

Waukegan Downtown/Lakefront Redevelopment Area Overlay District Design Approval Permit Application

This application is for projects **10,000 square feet or smaller**, located within the downtown and 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 21st 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 submits all required materials to the Department of Planning & Zoning
- Department of Planning & Zoning reviews submittal and forwards to Director of Lakefront & Downtown Development, and calls a meeting of the City of Waukegan Administrative Review Team
- The City of Waukegan Administrative Review Team meets to review the application and issue approval or denial. The official report of the Waukegan Administrative Review Team 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
- In the event the applicant wishes to appeal the decision of the Administrative Review Team, the applicant must do so by making application to the Waukegan Development Commission through the Conditional Use Permit Process
- The Administrative Review Team will inform the Waukegan Renaissance Commission of the status of all applications submitted for Design Approval Permits

It may be required that the applicant attend the meeting of the Administrative Review Team and be prepared to answer any questions asked by its members.

Submission of Materials

- The applicant shall submit only the application pages and the attachments (not this introductory page). 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 ten (10) complete copies.
- No paper submitted shall exceed tabloid size (11"x17") without prior permission.

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

- 1) 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. the location of all utilities, including sewer and water facilities (mains, drainage tiles, culverts, etc.)
 - f. 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. density
 - f. height
 - g. massing (bulk)
 - h. historical significance
 - i. 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
- 9) 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