

PD-F



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

**PLANNED DEVELOPMENT
FINAL PLAN APPLICATION**

Prior to submitting this formal application, the matter must first be reviewed and approved as a preliminary plan application by the Village Council. If the Council has not yet reviewed and approved your preliminary plan application, please contact the Community Development Department to learn what is required. The following materials are the minimum required for the processing of a formal application by the Village Council for final plan approval. A public hearing for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. If you have questions regarding the completion of this application please contact the Community Development Department at 847-716-3525.

The initial submittal MUST contain:

- 7 collated copies of complete sets** of all application materials, including the application form, required attachments, and folded full size plat/plan sheets
- 1 electronic version (PDF)** of ALL application materials (**refer to application section regarding instructions**).

Applicant Information

Legal Name _____

 Company _____
 Address _____
 City, State, Zip _____
 Phone No. _____
 Email _____

Primary Contact Person

Name _____
 Company _____
 Address _____
 City, State, Zip _____
 Phone No. _____
 Email _____

Consultants *(as applicable)*

Attorney

Name _____
 Company _____
 Address _____
 City, State, Zip _____
 Phone No. _____
 Email _____

Architect/Planner

Name _____
 Company _____
 Address _____
 City, State, Zip _____
 Phone No. _____
 Email _____

Civil Engineer

Name _____
 Company _____
 Address _____
 City, State, Zip _____
 Phone No. _____
 Email _____

Other

Name _____
 Company _____
 Address _____
 City, State, Zip _____
 Phone No. _____
 Email _____

Property Information *(if more than one parcel is involved in the request please include the information for all parcels)*

Site Location/Address: _____

Property Index Numbers: _____

Size of Property: (square feet/acres) _____

Size of Building Space, if applicable: (square feet) _____

Current Comprehensive Plan Land Use Designation: _____

Current Zoning: _____

Current Use of the Property: _____

Is any portion of the property within the 100-year floodplain?¹ Yes: _____ No: _____

Requested Action(s) *(check all that are applicable):*

- Planned Development – Final Plan
- Amendment to Existing Planned Development
Ord. No. _____
- Comprehensive Plan Amendment
- Rezoning from _____ to _____
- Special Permit for _____

- Zoning Code Text Amendment

- Zoning Exceptions (attach document listing and explaining exceptions)
- Subdivision – Final Plat
- Subdivision Exceptions (attach document listing and explaining exceptions)
- Other _____

Plat of Survey & Parcel Legal Description(s)

Attach the most recent plat of survey of the Subject Property, certified by a registered land surveyor, showing existing lot lines and dimensions, lot area, all easements, all public and private rights-of-way, and all streets across and adjacent to the subject property.

Site Ownership and Control

Current Property Owner Information

Legal Name: _____

Primary Contact: _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Proposed Property Owner Information

Legal Name: _____

Primary Contact: _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Attach a copy of a title policy and affidavit of ownership showing current ownership of the property. If property is held in a trust, also include a certified copy of the trust agreement or a simple affidavit (under oath before a notary) as to who are the beneficiaries of the trust. (Check which document(s) are attached):

- Affidavit of Ownership
- Title Policy or Title Commitment
- Certified Copy of Trust Agreement OR a simple Affidavit Identifying Trust Beneficiaries

Complete Attachment A, listing all individuals/entities that have a beneficial interest in the legal entity that currently owns the property

Complete Attachment B, listing all individuals/entities that have a beneficial interest in the legal entity that is proposed to own the property upon receiving necessary approvals.

Applicants Involvement with the Property

If the Applicant does not own the property, please also provide documentation showing the applicant's interest in the property (Check which document is attached. The dollar amounts in documents may be blacked-out):

- Owner (see the previous box)
- Real Estate Contract
- Lease
- Other _____

Complete Attachment C, listing all individuals/entities that have a beneficial interest in the legal entity that is the Applicant.

Additional Required Attachment(s)

- Planned Development Worksheet - Preliminary Plan
- If zoning or subdivision relief in addition to planned development preliminary plan approval and preliminary plat approval is requested, submit the appropriate application forms and materials.

Filing Fees

All applications require payment of a non-refundable fee, as well as additional funds that are held in escrow to off-set anticipated recoverable expenses. Please attach a check with your application and indicate below the amount of the fee submitted.

