



# Site Plan Review Application

City of Park Ridge

Community Preservation and Development Department . 505 Butler Place . Park Ridge, IL . 60068  
Phone: (847) 318-5291 . Fax: (847) 318-6411 . www.parkridge.us

Case Number: \_\_\_\_\_

Type of Site Plan Review: (Check one)

- Administrative
- Planning and Zoning Commission

**Subject Property Information:**

Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Legal Description (can attach separate sheet): \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Owner Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Summary of Requested Site Plan Review** (refer to Section 4.5 of the Zoning Ordinance): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify, as the undersigned applicant, that the above statements and attached documentation are true and correct to the best of my knowledge.

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

\_\_\_\_\_  
Date

## Minimum Filing Requirements

The application must be completed in accordance with the provisions in Section 3.2 of the Zoning Ordinance and Section 4.5 for Site Plan Reviews. The application must be accompanied by the following, unless specifically waived by the Zoning Administrator.

1. **Application.** Provide all required information and the appropriate signature(s).
2. **Statement.** Provide a statement, in accordance with Section 4.5 of the Zoning Ordinance, indicating the nature of the request for a site plan review, including the existing and proposed use for the property.
3. **Proof of ownership.** Applies to the subject property or properties, consisting of a warranty deed, title certificate or title insurance verification (photocopy). If the applicant is not the owner, a signed statement by the owner must be submitted certifying acknowledgement of the application.
4. **Applicant Disclosure Statement.** Complete this statement regarding ownership interest located in the Zoning Ordinance Appendices (based on Municipal Code Article 2, Chapter 24, Section 1).
5. **Plat of Survey.** The Plat must be to scale, show all parcels or lots (whether in whole or in part) comprising the subject property), the actual dimensions of the parcel(s) and all existing structures.
6. **Design Standards for site plan reviews.** Submit the following documents, where applicable:
  - a. **Building elevations and floor plans.** Show the general architectural character and interior layout of all proposed buildings, structures or additions.
  - b. **Site Plan.** The plan must be drawn to scale, and show (where applicable): the dimensions of the entire subject property, total lot area, location of all existing and proposed structures, building setback lines, lot coverage calculations, driveways, off-street parking and loading facilities, the total number of dwelling units and bedrooms, and other information relevant to illustrate the site plan.
  - c. **Off-street Parking and Loading Facilities Plan and Analysis (Section 12).** Show the location, quantity and dimensions of all parking and loading facilities, including all parking lot lighting (Section 11.3), as well as an analysis of all required and proposed parking spaces.
  - d. **Traffic Circulation Plan.** Indicate proposed vehicle movements, in and around the site. Include information on pedestrian access and safety.
  - e. **Landscape, Screening and Open Space Plan (Section 13).** Show the location of all proposed landscaping (indicate species, sizes and quantities of all plantings), existing trees at six inches or more in diameter and proposed trees, fencing (indicate location, dimensions and type of materials), all open space (type, location and calculations), and screening for all refuse storage areas (indicate type of screening and dimensions).
  - f. **Utilities and Stormwater Drainage Plans.** Plans and an analysis shall be prepared by a qualified professional showing the locations of existing and proposed water and sewer lines, and stormwater drainage facilities. The analysis shall indicate the adequacy of all utilities to serve the site.
  - g. **Sign Plans (Section 14).** Submit plans for all signs used for identification, and include the location, design and dimensions of each sign.
7. **Posted Sign Notice (Section 3.3.C).** The City will post a sign on the subject property between 15 and 30 days prior to the public meeting.
8. **Fee.** A check payable to the City of Park Ridge shall accompany each application:
  - Administrative: \$100
  - Planning and Zoning Commission: \$250 includes \$200 fee, plus \$50 for a notification sign.
9. **Copies.** Submit the original application (with the original signature) and all supporting documents, along with 17 copies of all documents, which must be on 8.5" x 11" or 11" x 17" paper, except where specified by the Zoning Administrator.
10. Any other information or documentation required by the Zoning Administrator.