short narrative describing the proposed plan for the site, including (but not limited to) the proposed site uses, total number of parking spaces on-site and intended users of the parking, any vacation of right of way or subdivision of property needed, and total number of existing and proposed curb cuts.
- A survey of the site and surrounding adjacent public facilities.
- Supporting photos of existing conditions of the public way on the property perimeter.
- Fully dimensioned site plan(s) showing north arrow, street names, traffic flow directional arrows, driveways, sidewalks, parkways, landscaping, parking layout and pavement markings, drop-off or standing/loading zones, alley access, pedestrian entrances/exits, ADA ramps, bicycle parking location(s) and number of racks, dedications/vacations, property lines, bus stop and shelter locations, building encroachments into the right-of-way (e.g. balconies, canopies), and first floor layout. Dimensions required on the site plan include driveway widths; driveway offsets to alleys, streets, or property lines; sidewalk width; parkway width; alley width; planter spacing; parking space length and width; parking aisle width. 11"x17" format preferred.
- Landscape plans - landscape plans must comply with the Guide to the Chicago Landscape Ordinance (GCLO), pages 11-15 and 37. Plans must include dimensions

between all permanent structures and proposed parkway trees as detailed within the GCLO, page 11-15. Dimension on plan distance between parkway trees, distance between parkway trees and street, alley, and driveway intersections, light poles, bus stops, and utilities. Show on plan all water mains and their diameter. Label all new parkway trees by genus species cultivar and caliper. Provide tree planting, parkway, at grade planter, tree grate details. Note: Acer, Gleditsia, and Pyrus are not permitted.

- Truck turning movement exhibit illustrating the path of trucks to and from the loading docks.
- If available and applicable,
 - a. A rendering or elevation of any face of the building with vehicular access.
 - b. A copy of site plan approved by the Fire Prevention Bureau.
 - c. Traffic Study materials as indicated below.

Traffic Studies

A Traffic Impact Study may be required for a particular development per the discretion of the City. If required, the traffic impact study must be submitted to CDOT for review. Include two hard copies of the document with your submission and include a PDF as well as any Synchro files. Note that any traffic infrastructure relied upon for your traffic impact analysis must be existing conditions or noted how and when it will be installed and shown on the site plans.

Lakefront Protection Application

Provide a hard copy and PDF of all materials. If not part of a greater PD, the site plan can be more basic, including the property and only impacted public way; also a traffic study is usually not required.

Vacations & Dedications

If the Planned Development includes a vacation or dedication, an in-person meeting with the CDOT Plan Review Committee is required. The vacation/dedication application should be submitted concurrently with the Plan Review documents (if not earlier).

Subsequent Submittals

Resubmitted projects need only include revised plans, revised traffic study and a written disposition of comments. The applicant must address each comment in the disposition. The submittal should consist of one hard copy set and a PDF via email attachment as noted above.

Final Approval

Once the plans are acceptable to CDOT, the Applicant will be asked by a CDOT representative to submit one complete set of all FINAL documents listed above including four (4) 11"x17" hard copy site plan drawings to be stamped. This stamp indicates conditional approval based on the ultimate receipt of acceptable civil engineering drawings. Only provide these hard copies upon notification of CDOT approval of the initial submission.

PD Statements

DPD staff will provide the standard CDOT language in part 3 of the PD Statements. This includes the conditions of approval of all related grants of privilege, right of way adjustments, and any and all required permits to be obtained. Also, pursuant to a negotiated and executed Perimeter Restoration Agreement ("Agreement") by and between the Department of

Transportation's Division of Infrastructure Management and the Applicant, the Applicant shall provide improvements and restoration of all public way adjacent to the property.