\$ _____ Amount of Non-Refundable Fee (\$1,200)
\$ _____ Amount of Escrow (\$5,000)
\$ _____ Total Application Fee (Non-Refundable Fee plus Escrow)

The escrow covers such items as staff & Village attorney time and public notice expenses. If these expenses exceed the initial escrow deposit, the applicant is responsible for reimbursing the Village for the additional fees. If the expenses are less than the escrow deposit, the applicant will be issued a refund by the Village

Applicant/Owner Acknowledgments

By execution of this application in the space provided below, the Applicant and Owner(s) do hereby certify, acknowledge, agree and affirm to the Village of Winnetka that:

1. The Village and its representatives have the right, and are hereby granted permission and license, to enter upon the property, and into any structures located thereon, for purposes of conducting any inspections that may be necessary in connection with this application.
2. I (We) have carefully read this application, the Winnetka Zoning Ordinance and Winnetka Subdivision Ordinance and fully understand the terms and provisions of each.
3. I (We) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.
4. I (We), in accordance with the requirements of the Annual Fee Resolution, the Winnetka Zoning Ordinance and the Winnetka Subdivision Ordinance, agree to pay all applicable filing fees and be responsible for the payment of all reimbursable expenses associated with the processing of this application.

Applicants may attach additional materials or exhibits to this application if necessary or helpful in explaining the relief requested.

Signature of Applicant: _____ **Date** _____

Print Name & Title: _____

Signatures of Property Owner(s): _____ **Date** _____

Print Name & Title: _____ **Property Address:** _____

****If more than one applicant or property owner, please copy this page and have additional applicants/property owners sign form.**

Note: Village review and approval of any zoning or subdivision applications may be dependent upon the applicant first receiving necessary approvals from State and County regulatory agencies such as, but not limited to, the Illinois Department of Transportation, Illinois Environmental Protection Agency, the Metropolitan Water Reclamation District of Greater Chicago, & the Cook County Highway Department.

ATTACHMENT A: Current Property Owner – Beneficial Interest

Please check which of the following describes the current property owner's beneficial interest in the property and complete this sheet as instructed for each type of beneficial interest:

<input type="checkbox"/> Corporation	If current property owner is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
<input type="checkbox"/> Partnership or LLC	If current property owner is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
<input type="checkbox"/> Trust	If current property owner is a trust, please provide the trust number _____ and name and address of the Trustee _____, _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the current property owner in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

ATTACHMENT B - Proposed Property Owner – Beneficial Interest

Please check which of the following describes the proposed property owner’s beneficial interest in the property and complete this sheet as instructed for each type of beneficial interest:

<input type="checkbox"/> Corporation	If the proposed property owner is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
<input type="checkbox"/> Partnership or LLC	If proposed property owner is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
<input type="checkbox"/> Trust	If proposed property owner is a trust, please provide the trust number _____ and name and address of the Trustee _____, _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the proposed property owner in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

ATTACHMENT C - Applicant – Beneficial Interest

Please check which of the following describes the beneficial interest in the legal entity that is the applicant and complete this sheet as instructed for each type of beneficial interest:

<input type="checkbox"/> Corporation	If applicant is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
<input type="checkbox"/> Partnership or LLC	If applicant is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
<input type="checkbox"/> Trust	If the applicant is a trust, please provide the trust number _____ and name and address of the Trustee _____, _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the applicant in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Name: _____

 Address: _____

 Ownership or Trust Interest: _____ %

Instructions for Submitting Electronic Files

When submitting a zoning or subdivision relief application with the Village, in addition to submitting the **required number of hard copies**, you must also submit **one electronic copy** of your application submittal.

When submitting your electronic application materials, we ask that you follow the instructions below.



