



DOWNTOWN/LAKEFRONT OVERLAY APPLICATION

This application is for projects **in excess of 10,000 square feet**, whether single buildings or multiple building developments, located within the downtown or lakefront redevelopment area overlay district.

The application is developed in accordance with the City of Waukegan Zoning Ordinance, the Waukegan Downtown/Lakefront Master Plan A *21st Century Vision for Waukegan's Downtown and Lakefront*, the Waukegan Downtown/Lakefront Design Guidelines, and Waukegan's Comprehensive Plan. It is used as a tool to ensure compliance with the requirements of those documents, and to provide reviewers with the necessary information to determine whether the project will be appropriate for the proposed site.

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:

Property Information

Street Address:

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

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

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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 Applicant

Signature of Applicant and Date

Name of Property Owner

Signature of Property Owner and Date

SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE CONDITIONAL USE PERMIT PROCESS AND THE PLANNING AND ZONING COMMISSION HEARING PROCESS.

NOTARY

STATE OF _____)

) SS.

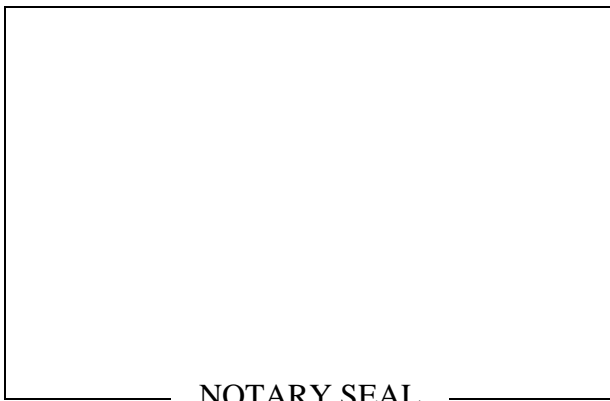
COUNTY OF _____)

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

NAME OF APPLICANT

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

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PROCEDURES

Applications will be handled in accordance with the prescribed process in as expeditious a manner as possible. Project size and complexity are factors that may affect the review process. It is imperative that the developer comply with submission deadlines and submit all required information in order for reviews to be completed in a timely manner. The following schedule shall apply to submissions:

1. Pre-Development Conference. A pre-development conference with the Department of Planning and Zoning is required prior to considering submitting a Downtown/Lakefront Overlay Application. The purpose of such a conference is to allow the developer to present a general concept of his proposed development prior to the preparation of detailed plans. **The scheduling of a pre-development conference does not guarantee approval.**
2. Applications are due by the 8th of the month in order to be placed on the Waukegan Economic Development Commission Advisory Board and the Planning and Zoning Commission agenda for the following month. This allows for the required publication of notices and the mailing of notices to surrounding property owners. Applications will not be accepted if there is anything missing from the Attachment Checklist below.
3. The applicant is responsible for and is **REQUIRED** by the Zoning Ordinance to post notification of the Planning and Zoning Commission's public hearing in a conspicuous place on the subject property facing the nearest improved street, not less than 15 days before the public hearing. This notification shall be posted on placards provided by the City of Waukegan Planning and Zoning Department.
4. The applicant or his agent is **REQUIRED** to attend the Waukegan Economic Development Commission Advisory Board's meeting when the application is scheduled to be heard (the second Thursday of the month after the application is received, if received prior to the 15th of the previous month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois. The Waukegan Economic Development Advisory Board makes a recommendation at its meeting. The official recommendation of the Waukegan Economic Development Advisory Board shall reflect the Master Plan and Design Guidelines and make a statement as to how well the application conforms to those documents and their intent.
5. The applicant or his agent is also **REQUIRED** to attend the Planning and Zoning Commission's public hearing when the application is scheduled to be heard (the second Thursday of the month after the application is received, if received prior to the 8th of the previous month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at **7:00 PM**. Both objectors and supporters of a project are permitted to speak at this public hearing. Support and objection may also be notarized and submitted in writing prior to the public hearing.
6. Total review time for staff, the Waukegan Economic Development Advisory Board and the Waukegan Planning and Zoning Commission may take up to 60 days.
7. After the Waukegan Planning and Zoning Commission votes on the proposal, its recommendation, along with staff report from the Department of Planning & Zoning reflecting the recommendation of the Waukegan Economic Development Advisory Board will be forwarded to the next meeting of Waukegan City Council's Community Development Committee, which meets the first Monday of the month in City Council Chambers at Waukegan City Hall.
8. The Community Development Committee, once it has voted on the matter, will present its recommendation to the full City Council, which meets the first and third Mondays of the month at 7:00 PM in City Council Chambers at Waukegan City Hall
9. Any of the bodies to which the submittal is presented can take any of the following actions as they deem appropriate:
 - a. Recommend approval, or in the case of City Council, approve the drafting of an ordinance.
 - b. Recommend denial, or in the case of City Council, deny the submittal.
 - c. Hold over until next meeting of that body.
10. An approval at City Council would typically be to draft an ordinance in accordance with the submittal. That ordinance would then be presented for final approval at the subsequent meeting of the City Council. At the time City Council approves the ordinance in its final form, conditions of approval are finalized and the applicant can proceed with the project.

