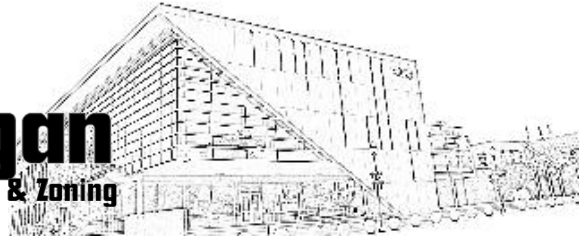




**City of**  
**Waukegan**  
**Department of Planning & Zoning**  
(847) 625-6878



## SITE PLAN APPROVAL APPLICATION

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**Application is hereby made by:**

Full Name of Petitioner:

Full Name of Property Owner:

Street Address:

Street Address:

City, State and Zip:

City, State and Zip:

Phone Number with Area Code:

Phone Number with Area Code:

E-mail Address:

E-mail Address:

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**Property Information**

Street Address or nearest intersection:

FULL legal description of property (MUST BE TYPED HERE. CANNOT BE ATTACHED):

Lake County Parcel Identification Number(s) (PIN)(List all):

Full name of proposed development:



# SITE PLAN APPROVAL APPLICATION

## Site Plan Review (Continued)

**7. What type of construction is proposed for the building(s)?** Please elaborate on the exterior finish materials used as well.

**8. What is the estimated value of building(s) proposed?**

# SITE PLAN APPROVAL APPLICATION

## Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Petitioner

\_\_\_\_\_  
Signature of Petitioner and Date

Name of Property Owner

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

**SIGNATURE BY THE PROPERTY OWNER GRANTS ACCESS TO THE PROPERTY IN QUESTION TO THE CITY OF WAUKEGAN, ITS STAFF, COMMISSION AND CITY COUNCIL MEMBERS.**

## NOTARY

STATE OF \_\_\_\_\_ )

) SS.

COUNTY OF \_\_\_\_\_ )

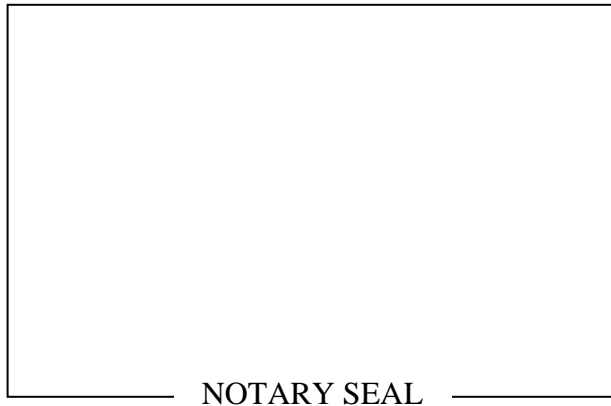
I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

\_\_\_\_\_  
(NAME OF PETITIONER)

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public



# SITE PLAN APPROVAL APPLICATION

## PROCEDURES

1. Pre-Development Conference. A pre-development conference with the Planning and Zoning Department is required prior to considering submitting a site plan approval application. The purpose of such a conference is to allow the petitioner to present his proposed development prior to the preparation of detailed plans required for submittal. The scheduling of a pre-development conference does not guarantee approval.
2. Submittal Meeting. Applications are due **BEFORE** the 8<sup>th</sup> of the month in order to be placed on the Planning and Zoning Commission agenda for the following month. This allows for the review of submitted materials by staff and the allowance for the petitioner to submit additional information, as needed, without delaying the process. The petitioner and/or his representative are required to schedule and personally attend the submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting. Applications will also not be accepted if there is anything missing from the Attachment Checklist below. Missing information may postpone the hearing date of this application until the month after the following month. Staff shall review the application for completeness to make certain that the application meets the requirements of the Zoning Ordinance.
3. Public Meeting. The petitioner and/or his representative is **REQUIRED** to attend the Planning and Zoning Commission's public meeting whenever the proposed development is scheduled to be reviewed (the second Thursday of the month after the application is received, if received in complete form and prior to the 8<sup>th</sup> of the month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM.
4. Community Development Committee Meeting. The petitioner and/or his representative are **REQUIRED** to attend the Community Development Committee meeting. Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, on the first Monday of the month (and after the Planning and Zoning Commission public meeting). Aforesaid meeting can occur anytime between 5:00 PM and 7:00 PM.
5. City Council Meeting. If the Community Development Committee forwards a recommendation, this application will be considered by the full City Council on the third Monday of the month at 7:00 PM.

## ATTACHMENT CHECKLIST

Fifteen (15) hard copies of the following:

This application (bound).

Plat of Survey of subject property prepared by an Illinois Registered Land Surveyor (no larger than 11" x 17" and z-folded).

Proposed Landscape Plan (drawn at a scale of 1" = 20' or larger) (bound). Said landscape plan shall list all trees (ornamental and canopy), shrubs, evergreens, and perennials; the quantity of each; and the location of each (no larger than 11" x 17" and z-folded).

Site Plan [showing location of building(s), parking stalls, trash dumpster(s), monument sign(s), light standards, outdoor seating area(s), etc.], drawn at a scale of 1" = 20' or larger (bound) (no larger than 11" x 17" and z-folded).

Color plans for all signage proposed on-site (bound), drawn at a scale of ¼" = 1'-0" or larger. This includes wall, awning, monument, directional, and menu board (no larger than 11" x 17" and z-folded).

Color elevations of proposed building(s) (bound), drawn at a scale of ¼" = 1'-0" or larger. Said elevations shall clearly indicate wall signage, wall-mounted lighting, awnings, roof-top mechanical equipment (if visible), doors, windows, and wall materials. Said elevations will also indicate if any of the windows are opaque (no larger than 11" x 17" and z-folded).

One (1) original of the following:

Sample board(s) of all architectural materials used in construction of the building(s).

Deed or title insurance policy that provides proof of parcel ownership

Covenants, Conditions and Restrictions (CC & R's) (bound) if an association is proposed.

One (1) electronic copy of everything above.