Planned Developments and Map Amendments in Industrial Corridors

Intake/Pre-Filing Process

1. Applicant contacts PD Staff to schedule an intake meeting.
   - Meeting occurs every Wednesday and is scheduled within 2 weeks depending on case load.
   - DHED emails a blank copy of the Zoning Analysis form to the Applicant.
   - Applicant completes form and returns to DHED on the Monday prior to the scheduled intake meeting.
   - A PM is assigned and the Applicant presents the general concept of the proposal at an Intake Meeting.
   - Based upon the information presented, the Department issues a response letter to the Applicant's attorney.

Application Filing/DHED Internal Review

2. Applicant must send notice of filing.
   - The Application for a Zoning Map Amendment is filled with Gerald Garcia in Room 905.
   - The application is reviewed for completeness, only complete applications are accepted.
   - DHED staff assigns an application number to the application and forwards a copy to the City Clerk for Council introduction.
   - The Clerk introduces the new applications at City Council.
   - The Applications are deferred to the Committee on Zoning.
   - At the next Committee Hearing, all PDC's and MA's in Industrial Corridors are referred pending a CPC Hearing and sent to DHED.

3. DHED staff reviews the application to ensure all required information is included. Missing information will be requested.
   - DHED Internal Review
   - Applicant must obtain approval of site plan from CSID, CFD, and MOPD.
   - A letter detailing comments and required changes is issued by DHED to the Applicant's attorney.
   - Revisions are submitted to DHED.
   - PM reviews submission to ensure all issues have been addressed. Outstanding issues are communicated to the Applicant's attorney.
   - Applicant submits a Hearing Packet 20 days prior to CPC Hearing. DHED reviews hearing packet and within 4 days notifies Applicant of CPC date.

Legislative Process

4. DHED drafts tentative CPC agenda.
   - 15 Days prior to the hearing, Applicant sends notice of hearing and DHED publishes CPC agenda in the Sun-Times.
   - CPC Hearing

5. CPC forwards recommendation to the Committee on Zoning
   - The Applicant contacts COZ to obtain information on when the item will be heard.
   - COZ Hearing
   - City Council
   - Council Journal is published 30 days following hearing. At this time, DHED assigns a PD number.

Part II (Permit) Review

6. Applicant submits an application for a building permit to DOB which includes Part II request letter and required plans.
   - PD staff electronically receives Part II request and begins permit review.
   - The Part II Fee is calculated and DHED reviewer sends fee amount to development team.
   - Part II review conducted.
   - Applicant brings a Cashiers receipt to the Part II reviewers in 905 to confirm payment.
   - Upon proof of payment and compliance with Part I, plans are approved and Part II review sheet is signed and sent to the development team.
Intake Meeting/Pre-Filing

Applicant contacts PD Staff to schedule an intake meeting.

DHED email a blank Zoning Analysis to the Applicant for completion. Document must be received Monday prior to the intake meeting.

Meeting occurs every Wednesday and is scheduled within 2 weeks depending on case load.

A PM is assigned and the Applicant presents the general concept of the proposal at an Intake Meeting.

Based upon the information presented, the Department issues a response letter to the Applicant’s attorney.

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

<table>
<thead>
<tr>
<th>ZONING ANALYSIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT:</td>
</tr>
<tr>
<td>Zoning Issue</td>
</tr>
<tr>
<td>Net Site Area</td>
</tr>
<tr>
<td># Resid. units</td>
</tr>
<tr>
<td># off-street parking spaces</td>
</tr>
<tr>
<td>Max. F.A.R.</td>
</tr>
<tr>
<td>Min. Lot Area (MLA)</td>
</tr>
<tr>
<td>Parking</td>
</tr>
<tr>
<td>Bicycle parking (new)</td>
</tr>
<tr>
<td>Loading berths</td>
</tr>
<tr>
<td>Uses</td>
</tr>
<tr>
<td>Set backs</td>
</tr>
<tr>
<td>Front</td>
</tr>
<tr>
<td>Side</td>
</tr>
<tr>
<td>Rear</td>
</tr>
<tr>
<td>Transitional yard</td>
</tr>
<tr>
<td>Site Coverage</td>
</tr>
<tr>
<td>Height</td>
</tr>
<tr>
<td>Open Space</td>
</tr>
<tr>
<td>Green Roof</td>
</tr>
<tr>
<td>Other green features</td>
</tr>
</tbody>
</table>

Reason for PD (mandatory/elective; why):

**Questions/ further information:**

Zoning Issues:

**Other issues/questions/notes:**
Intake Meeting/Pre-Filing

Applicant contacts PD Staff to schedule an intake meeting.
DHED email a blank Zoning Analysis to the Applicant for completion. Document must be received Monday prior to the intake meeting.
Meeting occurs every Wednesday and is scheduled within 2 weeks depending on case load.
A PM is assigned and the Applicant presents the general concept of the proposal at an Intake Meeting.
Based upon the information presented, the Department issues a response letter to the Applicant’s attorney.

