

Checklist

- **Application Fee**
- **PDFs:** A digital copy of each of the below exhibits
- **15 individually COLLATED packets** with all exhibits (preferably 11 x 17) folded to 8 ½ x 11 and to include the following:
 - **Site Plan Review Application:** Signed original turned in separately
 - **Executive summary:** Background information and highlights of proposed project (goals, logistics, hours, # of employees/visitors, project constraints, etc.)
 - **Dimensioned, dated and scaled site plan:** Including:
 - Location of proposed buildings and/or structures with compass marker, scale and any revision dates
 - Dimensioned setbacks from all property lines for all structures
 - Dimensioned roadways (both private and existing or dedicated rights-of-way)
 - Parking and circulation with 9' by 19' stall dimensions; Typical aisle and driveway widths (24' for two-way, 18' for one-way)
 - Location of all curb cuts, distance to intersection and dimensions of aprons
 - Location of all fencing and trash enclosures with proposed material and height
 - Land uses and zoning of the adjacent parcels
 - **Zoning Statistics Chart:** See www.glenview.il.us and go to Development Dept. web page for chart examples.
 - **Landscaping plan** Including: location, size, quantity and species of materials
 - **Tree preservation plan:** Including a tree survey and a chart detailing condition, species size and location
 - **Building elevations:** All building facades, dimensioned roof and eave heights, and floor plans (where applicable)
 - **Color rendering or perspective:** Demonstrating the proposed appearance of the development
 - **Lighting plan:** Photometric plan with fixture locations, projected foot-candle measurements to the property line, the pole standards and heights, and fixtures and bulb details from the manufacture
 - **Sign Plan:** Including: wall, ground and directional sign locations, dimensions and graphics
 - **Current Plat of Survey:** Scaled copy
 - **Fiscal or Traffic Study:** If deemed applicable by staff
 - **Preliminary Engineering:** 3 copies per Section I.B of the Engineering Standards Manual (Green Book): (i.e. proposed utility locations, storm water detention improvements, grading and any necessary easements).



Plan Commission 2014 Calendar

Final Exhibit Deadline (<i>Step 2</i>)	PC Meetings @ 7:00 p.m.
12/13	01/14
12/20	01/28
01/10	02/11
01/24	02/25
02/07	03/11
02/21	03/25
03/07	04/08
03/21	04/22
04/11	05/13
04/25	05/27
05/09	06/10
05/23	06/24
06/06	07/08
06/20	07/22
07/11	08/12
07/25	08/26
08/08	09/09
08/22	09/23
09/12	10/14
09/26	10/28
10/10	11/11
11/14	12/16

**Meeting availability depends on case load.
AN INCOMPLETE APPLICATION WILL CAUSE DELAYS.**

Final Site Plan Review



Application Form

Application Fee:
 0 to 3 acres ⇨ \$200 .00
 3+ to 10 acres ⇨ \$400.00
 10+ acres ⇨ \$600.00



Final Site Plan Review Application

Applicant Information

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

Project Information

Project Name:

Project Address:

Existing Zoning:

Proposed Zoning:

Property Owner Information (if different than Applicant)

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

Project Manager Information

The person listed as the Project Manager will be the primary point of contact for staff to answer any necessary questions, provide additional information, and will receive copies of the meeting materials (agenda and staff memo).

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

Disclosure

As the undersigned, I hereby attest that I have full legal authorization to file this application. I certify that the information and exhibits submitted herewith are true and correct. I agree to be bound by conditions of approval which may result from the Village's consideration of my application while reserving my right to oppose or present evidence to object to any proposed condition during any hearing regarding this or a related application. I authorize the Village to make any plans associated with this petition available for public view including posting of plans to the Village's website. I hereby acknowledge my understanding that no building permits will be issued by the Village of Glenview until all related reviews have been completed and all approvals have been granted and an executed final subdivision Mylar has been submitted for recording, if applicable.

Signature of Applicant:

Signature of Property Owner:

Signature of Project Manager: