

CHECKLIST

FOR

SITE CAPACITY AND SITE PLAN REVIEW

500 W. Winchester Rd. • Unit 101 • Libertyville, Illinois 60048-1331
Telephone (847) 377-2600 • Fax (847) 984-5744

Website: <http://www.lakecountyil.gov/185/Planning-Building-Development>

PLANNING, BUILDING AND DEVELOPMENT DEPARTMENT
SITE CAPACITY AND SITE PLAN REVIEW CHECKLIST

Please use this checklist in combination with the Unified Development Ordinance, Chapter 151 of the Lake County Code (UDO) and all existing application guides when preparing or reviewing submittals. If you have questions regarding applicability of any item, please contact the Planning and Development Services Division at (847) 377-2600. *(Items in gray are to be completed by staff)*

DATE OF REVIEW _____ Permit # _____

PROJECT NAME: _____

APPLICANT NAME: _____

PARCEL NUMBER(S): _____

PROJECT MANAGER: _____

APPLICATION INFORMATION

___ Site Plan Review ___ Site Plan Revision ___ Site Capacity Analysis

___ *Completed Application*

___ *All Applicable Fees – paid to the Lake County Treasurer (Fees are not refundable).*

Application Comments:

SITE PLAN INFORMATION

___ **Site Capacity Calculations, Natural Resource Inventory, Natural Resource Plan**

This information is required for any lot that is greater than or equal to 40,000 square feet or any site development activity on any parcel with an area of 200,000 square feet or greater that contains natural resources as defined in the UDO: Site Capacity, Site Plan Review, and Natural Resource Protection (Section 151.070 et seq.)

___ **Site Capacity Calculations – (UDO Section 151.070(D))** Gross, Base, Net site area. All natural resources shown with correct area calculations in the applicable format provided with the Lake County Application for Site Capacity and Site Plan Review.

___ **Wetland Jurisdictional Determination –** (prior to plan approval, if applicable) has been initiated with the Planning Building and Development Department Wetland Specialist and other appropriate agencies.

If state funds or technical assistance support this project, the Interagency Wetland Policy Act may apply. Contact funding agency or the IDNR Division of Resource Review and Coordination for details. (IDNR Eco CAT website: <http://dnr.illinois.gov/EcoPublic/>)

— **Wetland Delineation and Report** - has been provided.

— **Base Flood Elevation** – has been determined.

— **Floodplain Delineation** – has been provided.

— **Tributary Area** – has been provided.

— **Tree Survey** - (prior to plan approval, if applicable) has been provided that identifies all required significant trees, young or mature woodlands or tree groves per the UDO.

— **Natural Resource Plan and Resource Protection Plan** - existing boundary plan and a development plan with a *Comparison Chart* depicting all existing natural resources as defined by the UDO. Each natural resource is shown with pre-development areas and percentages. Resource areas to be disturbed with percentages disturbed are shown. Also shown are the resource areas and percentages proposed to remain post development. Protection measures and details for all protected elements are shown.

— **Site Plan Details-** (See attached example of draft concept plan sheets)

1. Proposed buildings with dimensions;
2. Setbacks of all structures to all lot lines;
3. Location of all parking areas including the calculation of parking, loading and stacking spaces per the UDO: General Development Standards (151.165 et seq.), including stall size and stall numbers
4. Sidewalk layout with dimensions.
5. A **Development Chart** depicting where applicable:
 - a. Gross, base and net lot areas;
 - b. Existing, proposed and required/permitted floor area, impervious surface area;
 - c. Ordinance standards for: lot width lot area, height, permitted density (Residential Developments = number of proposed and permitted dwelling units; Nonresidential Developments = amount of floor area and impervious surface area)
 - d. Amount of open space

— **Landscape Plan**

1. **Comparison chart** (on plans) - for all areas subject to the landscape standards. This includes streets, transition zones, and parking areas.
2. All plant locations shown with a list of species, size and quantities for proposed plant materials and structures (i.e. fences).
3. Separate calculations for each landscape area quantity of material (i.e. Streets, parking lots, transition zones etc.).
4. Planting details.

— **Traffic and Access**

Correspondence to verify access approval and/or that the location of access is acceptable by roadway authority.

— **Building Elevation and Floor Plans** – attached with building dimensions, material descriptions and building height.

___ **Photometric Plan** - illumination levels, fixture locations and fixture details for all lighted areas. *(In some instances, cut-sheets for each fixture may be provided for each fixture; however, the fixture location must be identified on the plan)*

___ **Sign Plan** – plan and elevation drawing of all signs with all locations shown on plans.

___ **Covenants** – or any other restrictions related to the parcel or use.

___ **Bond/Assurance** - if applicable for maintenance.

ENGINEERING PLANS

___ **Engineering Plans** – UDO: Site Development Regulations (151.145 et seq.).

1. Grading Plan at one-foot contours showing existing, proposed grades and limits of grading;
2. Drainage and storm calculations on plans or in report form;
3. Soil erosion control plans and details;
4. Location and sizes of existing and proposed water mains, wells, septic or sanitary systems and storm sewer with all leads, including details, profiles; show existing and proposed easements.

___ **Stormwater Management Plans** – refer to UDO: Site Development Regulations (151.145 et seq.).

___ **Fees** (*Fee to be determined at time of application*)

Comments:



Application Number: _____
(To be entered by staff)

Staff Planner: _____

Fees Paid: _____; Date: _____
 (All Fees are Non-Refundable)

APPLICATION FOR DEVELOPMENT REVIEW

Name of Development: _____

Township: _____ Zoning: _____

Parcel Number(s): _____

CONTACT INFORMATION

Ownership Disclosure: *(circle appropriate classification)*

Fee Owner Land Trust¹ Corporation² Assumed Name³
 Partnership/Joint Venture/Syndicate/Voluntary Association⁴

Name: _____

Agency Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Cell Phone Number: _____ Email Address: _____

Representative Disclosure *(if developer is someone other than owner of property)*

I/we hereby designate the following individual(s) to represent me in all matters pertaining to this application.

 Owner

 Owner

¹ Petitioner shall identify each beneficiary of land trust by name, address and beneficiary's interest. Applications must be verified by trustee.
² Application shall include the names, addresses of all stockholders owning interest in excess of 20% of stock in the corporation.
³ Application shall include the names, addresses of all true and actual owners of business or entity.
⁴ Application shall include the names, addresses of all partners, syndicate members, or members of voluntary association.

Developer

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Cell Phone Number: _____ Email Address: _____

Acknowledgment of Regulations

I hereby acknowledge that I have received and am aware of all regulations governing the development of the above-listed property. I have received a copy of the UDO: School and Park Contributions (151.220 et seq.) including the procedures for objecting to such assessment as prescribed by said subchapter. By signing this clause, I acknowledge that I have received notice of such assessment and the procedure to file an objection to a school contribution assessment. I further acknowledge that the information I have submitted is true and accurate in its representation and treatment of the regulations governing this property and take full responsibility for its content.

Developer - Signature

DEVELOPMENT DETAILS

Type of Development:

Conventional Conservation Planned Development

Development Composition

Residential Non-residential Mixed Use

Subdivision Procedure:

Lot Split Minor Subdivision Major Subdivision Resubdivision

Plat Amendment Road Extension

Development Attributes:

Gross land area: _____

Subdivisions:

Number of lots: _____ Number of Units: _____

Nonresidential Developments

Floor Area⁵: Existing: _____ Total: _____

Impervious Surface⁶: Existing: _____ Total: _____

⁵ Floor Area – The sum of the total square footage of all stories of a building under roof measured from the exterior limits of the building.

⁶ Impervious Surface – Any hard surface, man made area that does not readily absorb or retain water, including but not limited to building roofs, parking and driveway areas, graveled areas and sidewalks.

Review Agencies

Nearest municipality (*within 1.5 miles of subdivided property or municipality with jurisdiction through an intergovernmental agreement*)

School Districts: (*for residential subdivisions only*)

Elementary: _____; High School: _____

Access Authority: State County Local

Road Classification: Freeway Arterial Collector Local

Type of Water Supply: Public Private

If public, list the name of the owner (*e.g. Lake County Public Works*)

Type of Sewage Disposal: Public Private

If public, list the name of the owner (*e.g. Lake County Public Works*)

Gas: _____

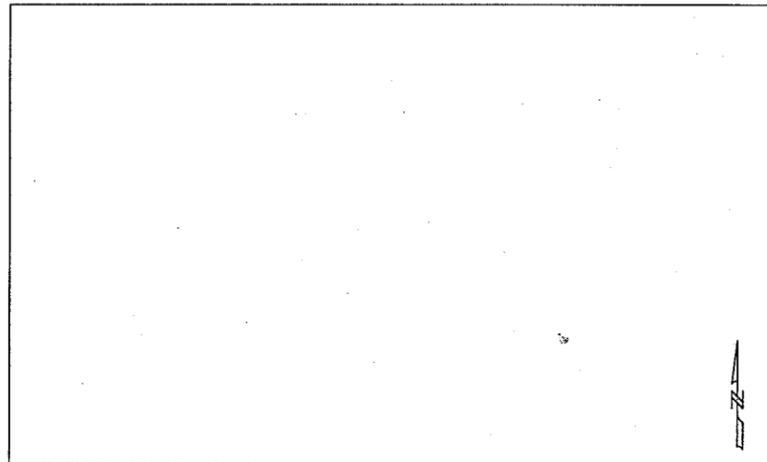
Cable TV: _____ Telephone: _____

Fire Protection District: _____

Park District (*if applicable*) _____

TYPICAL SITE PLAN

LAKE COUNTY, ILLINOIS



LOCATION MAP

NO SCALE

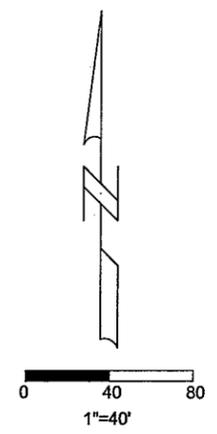
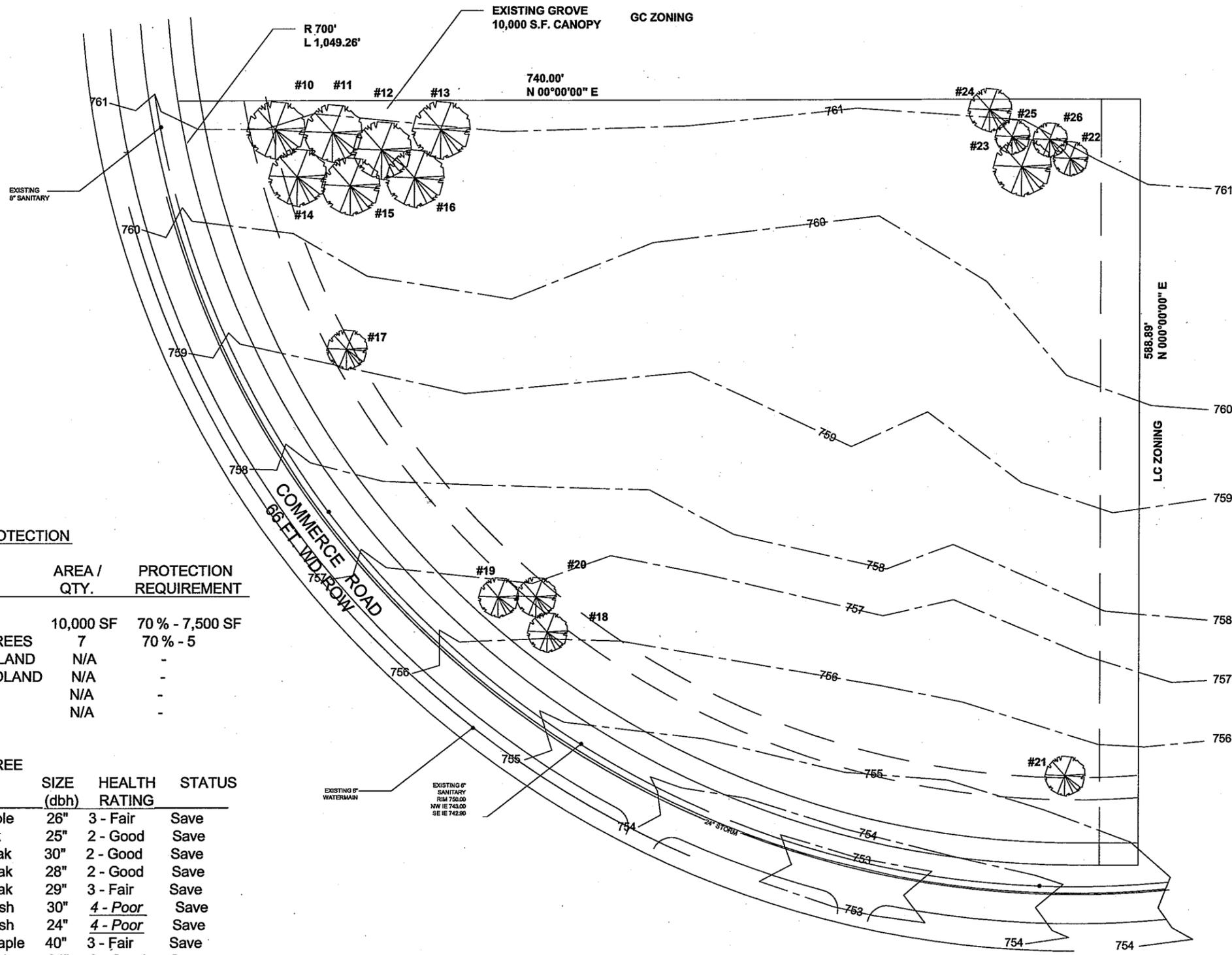
SITE PLAN SET

- COVER SHEET
- BOUNDARY SURVEY
- EXISTING CONDITIONS/
- NATURAL RESOURCE INVENTORY
- NATURAL RESOURCE PLAN
- SITE LAYOUT
- GRADING PLAN
- UTILITY PLAN
- SOIL EROSION PLAN
- LANDSCAPE PLAN
- PHOTOMETRIC PLAN
- DETAILS & SPECIFICATIONS

*SHEETS MAY BE ELIMINATED OR COMBINED
PER PROJECT MANAGER REVIEW.

REVISIONS	DATE	BY
COUNTY COMMENTS		
COUNTY COMMENTS		

DATE:
SCALE:
DRAWN BY:
CHECKED BY:
JOB #:
SHEET NO.:



RESOURCE PROTECTION

EXISTING RESOURCE	AREA / QTY.	PROTECTION REQUIREMENT
GROVE	10,000 SF	70% - 7,500 SF
SIGNIFICANT TREES	7	70% - 5
YOUNG WOODLAND	N/A	-
MATURE WOODLAND	N/A	-
FLOODPLAIN	N/A	-
WETLAND	N/A	-

