

## **Waukegan Downtown/Lakefront Redevelopment Area Overlay District Conditional Use Permit Application**

This application is for projects **in excess of 10,000 square feet**, whether single buildings or multiple building developments, located within the downtown or lakefront redevelopment area overlay district.

The application is developed in accordance with the City of Waukegan Zoning Ordinance, the Waukegan downtown/lakefront master plan *A 21<sup>st</sup> Century Vision for Waukegan's Downtown and Lakefront*, the Waukegan downtown/lakefront design guidelines, and Waukegan's Comprehensive Plan. It is used as a tool to ensure compliance with the requirements of those documents, and to provide reviewers with the necessary information to determine whether the project will be appropriate for the proposed site.

### **Application Process**

Applications will be handled in accordance with the prescribed process in as expeditious a manner as possible. Project size and complexity are factors that may affect the review process. It is imperative that the developer comply with submission deadlines and submit all required information in order for reviews to be completed in a timely manner. The following schedule shall apply to submissions:

- Applicant obtains application from Department of Planning & Zoning
- Applicant completes application, assembles all required submittal material
- Applicant contacts the Director of Planning & Zoning to schedule an appointment (prior to the first of the month)
- Applicant meets with Director of Planning & Zoning and other City staff, including the Director of Lakefront & Downtown Development (prior to the seventh of the month)
- Applicant submits all required materials (by the 15<sup>th</sup> of the month) to the Department of Planning & Zoning
- Department of Planning & Zoning reviews submittal and forwards to Director of Lakefront & Downtown Development
- Department of Planning & Zoning staff provides sign for posting on property, which developer posts on property at least 15 but no more than 45 days prior to Waukegan Development Commission public hearing, and which must be posted as close as possible to the front lot line of the subject property
- Department of Planning & Zoning publishes notice of public hearing of the Waukegan Development Commission.
- Director of Lakefront & Downtown Development reviews submittal and presents to Waukegan Renaissance Commission
- Waukegan Renaissance Commission makes recommendation at its regular meeting the second Thursday of the month at 9:00 AM in City Council Chambers at Waukegan City Hall. The official report of the Waukegan Renaissance Commission shall reflect the Master Plan and Design Guidelines and make a statement as to how well the application conforms to those documents and their intent.
- Waukegan Development Commission holds public hearing the second Tuesday of the month at 7:00 PM in City Council Chambers at Waukegan City Hall. Both objectors and supporters of a project are permitted to speak at this public hearing. Support and objection may also be notarized and submitted in writing prior to the public hearing.

- Total review time for staff, the Waukegan Renaissance Commission and the Waukegan Development Commission may take up to 60 days.
- After the Waukegan Development Commission votes on the proposal, its recommendation, along with staff report from the Department of Planning & Zoning and the Director of Lakefront & Downtown Redevelopment reflecting the recommendation of the Waukegan Renaissance Commission will be forwarded to the next meeting of Waukegan City Council's Judiciary Committee, which meets the first Monday of the month at 6:30 PM in City Council Chambers at Waukegan City Hall.
- The Judiciary Committee, once it has voted on the matter, will present its recommendation to the full City Council, which meets the first and third Mondays of the month at 8:00 PM in City Council Chambers at Waukegan City Hall

Any of the bodies to which the submittal is presented can take any of the following actions as they deem appropriate:

- Recommend approval, or in the case of City Council, approve the drafting of an ordinance
- Recommend denial, or in the case of City Council, deny the submittal
- Hold over until next meeting of that body

An approval at City Council would typically be to draft an ordinance in accordance with the submittal. That ordinance would then be presented for final approval at the subsequent meeting of the City Council. At the time City Council approves the ordinance in its final form, the Conditional Use is finalized and the applicant can proceed with the project.

It is required that the applicant attend each meeting and be prepared to answer any questions asked by the members of the respective bodies.