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ATTACHMENT CHECKLIST

Twenty-five (25) hard copies of the following:

1. This application
2. Plat of Survey of subject property prepared by an Illinois Registered Land Surveyor
3. Proposed Plat of Subdivision (during Final Plan stage only).
4. Proposed Landscape Plan
5. Site Plan of Proposed Improvements. This plan shall overlay the tree survey with all proposed rights-of-way, utility easements, utility stubs, building pads/footprints, retention ponds and/or detention ponds, drainage swales, proposed grading and/or fill areas. The amount of grading or filling proposed in each area shall be specified on the plans. The Site Plan of Proposed Improvements shall clearly identify any trees or plantings that will be removed.
6. Elevations of proposed buildings/homes
7. Renderings of the following with narrative description:
 - a. conceptual drawings
 - b. elevations
 - c. building appearance (expression and character)
 - d. materials to be used
 - e. floor area ratio (FAR)
 - f. density
 - g. height
 - h. massing
 - i. historical significance
 - j. green standards (LEED™) (if applicable)
8. Floor plans, clearly showing number of units and their uses
9. Any existing or proposed covenants, conditions or other restrictions related to the parcel or use thereof

Three (3) hard copies of the following:

1. Tree Survey indicating all trees six inches (6") DBH or larger and clusters of three (3) or more trees four inches (4") DBH.
2. Full-sized Final Engineering Plans

One (1) hard copy of the following:

1. Deed or title insurance policy that provides proof of parcel ownership
2. A Lake County tax map showing all properties within 250 feet of subject property. Copies of the map can be obtained at the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois.
3. A typed listing of all property addresses, which includes the full names of current property owners, mailing addresses of the property owners, and Parcel Identification Numbers (PINs), which are partially or entirely within 250 feet from the edge of the subject property. This can also be obtained at the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois.
4. Impact fee agreements with the school and park districts in which the proposed residential cluster development is located (during Final Plan stage only).
5. Signed copy of the Cost Recovery Fee Agreement (attached).

One (1) electronic copy of everything above, **EXCEPT** the following: Deed, the Lake County tax map, listing of all current property owners, and signed copy of Cost Recovery Agreement.

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COST RECOVERY FEE – LAND DEVELOPMENT APPLICATIONS

Third Party Cost Recovery

During the course of reviewing and processing land development applications, including annexation petitions, the City of Waukegan often incurs expenses for third party costs. In order to efficiently process land development applications, every filed application is subject to certain costs and expenses (“Cost Recovery Fees”) that are placed in a City escrow account (“Cost Recovery Escrow”), as provided in Article III Section 3.13-8 of the Waukegan Zoning Ordinance. Recoverable Costs are in addition to any and all other filing fees and other charges established by the City. The initial Cost Recovery Escrow deposit shall be in the amount of \$1,000 and is due at the time of filing the land development application.

The following items denote costs incurred by the City in processing an application that would be deducted from the Cost Recovery Escrow:

- Publication of notices
- Court reporter, including the cost of two transcripts
- Corporation Counsel or other City-retained attorney or law firm, consultation, meeting attendance
- Professional and technical consultant services, document preparation and review
- Document recordation
- Copy reproduction
- Mailing costs

Process

- Every application must be accompanied by the required application fee and the initial deposit to the Cost Recovery Escrow.
- Within a reasonable time following final action on an application, a final accounting will be made and any remaining funds in the Cost Recovery Escrow after payment of the total actual costs due will be returned to the owner or applicant.
- In cases where the Cost Recovery Fees exceed the original deposit, City staff will notify the applicant and request additional funds. Such funds will be forwarded to the Planning and Zoning Department and added to the Cost Recovery Escrow. The City shall maintain an accurate record of all drawings from the Cost Recovery Escrow.
- Failure to pay any portion of the Cost Recovery Fees or replenish the Cost Recovery Escrow within 30 days of the mailing of notice, shall be grounds for refusing to process an application and for denying or revoking any permit.

THE OWNER AND APPLICANT ACKNOWLEDGE AND AGREE THAT EACH OF THEM ARE AWARE THAT BY SIGNING THE LAND DEVELOPMENT APPLICATION THEY ARE SUBJECT TO ALL OF THE PROVISIONS OF ARTICLE III SECTION 3.13-8 OF THE WAUKEGAN ZONING ORDINANCE AND THEY AGREE TO PAY, AND HAVE CONSENTED TO (i) THE COST RECOVERY FEES, (ii) ANY COSTS OF COLLECTION THAT HAVE NOT BEEN PAID WITHIN 30 DAYS FOLLOWING THE MAILING OF A WRITTEN DEMAND FOR PAYMENT TO THE OWNER OR APPLICANT AT THE ADDRESS SET FORTH ON THE APPLICATION, AND (iii) ANY ADDITIONAL COST RECOVERY FEES ASSESSED. THE OWNER AND APPLICANT AGREE THAT THEY SHALL BE JOINTLY AND SEVERALLY LIABLE FOR THE PAYMENT OF THE COST RECOVERY FEES ASSESSED. NO APPLICATION FILED SHALL BE CONSIDERED COMPLETE UNLESS AND UNTIL ALL FEES AND DEPOSITS HAVE BEEN PAID. EVERY APPROVAL GRANTED AND EVERY PERMIT ISSUED, WHETHER OR NOT EXPRESSLY SO CONDITIONED, SHALL BE DEEMED TO BE CONDITIONED UPON PAYMENT OF COST RECOVERY FEES AS REQUIRED PURSUANT TO CITY ORDINANCE.

Applicant:

Applicant's Signature: _____ Date: _____

Owner:

Owner's Signature: _____ Date: _____