SIGNIFICANT TREE

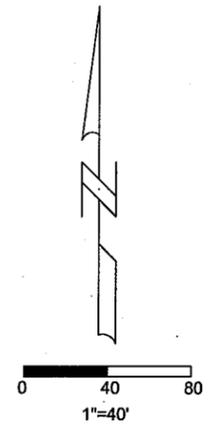
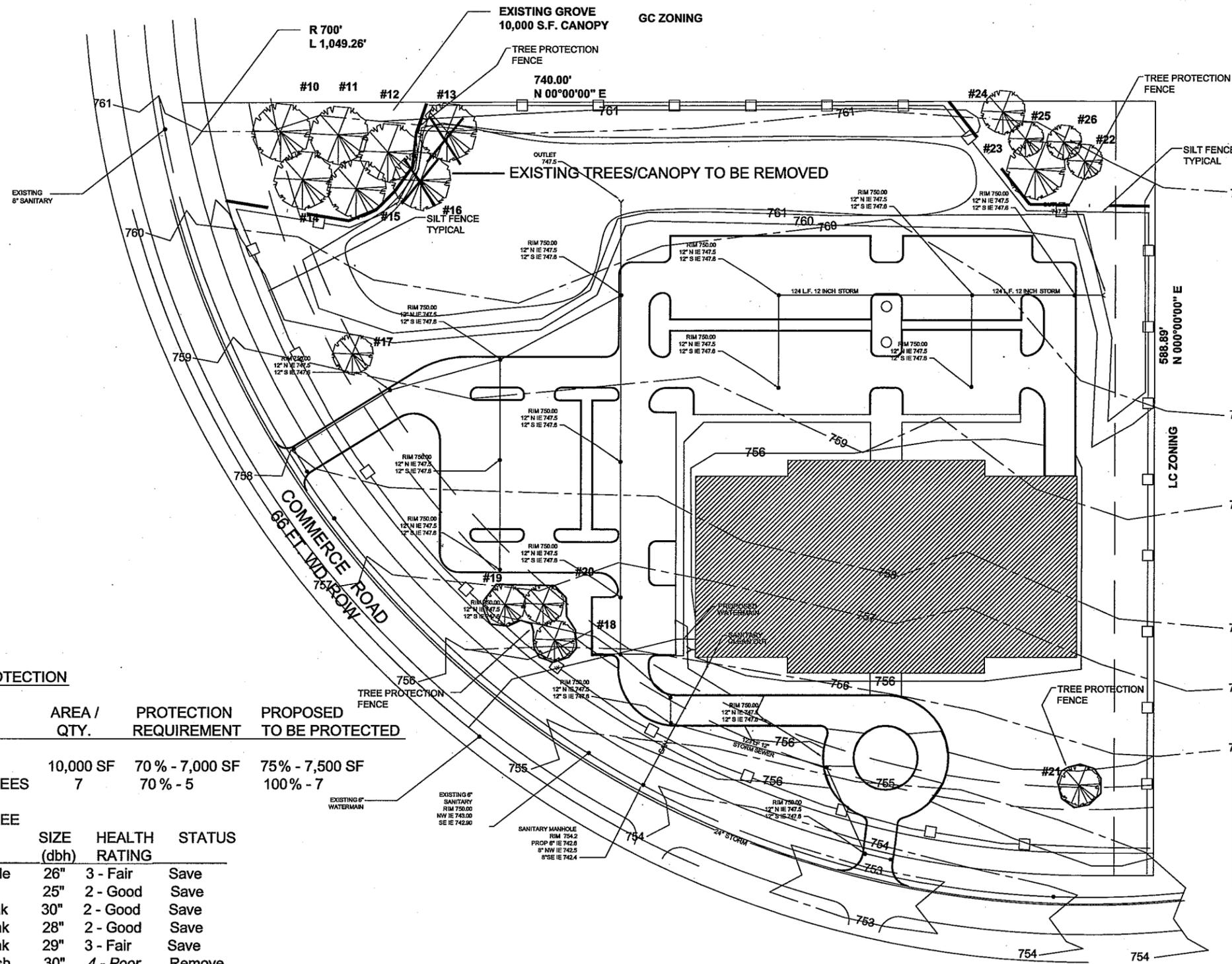
TAG #	TYPE	SIZE (dbh)	HEALTH RATING	STATUS
17	Red Maple	26"	3 - Fair	Save
18	Red Oak	25"	2 - Good	Save
19	White Oak	30"	2 - Good	Save
20	White Oak	28"	2 - Good	Save
22	White Oak	29"	3 - Fair	Save
23	Green Ash	30"	4 - Poor	Save
24	Green Ash	24"	4 - Poor	Save
25	Silver Maple	40"	3 - Fair	Save
26	Red Maple	24"	2 - Good	Save