### **Submission of Materials**

- The applicant shall submit only the application pages and the attachments (not these introductory pages). Applicants must use the forms provided and cannot re-create the forms.
- The applicant shall submit one signed and notarized original, unbound, fastened only with clips, along with twenty (20) complete copies.
- The applicant shall submit a Lake County tax map showing all properties within 300 feet of the subject property. A red line must denote the 300-foot limit and the boundary of the subject property. Copies of the map can be obtained at the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois, 847-377-2373.
- The applicant shall submit a typed listing of all CURRENT property owners, including full names, mailing addresses and the Parcel Identification Number (PIN) of all properties which are partially or entirely within 300 feet of the boundary of the subject property. This information can be obtained from Lake County.
- No paper submitted shall exceed tabloid size (11"x17") without prior permission.
- The applicant shall submit the "Application Fee" at the time the application is submitted. The fee should be submitted by check, payable to "City of Waukegan" and clearly denoting the address of the property and, if applicable, the project name in the memo section. Please confirm the amount of the fee with the Department of Planning & Zoning.



In addition to the application, the following must be submitted:

- 1) Topographic survey and location map.
- 2) A Plat of Survey of the property, done by a State of Illinois Registered Land Surveyor showing all existing structures, sidewalks, fences, easements, and other pertinent information.
- 3) A current site plan.
- 4) A proposed site plan indicating:
  - a. the types of uses proposed
  - b. the location, size, height and arrangement of all existing and proposed buildings and structures
  - c. the location, dimension and surface material of all existing and proposed pedestrian entrances, exits and walkways, vehicular access points and driveways, and all areas to be used for off-street parking and off-street loading, including their arrangement and capacity
  - d. sign plan showing the location(s), size, height, illumination and orientation of all signs and lighting
  - e. if a phased development, indicate the scope of each phase and time period for completion, to the extent possible and/or known
- 5) A landscape plan
- 6) Renderings with narrative description:
  - a. conceptual drawings
  - b. elevations
  - c. building appearance (expression and character: color, style, design, etc.)
  - d. materials to be used
  - e. floor area ratio (FAR)
  - f. density
  - g. height
  - h. massing (bulk)
  - i. historical significance
  - j. green standards(LEED™) (if applicable)
- 7) Floor plans, clearly showing number of units and their uses
- 8) Any covenants, conditions or other restrictions related to the parcel or use thereof

In the case of new development on vacant land, the applicant must also submit:

- 1) A topographic survey at 2-foot intervals.
- 2) A location map clearly denoting all existing or previously platted streets, railroads, utility easements and rights-of-way.
- 3) Surface and subsurface conditions of the property, as provided by the Soil and Water Conservation District.
- 4) Pertinent environmental information, including conditions known or reasonably anticipated.
- 5) Pertinent conditions on adjoining land.
- 6) Proposed public improvements, whether by developer or others.
- 7) Titles and certificates, in accordance with the records of the Lake County Recorder of Deeds.
- 8) Development schedule.

**IMPORTANT:**

If you are not including any of the above items in your application at the time it is submitted, please provide written justification for not providing the information/material.

**Certifications**

I/We \_\_\_\_\_ certify that all of the statements made within this application and its attachments hereto are true to the best of my/our knowledge and belief.

My signature below indicates that I have read and understand the requirements of the process for the Waukegan downtown/lakefront redevelopment area overlay district and the conditional use permit for which I am hereby submitting application.

\_\_\_\_\_  
Printed name of Applicant

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Printed name of Co-Applicant (if applicable)

\_\_\_\_\_  
Signature of Co-Applicant                      Date

\_\_\_\_\_  
Printed name of Property Owner

\_\_\_\_\_  
Signature of Property Owner                      Date

\_\_\_\_\_  
Printed name of Property Co-Owner (if applicable)

\_\_\_\_\_  
Signature of Property Co-Owner                      Date

Subscribed and sworn before \_\_\_\_\_, a Notary Public  
in and for \_\_\_\_\_ County, State of \_\_\_\_\_, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public