

# Checklist

- **Application Fee & Original Signed Preliminary Site Plan Review Application**
- **Proof of Ownership:** Three (3) copies of ownership documentation, typically in the form of a Warranty Deed, Copy of Title, Insurance Policy, Trust information (please list the name, phone number and address of *all* beneficiaries and trustees of the trust). If applicant is not the owner, include a letter from the property owner authorizing submittal of this application (in addition to owner's proof of ownership information).
- **PDFs:** A digital copy of each of the below exhibits
- **10 individually COLLATED packets** with all exhibits (preferably 11 x 17) folded to 8 ½ x 11 and to include the following:
  - **Copy of Preliminary Site Plan Review Application**
  - **Executive Summary:** Background information and highlights of proposed project (goals, logistics, hours, # of employees/visitors, project constraints, etc.)
  - **Current Plat of Survey:** Scaled copy with the legal description of subject property showing existing structures, top of foundation elevation, site improvements and easements
  - **Dimensioned, Dated and Scaled Conceptual 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](http://www.glenview.il.us) and go to Planning Division web page for chart examples
  - **Dimensioned, Dated and Scaled Conceptual Landscape Plan, Conceptual Building Elevations and Conceptual Engineering Plans**
  - **Additional Information:** The more information submitted (*sign details, lighting plan, fencing, etc.*) the more thoroughly staff can review the proposed development



## Preliminary Site Plan Review Meeting

**What is it?** An informal meeting between the applicant and Village staff to fine-tune your site plan before submitting to the Plan Commission for Final Site Plan Review. The meeting's purpose is to acquaint the Village Staff with the proposal and convey the concerns of those participating early in the process, when designs are still flexible and refinements and adjustments are possible.

**When do they occur?** The meetings are arranged by staff for Monday afternoons at 1, 2 or 3 p.m. following approximately 2-3 weeks after the submittal of the application materials.

**Who attends?** The persons primarily involved with the project details should be in attendance. Copies of your preliminary site plan will be distributed to Village staff in the Planning, Building & Zoning, Engineering, Health, Public Works, Fire Prevention, and Police departments – so now is the time to ask questions.

**What is reviewed?** This process is intended to assist the applicant in bringing the site plan into compliance with the requirements of these and other applicable regulations. Staff will review the submitted materials for completeness and apply the evaluation criteria set forth in the Village's Site Plan Review Ordinance. In general the following elements of the development are examined:

- Building locations and parking arrangements on site
- Building massing, scale and relationship to surrounding development
- Landscaping, tree survey & tree preservation plan, fence & buffering techniques to lessen impact on neighbors
- Environmental issues and the inclusion of open space, including existing vegetation
- Intensity of use and transitions to adjacent properties
- Site circulation (pedestrian and vehicular), traffic conflicts and driveway access
- Sign details & building and parking lot lighting plan
- Drainage and storm water detention
- Impact on provision of Village services including public safety and infrastructure demands

# Preliminary Site Plan Review



## Application Form

Application Fee:  
\$100.00



# Preliminary 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: