

Planned Development Applications Intake Submission Checklist



All information provided prior to the intake meeting should be conceptual as revisions during the review process are common. Additional materials will be requested prior to the Chicago Plan Commission hearing.

Proposal Overview

- Zoning code analysis.
- Reason for PD application:
 - Mandatory/elective with relevant section of [Chicago Zoning Ordinance](#)
- Project narrative:
 - Rationale for design and programming
 - Relevant details shaping the proposal from prior studies and analysis
 - Summary of public process prior to DPD intake meeting
 - Explain any city incentives involved/requested

Site Context

- Site and context photos.
- Elevation drawing or collage of the subject block. Include proposed project and all building heights.
- Site plan for the subject block, including streetscape. Include proposed project and all setbacks.
- Map of surrounding zoning districts.

Proposal Design

- Existing and proposed site/landscape plan with setbacks labeled and dimensioned.
- Conceptual floor plans and roof plan with labels and dimensions. Include labels for unit types.
- Elevations with materials identified.
- Pedestrian connectivity to, through, and around the site.
- Vehicular and loading access plans, including turning radius information.
- 3D massing images
 - Include key pedestrian and bird's eye views, set into the surrounding context
 - [Central Region projects only] Submit 3D massing model in .kmz format

Note: More detailed, photo-realistic renderings will be requested later in the process and should also include the surrounding context.

Regulatory Compliance

- Conformance with, or deviation from, community, [CPC or City Council-approved plans and guidelines](#). Please include any related checklists.

- If the project includes a residential component, please provide:
 - Summary of unit sizes (number of bedrooms and unit square footage projections)
 - ARO compliance details
 - Information about neighborhood CPS elementary and high school schools (school information, location, capacity, ability to enroll additional students and any expansion plans)

- Summary of compliance with [DPD's Sustainable Development Policy Matrix](#)

- MBE, WBE and local hiring strategy and projections along with anticipated total project cost and quantity of construction and permanent jobs.

- Information on the anticipated level of building service for internet/cell use, if known:
 - anticipated level of digital connectivity
 - service access points, risers, carriers, and back-up power
 - identify whether project will include a connectivity consultant and/or third-party digital connectivity certification

- [Projects in D districts that request Neighborhood Opportunity Bonus floor area]
Include proposed uses of local portion of NOB funds and their connection to community, CPC, or Council-approved plans

- Any details or questions regarding:
 - ARO compliance
 - Landmarks
 - Open space provision on-site or related fee ([Chicago Zoning Ordinance Section 16-18-040](#))
 - Other topics

Please note that as part of the final PD Exhibits, enlarged section or axonometric line drawings will be required for typical base, middle, and top of any new construction building to show façade design articulation and detailing.

If there are any questions or concerns regarding intake meetings or materials, please contact Noah Szafraniec at noah.szfraniec@cityofchicago.org