1. The electronic copy of your submittal should be submitted at one time either on a USB flash drive (also known as a memory stick, a clip drive, thumb drive, etc.) or by an on-line file sharing service.
2. **Each electronic file must be submitted as a PDF file and cannot be larger than 20 MB.**
3. The files should contain descriptive filenames; for example, landscape plans should be labeled “Landscape Plans – 1-21-16” rather than some internal file naming system such as “LAN 345662-Z”. As included in the example of a filename, the filename should also contain the most recent revision date of the file “Landscape Plans – 1-21-16”
4. The files should be organized in the order that is consistent with the order of the hard copy documents you also submit. You should number each file and separate the number from the rest of the file name by a dash (-). For example:

1–Application Form
2–Special Permit Worksheet
3–Site Plan – 1-21-16
4–Landscape Plan – 1-24-16

If you discover as your putting your files together, you noticed that you forgot to insert a file that is located between two other files, you may want to do as follows, rather than renumber all of the subsequent files:

1–Application Form
2–Special Permit Worksheet
2A–Plat of Survey – 11-24-15
3–Site Plan – 1-21-16
4–Landscape Plan – 1-24-16

5. If a subset of plan sheets, such as landscape plans, consists of more than one sheet, the sheets should be combined together and submitted as one electronic file. Each individual sheet should not be submitted as a separate file. If combining all of the plan sheets into one electronic file results in a file larger than 20 MB, then separating the electronic file into two files would be appropriate.

Please share the above electronic submittal requirements to everyone on your design team.

PD-F



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

PLANNED DEVELOPMENT
FINAL PLAN WORKSHEET

In addition to submitting the Planned Development Final Plan Application form for planned development final plan approval, the Applicant must include the following information with the application. A Village Council public hearing for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. All of the required application materials must be submitted to the Community Development Department.

The initial submittal MUST contain:

- 7 collated copies of complete sets** of all application materials including the application form, required attachments, and folded full size plat/plan sheets
- 1 electronic version (PDF)** of all application materials submitted in a format as described on the last page of the Final Plan Application form.

This worksheet summarizes the planned development final plan requirements of the Winnetka Zoning Ordinance. An applicant is responsible for referring to the Winnetka Zoning Ordinance and other Village Codes to ensure that the application is complete and in compliance with all regulations.

REQUIRED MATERIALS FOR SUBMISSION

A. Statement of Conformance with Approved Preliminary Plan

1. A statement summarizing all changes that have been made, or have occurred, in any document, plan, data, or information submitted as part of the preliminary plan approval, together with a revised copy of any such document, plan, or data; and the statement shall explain how the final plan remains in substantial conformance with the approved preliminary plan.

B. Property Information.

1. Property Restrictions. The substance of covenants, easements, and other restrictions existing and any to be imposed on the use of land, including common open space, and structures.
2. Restrictive Covenant. A restrictive covenant in a form acceptable to the Village Attorney limiting development of and construction upon the tract as a whole to such development and construction as shall comply with the final development plan granted by the Village Council.
3. Declaration of Covenants and Easements. If a property owners or similar association is going to be created, a draft declaration of covenants and easements providing for the maintenance and repair of the entire structure, appurtenances and lot and appropriate easements for ingress, egress, and utilities.
4. Public Common Open Space Maintenance Responsibilities. When the proposed planned development includes provision for public common open space, a statement describing the provision for dedication or care and maintenance of such open space. If it is proposed that such open space be owned or maintained by any entity other than a governmental authority, copies of the proposed articles of incorporation and by-laws of such entity shall be submitted. When the property is to be dedicated, a draft of the instrument of dedication shall be submitted.
5. Plat of Survey. A plat of survey, prepared by a licensed surveyor, with legal description and street address of the subject parcel(s), prepared within the last year or a plat of survey showing current conditions that may be older than one year, prepared by a licensed surveyor.

