



DESIGN REVIEW GUIDE

Site Plans

Waukegan is well known as a city with a high quality of life, small and cohesive neighborhoods, a vibrant downtown and waterfront – all within a spectacular setting on the shores of Lake Michigan. This deserving reputation is due in part to the City’s small size, entrepreneurial spirit, civic-minded citizens and activist government. One of the many factors that make Waukegan such a great place to live, work and visit is the community’s attention to detail, and respect for its setting, heritage and quality urban design.

Waukegan’s Design Review process strives to protect the city’s unique qualities and strong sense of place by carrying out citywide development and design objectives. The purpose of this *Design Review Guide* is to help applicants in preparing projects to be reviewed by the Development Review Board and the Waukegan Development Commission. Through materials such as this, the Department of Planning & Zoning seeks to make information available well before the final design of a project saving the applicant, and the city, time and money.

WHAT IS A SITE PLAN?

A Site Plan is a bird’s eye view of your property as if you were looking down at it from above. A site plan shows everything that is on your property now. This includes the footprint of any buildings (home, garage, storage shed, decks or patios) and any other improvements such as driveway, walkways, fences, swimming pool, etc. on the property. A site plan should also show any proposed buildings or improvements. Dimensions should be included for each item, and the drawing should be done to scale (i.e. 1 inch on the plan is equal to 30 feet on the ground).

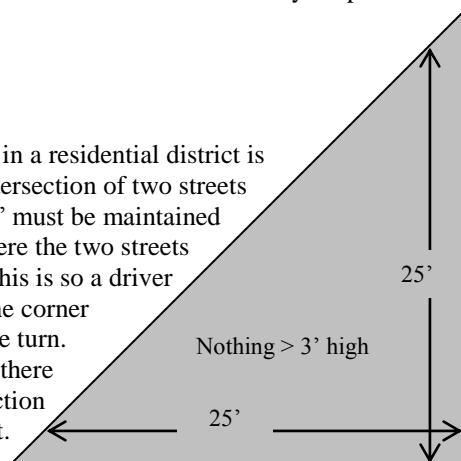
WHY DO I NEED A SITE PLAN?

Generally speaking, a site plan is necessary whenever applying for a zoning permit. This may include a fence, an addition to your home, a new deck, storage shed, even a freestanding sign. The City uses the site plan to understand exactly what you wish to do, and to determine two important design issues: setback and coverage. This information is important to maintaining the historic patterns of Burlington’s neighborhoods. The site plan becomes part of the official record and will be attached to your permit.

DEFINITIONS:

Sight Triangle:

When a property in a residential district is located at the intersection of two streets a “sight triangle” must be maintained at the corner where the two streets come together. This is so a driver can see around the corner before making the turn. Within this area, there can be no obstruction higher than 3 feet.



This includes ‘see through’ fences like chain link or picket.

A clear sight triangle is measured along your property line 25 feet in both directions from the intersection. Connect the two lines at their farthest point, to create a triangle at the intersection of the two streets.

Corner lot

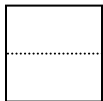
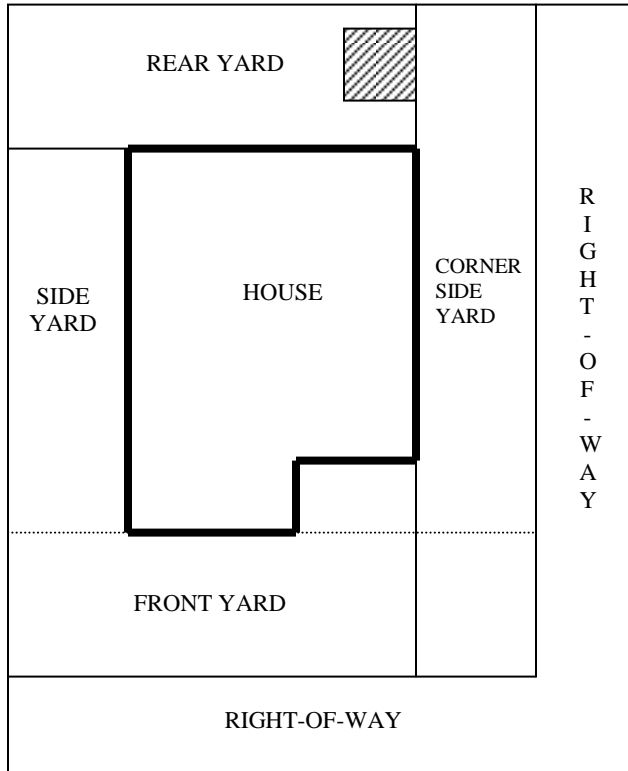
If your lot is on the corner, and has frontage on two streets, you have a “corner lot.” This means that you have a front yard and corner side yard for the purposes of calculating your setbacks.