BENCHMARK
Existing sanitary manhole in right of way
at northwest corner of property.
Elevation 760.85

TYPICAL SITE PLAN
EXISTING CONDITIONS PLAN

REVISIONS	DATE	BY
PER COUNTY REVIEW		

DATE:
SCALE:
DRAWN BY:
CHECKED BY:
JOB #:
SHEET NO.:



RESOURCE PROTECTION

EXISTING RESOURCE	AREA / QTY.	PROTECTION REQUIREMENT	PROPOSED TO BE PROTECTED
GROVE	10,000 SF	70% - 7,000 SF	75% - 7,500 SF
SIGNIFICANT TREES	7	70% - 5	100% - 7

SIGNIFICANT TREE

TAG #	TYPE	SIZE (dbh)	HEALTH RATING	STATUS
17	Red Maple	26"	3 - Fair	Save
18	Red Oak	25"	2 - Good	Save
19	White Oak	30"	2 - Good	Save
20	White Oak	28"	2 - Good	Save
22	White Oak	29"	3 - Fair	Save
23	Green Ash	30"	4 - Poor	Remove
24	Green Ash	24"	4 - Poor	Remove
25	Silver Maple	40"	3 - Fair	Save
26	Red Maple	24"	2 - Good	Save

BENCHMARK

Existing sanitary manhole in right of way at northwest corner of property. Elevation 760.85

TYPICAL SITE PLAN
NATURAL RESOURCE PLAN

REVISIONS	DATE	BY
PER COUNTY REVIEW		

DATE:
SCALE:
DRAWN BY:
CHECKED BY:
JOB #:
SHEET NO.

SITE & PLAN DATA

SITE AREA = 272,322 SF, 6.25 Acres Gross
6.25 Acres Net

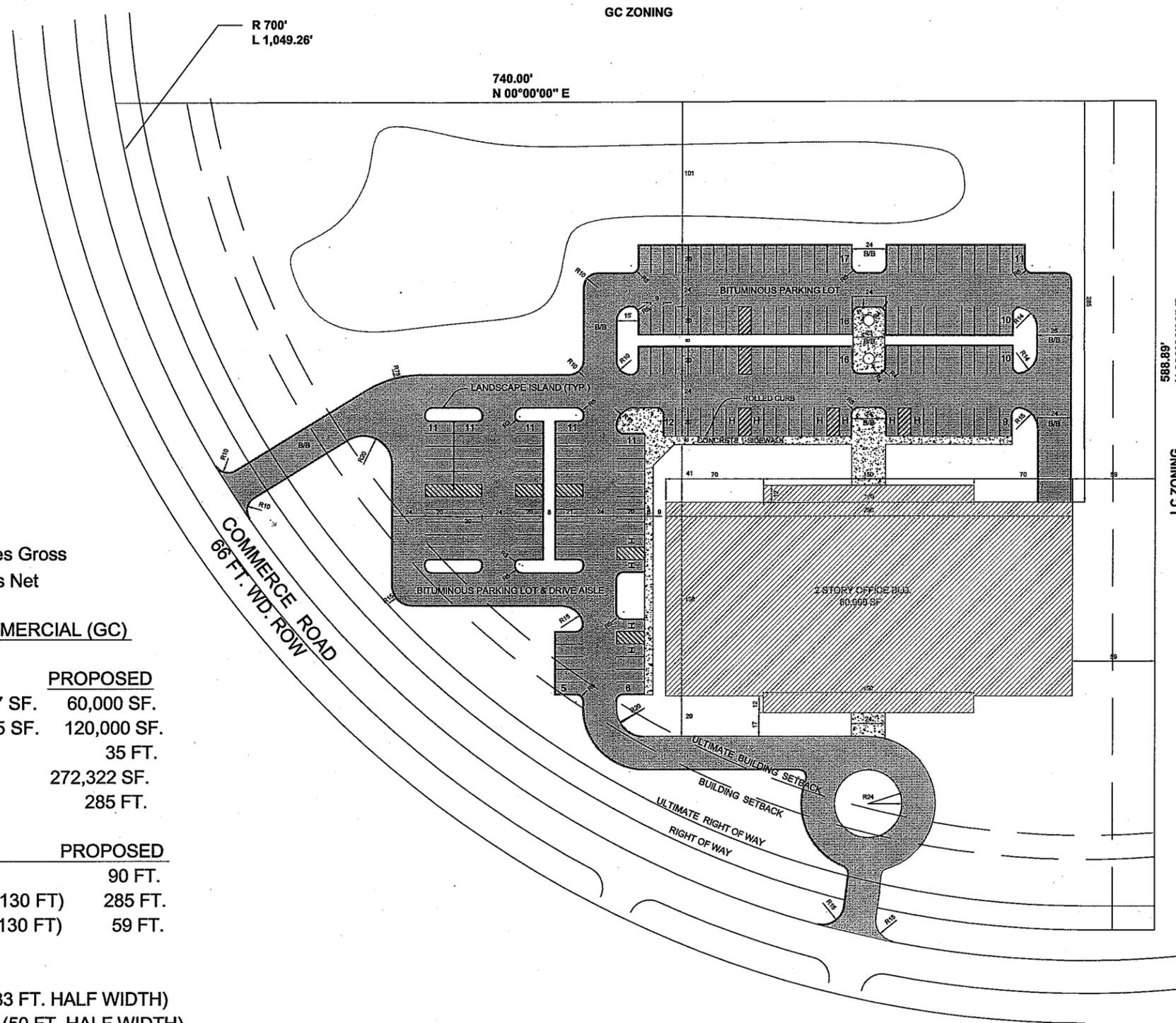
ZONING DISTRICT - GENERAL COMMERCIAL (GC)