C. Development Plans.

1. Final Site Plan. A scaled site plan, a minimum scale of one inch equals 40 feet, showing the name of the development, the location, setback, bulk, lot area coverage and heights of all buildings and structures, pedestrian circulation areas and common space(s), vehicular circulation and parking spaces, loading areas, garbage pick-up routes, natural topographic features and contours, zoning district classification, adjacent public rights-of-ways, streets, and sidewalks, and other relevant site elements. The site plan must also show the zoning district classification, building footprint and use, and proximity of structures on adjacent properties. The site plan must also depict location, style, and appearance of any street furniture, such as bicycle racks and/or bicycle storage facilities, light poles, benches, and trash receptacles.
2. Final Landscape and Tree Preservation Plan. A landscaping and tree preservation plan, prepared by a registered landscape architect or licensed arborist, prepared in the same scale as the site plan, showing the location, size, character, species, and composition of vegetation and other material. The plan must also include a list of the quantity, species (including common and botanical name), and the size of all proposed plantings.
3. Final Engineering Plan. A final engineering plan, prepared by a licensed professional engineer, including at a minimum, a site demolition plan, a site geometry plan, a site utility plan, and a site grading, drainage, and paving plan. In addition, engineering plans must show any off-site roadway and utility improvements required to service planned development and explanation for how improvements will be paid. The plan must also include all necessary engineering details as determined by the Village Engineer to construct the proposed site improvements.
4. Final Plat. A final plat of subdivision, if required, that meets the requirements of Title 16 of the Village Code.
5. Plat of Dedication/Vacation. A plat of dedication if right-of-way is to be dedicated or a plat of vacation if right-of-way is to be vacated.
6. Final Exterior Lighting Plan. An exterior lighting plan of the same scale as the site plan showing the location of all exterior lighting proposed for the site. The proposed photometrics (level of illumination) as well as the specific design details of all exterior light sources must be provided including proposed lamping of fixtures, light color temperature, height of light fixtures, and illustration of the design. Screening of the light sources should be addressed in the written summary for the project.
7. Construction Logistics Plan. Construction traffic and parking schedule indicating the location for the parking of construction vehicles and the anticipated route of construction vehicles, including a communication plan and point of contact posted at the site.
8. Project Schedule. Schedule of development showing the approximate date for beginning and completion of each stage of construction of development.

D. Building Elevation and Floor Plans.

1. Floor Plans. Floor plans of all proposed buildings and structures. The drawings must also include a schedule showing the number, type, and floor area of all uses or combination of uses, and the floor area of the entire development. For residential floor plans, a summary table of units, sizes, and room types must be included.
2. Building Elevations. Building elevation drawings illustrating the design and character of the building(s), types of construction, and specified building materials for all sides of the building(s).
3. Building Cross-sections. At least two cross-sections through the entire site, to illustrate the bulk and heights of all proposed structures in relation to the topography, vegetation and surrounding structures.
4. Streetscape Elevations. Streetscape building elevation(s) of the proposed building including all street-facing buildings within the same block or, if a corner lot, those located adjacently across the street or alley.
5. Sign Elevations. Detailed sign elevations of the sign face(s) at a scale of not less than one inch equals two feet, and must designate sign design, dimensions, materials, colors, lighting (level of illumination), and written/graphic message.
6. Building Material Details. Manufacturer cut-sheets and/or product samples for all exterior building materials and design elements.

- E. **Quantitative Summary**. A quantitative summary, which shall be broken down into phase components if the

development is to be implemented in phases, and which shall include, but not be limited to, the following:

1. Acreage and square footage of the subject parcel;
2. Residential density, if applicable;
3. Total and footprint square footage of principal and accessory buildings;
4. Number of parking spaces;
5. Square footage of commonly owned and/or maintained open space; and
6. Maximum residential density that would be achievable through conventional development of the site.

F. **Other Information.** Such other documentation as the Zoning Administrator may determine is necessary to demonstrate that the proposed final planned development complies with application development regulations, including compliance with the Village of Winnetka Design Guidelines.

G. **Waiver.** Upon written request by the applicant, the Zoning Administrator may waive any of the above application requirements in the event that the Zoning Administrator determines that such submittal is not necessary. Notwithstanding a decision to grant a waiver from a submittal requirement, the Planned Development Commission and the Village Council are not precluded from requiring an applicant to submit to the Village the information that was waived by the Zoning Administrator and any additional information the Planned Development Commission or Village Council deems applicable for its review of the planned development application.

SUBSTANTIAL CONFORMITY WITH PRELIMINARY PLAN

The final plan for the planned development shall conform substantially to the approved preliminary plan. No final plan for a planned development will be presented for final approval if it contains a substantial change from the approved preliminary plan. For purposes of this section, a substantial change is a change that alters: (i) the concept or intent of the planned development; (ii) the plan's density; (iii) the height of any building; (iv) the plan's open space; or (v) the architectural design in a material fashion.

PLANNED DEVELOPMENT STANDARDS, EXCEPTION STANDARDS & COMPENSATING BENEFITS

Planned Development Standards. No special use permit for a planned development shall be recommended by the Planned Development Commission or approved by the Village Council unless it is found that:

1. That the proposed development and the use or combination of uses furthers the goals and objectives of the Comprehensive Plan.
2. That the establishment, maintenance and operation of the planned development will not be detrimental to or endanger the public health, safety, health, comfort, morals or general welfare, or have a negative environmental impact on the neighborhood or Village;
3. That the planned development will not unreasonably impede the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor unreasonably diminish or impair property values in the immediate vicinity;
4. That the establishment of the planned development will not unreasonably impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
5. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimizes pedestrian and vehicular traffic congestion in the public ways;
6. That adequate parking, utilities, access roads, drainage and other facilities necessary to the operation of the planned development exist or are to be provided; and

7. That the planned development in all other respects conforms to the applicable regulations of this and other applicable Village ordinances and codes.

Exceptions to Subdivision and District Regulations. All planned developments are subject to the underlying district regulations unless an exception is specifically granted. The Planned Development Commission may recommend, and the Village Council may grant, exceptions to the otherwise applicable subdivision regulations and underlying zoning district use, lot, space, bulk, yard, and parking regulations. In addition to the standards in Section 17.58.110 of the Zoning Ordinance, the following standards shall be considered in reviewing any request for exceptions to the subdivision or underlying zoning district use, lot, space, bulk, yard, and parking regulations, as each standard may be applicable:

1. The proposed exception will enhance the overall quality of the development, the design of the structures, and the site plan to further the goals and objectives of the Comprehensive Plan and the Design Guidelines;
2. The proposed exception will enable the development to offer environmental and pedestrian amenities available to all residents of the Village;
3. The proposed exception will not cause an adverse impact on neighboring properties that outweigh the public benefits of the development;
4. The proposed exception will contain a proposed design and use, or combination of uses, that will complement the character of the surrounding neighborhood; and
5. The proposed exception will provide a public benefit to the Village, as described in Section 17.58.120.B of the Zoning Ordinance.

Compensating Benefits. Applicants for planned development approval are required to provide the Village with compensating benefits in return for the Village granting exceptions in accordance with Section 17.58.120 of the Zoning Ordinance. The purpose of compensating benefits is to advance the Village's physical, cultural, environmental, and social objectives in accordance with the Comprehensive Plan and other plans and policies. Redevelopment often brings with it the need to provide exceptions from the regulations but to also make sure that the Village is receiving public benefit in return for providing those exceptions by requiring additional compensating benefits to the residents in that area or to the community as a whole. Prior to proposing a compensating benefit, the applicant is required to consult with Village staff and other public entities, as deemed necessary by the Village. The following is a non-exclusive list of examples of design elements and amenities that may be considered compensating benefits:

1. The provision of community amenities for public use, such as plazas, malls, formal gardens, places to congregate, outdoor seating, and pedestrian facilities;
2. The preservation of existing historic features;
3. The dedication and provision of public open space and public recreational amenities, such as recreational open space, including accessory buildings, jogging trails, playgrounds, and similar recreational facilities;
4. The adaptive reuse of existing buildings;
5. The provision of public car and/or bike share facilities;
6. The provision of off-street public parking spaces;
7. The provision of affordable housing units;
8. The incorporation of building and site elements that enhance the environment and increase sustainability; and
9. The provision of uses, spaces, or infrastructure that provide a benefit to the public and which there is a demonstrated public need.

COMPLIANCE WITH VILLAGE REGULATIONS

All applications will be reviewed to determine compliance with the following Village codes and regulations:

- Zoning Ordinance
- Subdivision Ordinance
- Public Works & Engineering Design Guidelines
- Stormwater Regulations
- Tree Enhancement & Preservation Ordinance
- Restrictive Covenants
- Development Agreements
- All other applicable Village codes and regulations

The applicant is responsible for ensuring a submitted application includes all of the necessary submittal requirements and meets all applicable standards and requirements of the Village codes.

Village Departments Involved with the Review of Community Planning Applications

- Community Development
- Fire
- Police
- Public Works
- Water and Electric
- Village Attorney