Coverage

Coverage refers to the total percentage of hard (or impervious) surface on your property. It basically includes driveways, sidewalks, decks, patios, and accessory structures (everything *except* grass and landscaped areas). To calculate coverage, no more than 40% of any required yard can be obstructed with impervious surfaces.

Setback

A “setback” (front, side, corner side, and rear) is the distance from the property line to any structure or site improvement. The front yard setback is typically measured from one foot away from your side of the sidewalk. If you don’t have a sidewalk, the City still owns the area where it normally would be placed. Each street is a different width, so contact the Department of Engineering for more information.

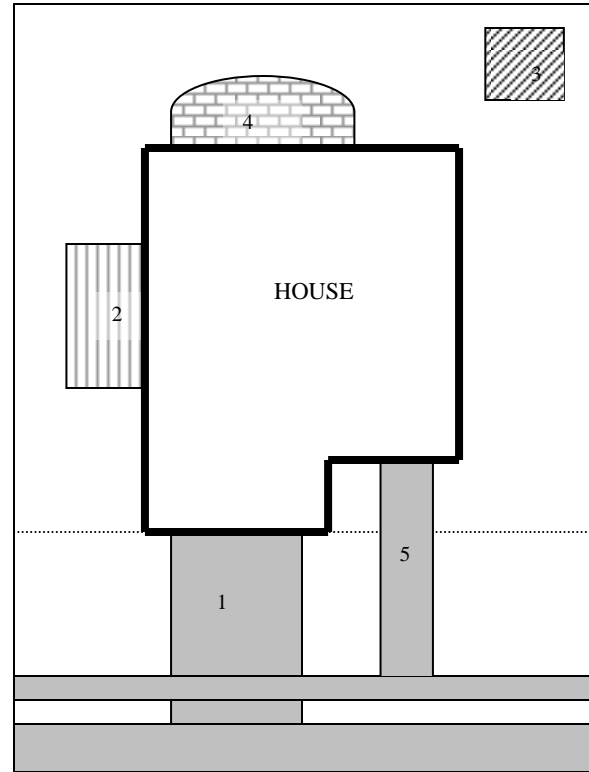


BUILDING SETBACK LINE



ACCESSORY BUILDING. NO ACCESSORY BUILDING SHALL BE ERECTED OR ENCROACH UPON THE REQUIRED SIDE YARD OF A CORNER LOT WHICH IS ADJACENT TO THE STREET.

YARD TYPES



1. DRIVEWAY
2. PORCH
3. SHED
4. PATIO
5. SIDEWALK

TYPICAL PERMITTED OBSTRUCTIONS (FOR LOT COVERAGE CALCULATIONS)

WHERE CAN I GO FOR MORE INFORMATION?

Zoning requirements and general information

Department of Planning and Zoning

100 N. Martin L. King, Jr. Avenue
Waukegan, Illinois 60085
847.625.6878

Building permits

Building Department

100 N. Martin L. King, Jr. Avenue
Waukegan, Illinois 60085
847.625.6868

Rights-of-way

Engineering Department

1700 N. McAree Road
Waukegan, Illinois 60085
847.625.6830

Property information and tax maps

Lake County Map Services

18 N. County Street
Waukegan, Illinois 60085
847.377.2373

Deeds and land records

Lake County Recorder of Deeds

18 N. County Street
Waukegan, Illinois 60085
847.377.2575

Prepared by the Department of Planning and Zoning