

SUBMISSION CHECKLIST

FOR

**PRE-APPLICATION
CONFERENCE**

**Lake County
Planning, Building and Development Department**

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INFORMATION FOR PRE-APPLICATION CONFERENCE REVIEW

Please use this checklist in combination with Chapter 151 of the Lake County, Illinois Code of Ordinances (the Lake County Code) when preparing for submittal. If you have questions regarding applicability of any item, please contact the Development Review Section at (847) 377-2600 (*Items in gray are to be completed by staff*).

DATE OF SUBMISSION _____ HANSEN # _____

PROJECT NAME: _____

APPLICANT NAME: _____

PARCEL NUMBER (S): _____

TOWNSHIP: _____

PROJECT MANAGER: _____

When completing the checklist, apply the following symbols: Y = Yes, information is provided, N = information is not provided, N/A = not applicable to this project.

___ **Completed meeting with staff to determine feasibility.** The Project Manager should have reviewed the site layout with the applicant to verify that the project can meet standards of the Lake County Code or determine extent of possible variance requests.

___ **Completed "Application for Development Review"**

___ **Plat of Survey or Tax Map** – Depicting the existing boundaries of the subject parcel(s) and all existing structures and roads.

___ **Concept Plan and natural resource plan that shows the following:** (*7 copies of this information is to be distributed to the Staff Review Committee*)

- A. Proposed means of access to a public road
- B. Surrounding land use
- C. All adjacent roads
- D. Preliminary maps and analysis of natural resources present on the site as well as contiguous resources on adjacent property. (*Lake County Code Subchapter: Site Capacity, Site Plan Review & Natural Resource Protection (151.070 et seq.) for more information*)
- E. Proposed subdivision layout or building layout with parking lots, and proposed storm water detention basins where applicable.
- F. Overlay of the plan onto the natural resource map to show the impact of the development on the natural resources and how the resources will be protected.
- G. Provide an explanation how the stormwater will be managed per Lake County Code Subchapter: Site Development Regulations (151.146(D)).

___ **All Applicable Fees (NON-REFUNDABLE)** – paid to the Lake County Treasurer