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

Meetings are held in Room 905 every Wednesday morning for 30 minutes (10:30, 11:00 and 11:30); PD staff, landscape, design and sustainable experts from DHED will be in attendance.

Sent within 10 days of intake meeting

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

Applicant should provide context map/aerial and preliminary site plans/elevations as available

Development Manual for Chicago Plan Commission Projects 6
Filing a PD or Industrial Corridor Application

1. Applicant must send notice of filing.
   - Application should address comments provided in intake response letter

2. The Application for a Zoning Map Amendment is filed with Gerald Garcia in Room 905.
   - Submit application to DHED Gerald Garcia 312-744-9038 or gerald.garcia@cityofchicago.org in Room 905

3. The application is reviewed for completeness and must include consent to file.
   - Only complete applications will be accepted

4. DHED staff assigns an application number to the application and forwards a copy to the City Clerk for Council introduction.
   - Applications should be filed one-week prior to City Council
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

The Clerk introduces the new applications at City Council.

The Applications are deferred to the Committee on Zoning.

At the next Committee Hearing, all PD's and Industrial Corridor applications are referred pending a CPC Hearing. Copies of those applications are sent to DHED by COZ staff.
DHED Internal Review Process

Full-dimensioned 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
Site Plan Existing and Proposed Structure Call-Out
Fully-Dimensioned Floor 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
Landscape Plan Proposed Species Details
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

Development Manual for Chicago Plan Commission Projects
Area Land-Use Map
Fully-Dimensioned Colored Elevations with Materials

Max. Ht. 40’

Eve. Strut Ht. +/-23’

Ht. 29’

Max. Ht. 40’

Development Manual for Chicago Plan Commission Projects
Contextual Rendering
Contextual Rendering
Contextual Rendering
Contextual Rendering
Contextual Rendering
DHED Internal Review Process

**DHED staff reviews the application to ensure all required information is included. Missing information will be requested.**

```
DHED Internal Review
```

**Fully-dimensioned site and landscape plans must be included, along with contextual data and imagery.**

```
Applicant must contact:
CDOT: Maureen West
CFD: John Javorka
MOPD: Chris Zafaris
```

**DHED distributes applications to other City departments; any and all comments must be addressed by the applicant.**

```
DHED staff reviews proposal in light of surrounding environment, existing plans, design and factors detailed in the CZO.
```

**DHED may issue more than one letter as the project proceeds throughout the review process.**

```
DHED may issue more than one letter as the project proceeds throughout the review process.
```

**It is the applicant’s responsibility to respond in a timely manner.**

```
Revisions are submitted to DHED.
```

**PM reviews submission to ensure all issues have been addressed. Outstanding issues are communicated to the Applicant’s attorney.**

```
PM reviews submission to ensure all issues have been addressed. Outstanding issues are communicated to the Applicant’s attorney.
```

**After submitting a complete packet, the applicant’s team should be preparing to send Notice of Hearing in the event the application is placed on the next CPC agenda.**

```
Applicant submits a Hearing Packet 20 days prior to CPC Hearing. DHED reviews hearing packet and within 4 days notifies Applicant of CPC date.
```

**DHED will take no more than 4 days to review final hearing packet and alert applicant of hearing date.**
# Chicago Plan Commission Calendar

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 27</td>
<td>Jan. 28</td>
<td>Jan. 29</td>
<td>Jan. 30</td>
<td>Jan. 31</td>
<td></td>
<td>Feb. 2</td>
</tr>
</tbody>
</table>

Feb. 1
20-Days submission

<table>
<thead>
<tr>
<th>Feb. 3</th>
<th>Feb. 4</th>
<th>Feb. 5</th>
<th>Feb. 6</th>
<th>Feb. 7</th>
<th>Feb. 8</th>
<th>Feb. 9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>15-Days</td>
<td>CPC notice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Mar. 3  | Mar. 4  | Mar. 5   | Mar. 6  | Mar. 7  |        |        |

Mar. 8  |        |         |         | Mar. 20-Days Submission | Mar. 9 |
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 Land-Use Map
Planned Development and Sub Area Boundary Map

Sub Area B

S. Evans Street

Not includ.

