

Central Lake View Neighbors

DEVELOPER'S CHECKLIST

This checklist is designed for all developers and applicants seeking the endorsement of CLVN for:

- Zoning Map Amendments (Zoning Change)
- Zoning Variances
- Special Use Permits
- Liquor License/Beer Garden License

The purpose of the checklist is to inform the neighbors about your project and to iron out any issues, differences or disputes that may arise as a result of your project and its impact on the surrounding properties and neighborhood. Please complete both sides of the checklist and deliver to the President of CLVN a CLVN meeting.

At the presentation, Developer must provide a survey of the entire property prepared by a licensed surveyor not more than sixty (60) days old, a site plan showing footprint of building on the site, proposed setbacks from property lines, parking layout, number of parking spaces, driveways, sidewalks and landscaping. Developer must provide exterior building elevations from street grade to roofline (all exterior building sides) with details on materials to be used on the exterior. A sample board of all exteriors must be provided at presentation (if applicable). Developer must also provide basic interior floor plans.

GENERAL INFORMATION

Developer's Name Contact: _____

Developer's Address: _____

Developer's Phone Number: _____

Fax Number: _____

Architect's Name: _____

Contact: _____

Architect's Address _____

Architect's Phone Number: _____

Fax Number: _____

Architect of Record's Name: _____

Architect of Record's Address: _____

Architect of Record's Phone Number: _____

Fax Number: _____

General Contractor's Name: _____

Contact: _____

General Contractor's Address: _____

General Contractor's Phone Number: _____

Fax Number: _____

Who will be representing the Developer at presentation to CLVN? _____

Representative's Phone Number: _____

Fax Number: _____

PROJECT INFORMATION

Project location/address: _____

Does Developer own the site or is it under contract? _____

Name of current owner of property: _____

If owned by land trust, name of beneficiary: _____

Does the property have landmark status? Yes No Is property located in a landmark district? Yes
No

Brief description of project: _____

Project type: Single Family Apartment Condominium Townhouse Commercial

Mixed Use Office

Type of construction: Rehab New Construction Both Number of units: Residential

Commercial

Lot dimensions: _____

Site square footage: _____ Building

footprint: _____

Building height: From grade at curb to bottom of the ceiling joist of highest habitable level: _____

From grade at curb to highest point of building (excluding chimneys, satellite dishes, HVAC units, etc.): _____

Height of each floor measured from finished floor to the finished ceiling and any below-grade space, including but not limited to basement:

First floor: _____ Second floor: _____ Third floor: _____ Fourth

floor:

Building design/style: _____

Type of construction material to be used on all sides of the exterior: _____

How many on-site parking spaces will be provided?

How will they be accessed? _____

Will there be a request for curb cuts? Yes No Number _____ Size _____ Location _____

Where will the garbage dumpsters/cans for the property be located? _____

Will there be: Rooftop deck Balconies Exterior stairwells Separate loading area

Below grade patio

Percentage of lot devoted to green space: _____

Selling price of units (*optional*): _____

ZONING/VARIANCE INFORMATION

	CURRENT ZONING	PROPOSED
Zoning Classification (including special district, if applicable)		
F.A.R. (Floor Area Ratio = Total Floor Area Lot Area)		
Maximum Number of Units		
Maximum Buildable Floor Area		

Maximum Height		
Front Yard Setback		
Rear Yard Setback		
Side Yard Setback		
Parking Spaces		
Loading Berth/Dock		
Total Square Footage of Building (including parking areas and nonhabitable spaces)		

Zoning relief required for project and reason: _____

Would you be willing to sign a restrictive covenant as to maximum F.A.R., number of dwelling units and minimum number of parking and loading spaces, exterior decor, landscaping, etc., if proposed by CLVN?
 Yes No

ADDITIONAL INFORMATION

IMPORTANT: The Chicago Zoning Ordinance Requires that before a variance can be granted, the owner must **show:** 1) that strict compliance with the regulations and standards of this Zoning Ordinance would create practical difficulties or particular hardships for the subject property; and (2) that the requested *variation* is consistent with the stated purpose and intent of this Zoning Ordinance (See Sec. 17-1-0500).

Please State how compliance with the Zoning Ordinance would create practical difficulties or particular hardships for this property. (Note – You must state how you meet the standards for a variance (if you will be applying for a variance) as set forth at 17-13-1107A, B, and C of the Chicago Zoning Ordinance, which are reprinted on the last page of this application). Similarly, if you seek an administrative adjustment, you must state how you meet approval standards in 17-13-1006. _____

The information provided above is true and accurate to the best of my knowledge and belief.

DATE: _____
OWNER OF PROPERTY

DATE: _____
DEVELOPER

DATE: _____
ARCHITECT OF RECORD

The following is reprinted from the Chicago Zoning Ordinance, May 2006.

17-13-1107-A Approval Criteria

The Zoning Board of Appeals may not approve a *variation* unless it makes findings, based upon the evidence presented to it in each specific case, that:

1. strict compliance with the regulations and standards of this Zoning Ordinance would create practical difficulties or particular hardships for the subject property; and
2. the requested *variation* is consistent with the stated purpose and intent of this Zoning Ordinance (See Sec. 17-1-0500).

17-13-1107-B Evidence of Practical Difficulties or Particular Hardship

In order to determine that practical difficulties or particular hardships exist, the Zoning Board of Appeals must find evidence of each of the following:

1. the property in question cannot yield a reasonable return if permitted to be used only in accordance with the standards of this Zoning Ordinance;
2. the practical difficulties or particular hardships are due to unique circumstances and are not generally applicable to other similarly situated property; and
3. The *variation*, if granted, will not alter the essential character of the neighborhood.

17-13-1107-C Other Review Factors

In making its determination of whether practical difficulties or particular hardships exist, the Zoning Board of Appeals must take into consideration the extent to which evidence has been submitted substantiating the following facts:

1. the particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the *property owner* as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;
2. the conditions upon which the petition for a *variation* is based would not be applicable, generally, to other property within the same zoning classification;
3. the purpose of the *variation* is not based exclusively upon a desire to make more money out of the property;
4. the alleged practical difficulty or particular hardship has not been created by any person presently having an interest in the property;
5. the granting of the *variation* will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; and
6. The proposed *variation* will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

CLVN 4/2006