Area to be dedicated for new alley

Existing Alley area to be vacated

Sub Area A

Property Line

Planned Development Boundary

S. Cottage Grove Avenue

APPLICANT: MAHOGANY CHICAGO 47, LLC
ADDRESS: 4700 BLOCK OF SOUTH COTTAGE GROVE AVENUE
DATE FILED: NOVEMBER 2, 2011
Right-of-Way Adjustment Map

Proposed Private Roads

Note: These are private roads on private property; no adjustments are being made to public ROW.

Exist Private Roads

Note: These are existing private roads.
Landscape Plan and Species Detail

Existing Plant Material:
Trees: 8" Pear + 4" Kentucky Coffee + 4" Maple + 11"-13" Elm
Hosta
Hydrangea
Russian Sage
Autumn Joy Sedum
Lilac Shrub
Allium
Daisy

Proposed Plant Material:
Trees: 4" cal. Princeton Sentry Gingko
Native Shrubs:
Amei St. Johnswort
Azalea
Dwarf Fothergilla
Inigo Beauty Black Chokecherry

Native Perennials:
Summer Beauty Allium
Narrow Leaf Blue Star
Wild Columbine
Wood’s Purple Aster
Elevations
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

1. CPC forwards recommendation to the Committee on Zoning
2. The Applicant contacts COZ to obtain information on when the item will be heard.
3. COZ Hearing
4. City Council
5. Council Journal is published 30 days following hearing. At this time, DHED assigns a PD number.

- It is the applicant's responsibility to coordinate the COZ hearing
- The applicant will present the project to the COZ
- The applicant may now submit for a building permit
Part II Review/Permit Submittal

Applicant submits an application for a building permit to DOB which includes Part II request letter and required plans.

PD staff electronically receives Part II request and begins permit review.

The Part II Fee is calculated and DHED reviewer sends fee amount to development team.

Part II review conducted.

Applicant brings a Cashiers receipt to the Part II reviewers in 905 to confirm payment.

Upon proof of payment and compliance with Part I, plans are approved and Part II review sheet is signed and sent to the development team.

DHED confirms that submitted plans match those approved by City Council or at CPC, in the case of LPO

Comments and corrections are recorded on electronic system and revisions must be addressed

PD and LPO projects only
Site Plan Approval

- Portions or phases of a PD may be subject to a Site Plan Review.
- Applicant submits Site Plan Review Request Letter to the Zoning Administrator.
- Request is reviewed by DHED staff to determine compliance with approved PD and CZO.
- A letter is sent to the Applicant informing them of the approval or denial of the request.
- In certain cases, the Site Plan Approval request may require a CPC presentation prior to approval by the Zoning Administrator.

The format of this presentation mirrors the original CPC presentation in terms of visuals and content; following the CPC review, the Zoning Administrator will provide a signed approval letter that will become part of the official PD file.

Most often, Site Plan Approval is required for larger PD in which fully developed architectural drawings are not finalized for a portion of the site.

The original PD ordinance details the requirements of the submittal (as listed in the CZO).

The site plan, bulk table and PD statements approved by City Council play a major role in the review of the request.
Minor Change Requests and Amendments

A fee of $1,500 is now required for the processing of Minor Change applications; approvals are only valid for 12 months.

The necessary review items are included in PD; packet should generally include a land use map, site plan and elevations.

If the change is determined to be minor in nature and appropriate, an approval letter will be sent to the Applicant.

The applicant may now submit for permits with DOB.

The applicant may file an application to amend the PD; an amendment is processed as a new PD application.
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

Submit application to Loretta Walsh in Room 905
DHED Internal Review Process

- **DHED staff reviews the application to ensure all required information is included. Missing information will be requested.**

- **Applicant must contact:**
  - CDOT: Maureen West
  - CFD: John Javorka
  - MOPD: Chris Zafaris

- **DHED distributes applications to other City departments; any and all comments must be addressed by the applicant.**

- **DHED staff reviews proposal in light of surrounding environment, existing plans, design and factors detailed in the LPO.**

- **DHED may issue more than one letter as the project proceeds throughout the review process.**

- **A letter detailing comments and required changes is issued by DHED to the Applicant’s attorney.**

- **Revisions are submitted to DHED.**

- **PM reviews submission to ensure all issues have been addressed. Outstanding issues are communicated to the Applicant’s attorney.**

- **After submitting a complete packet, the applicant’s team should be preparing to send Notice of Hearing in the event the application is placed on the next CPC agenda.**

- **DHED will take no more than 4 days to review final hearing packet and alert applicant of hearing date.**

- **It is the applicant’s responsibility to respond in a timely manner.**

- **Fully dimensioned site and landscape plans must be included, along with contextual data and imagery.**

Development Manual for Chicago Plan Commission Projects 47
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.
Development Manual

A Guide to Chicago Plan Commission Projects