		<u>PROPOSED</u>
MAX. FLOOR AREA 30% =	81,697 SF.	60,000 SF.
MAX IMPERVIOUS 70% =	190,625 SF.	120,000 SF.
MAX. BUILDING HEIGHT	35 FT.	35 FT.
MIN. LOT AREA	10,000 SF.	272,322 SF.
MIN. LOT WIDTH	50 FT.	285 FT.

<u>SETBACKS</u>	<u>REQUIRED</u>	<u>PROPOSED</u>
FRONT	30 FT. MIN.	90 FT.
SIDE	20% LOT WIDTH (130 FT)	285 FT.
REAR	20% LOT WIDTH (130 FT)	59 FT.

RIGHT OF WAY WIDTH
EXISTING RIGHT OF WAY - 66 FT. (33 FT. HALF WIDTH)
ULTIMATE RIGHT OF WAY - 100 FT. (50 FT. HALF WIDTH)

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Elevation 760.85



REVISIONS	DATE	BY
PER COUNTY REVIEW		

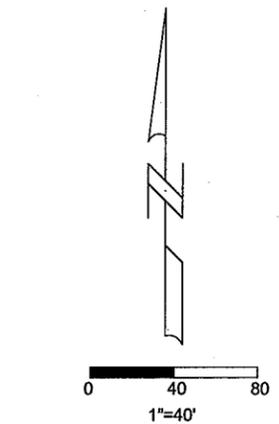
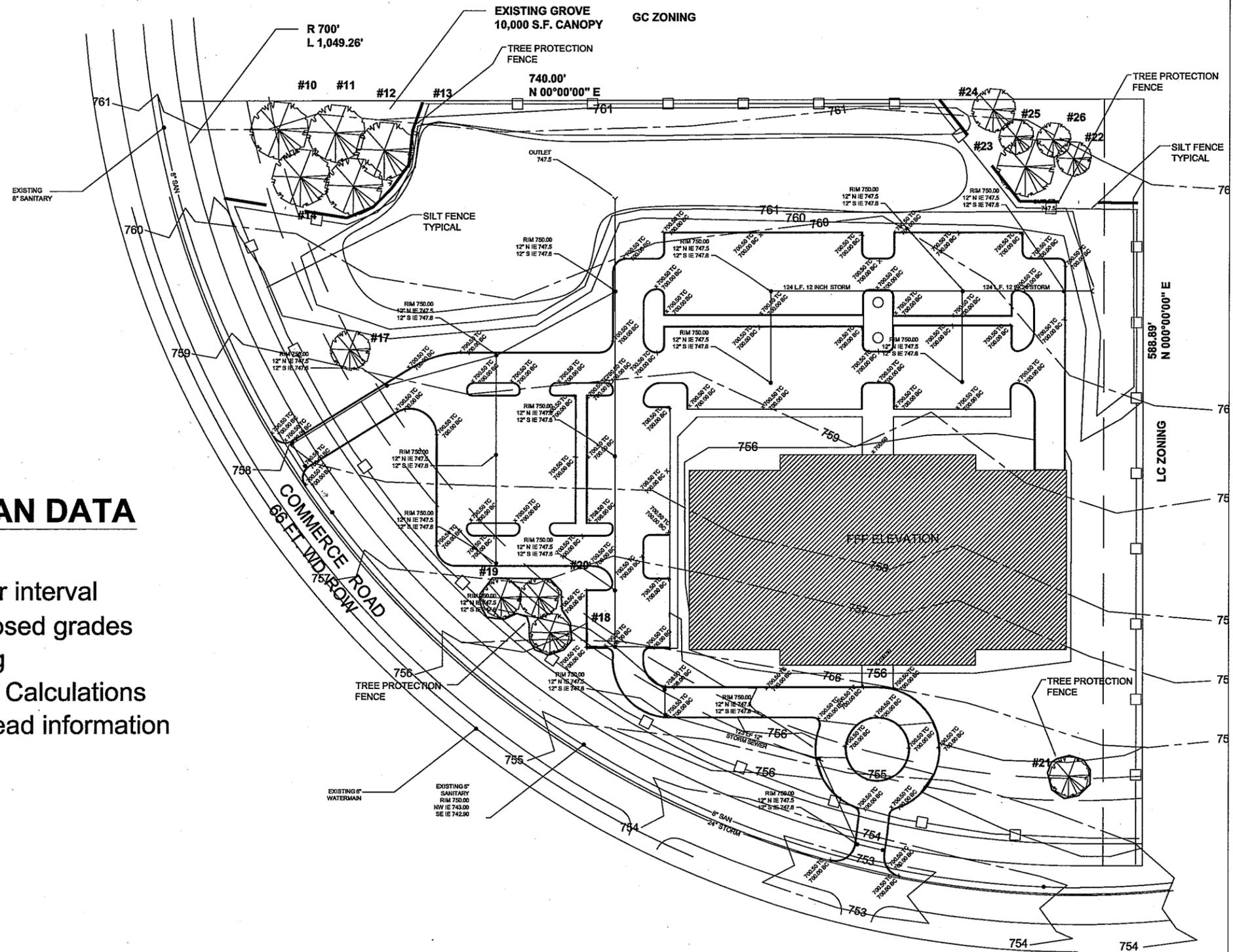
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TYPICAL SITE PLAN
SITE PLAN

GRADING PLAN DATA

- 1) One foot contour interval
- 2) Existing & proposed grades
- 3) Limits of grading
- 4) Drainage/Storm Calculations
- 5) Storm sewer & lead information
- 6) Soil Erosion
- 7) Details

BENCHMARK
 Existing sanitary manhole in right of way
 at northwest corner of property.
 Elevation 760.85



TYPICAL SITE PLAN
GRADING LPLAN

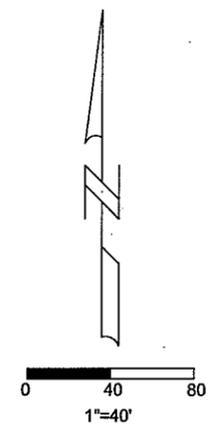
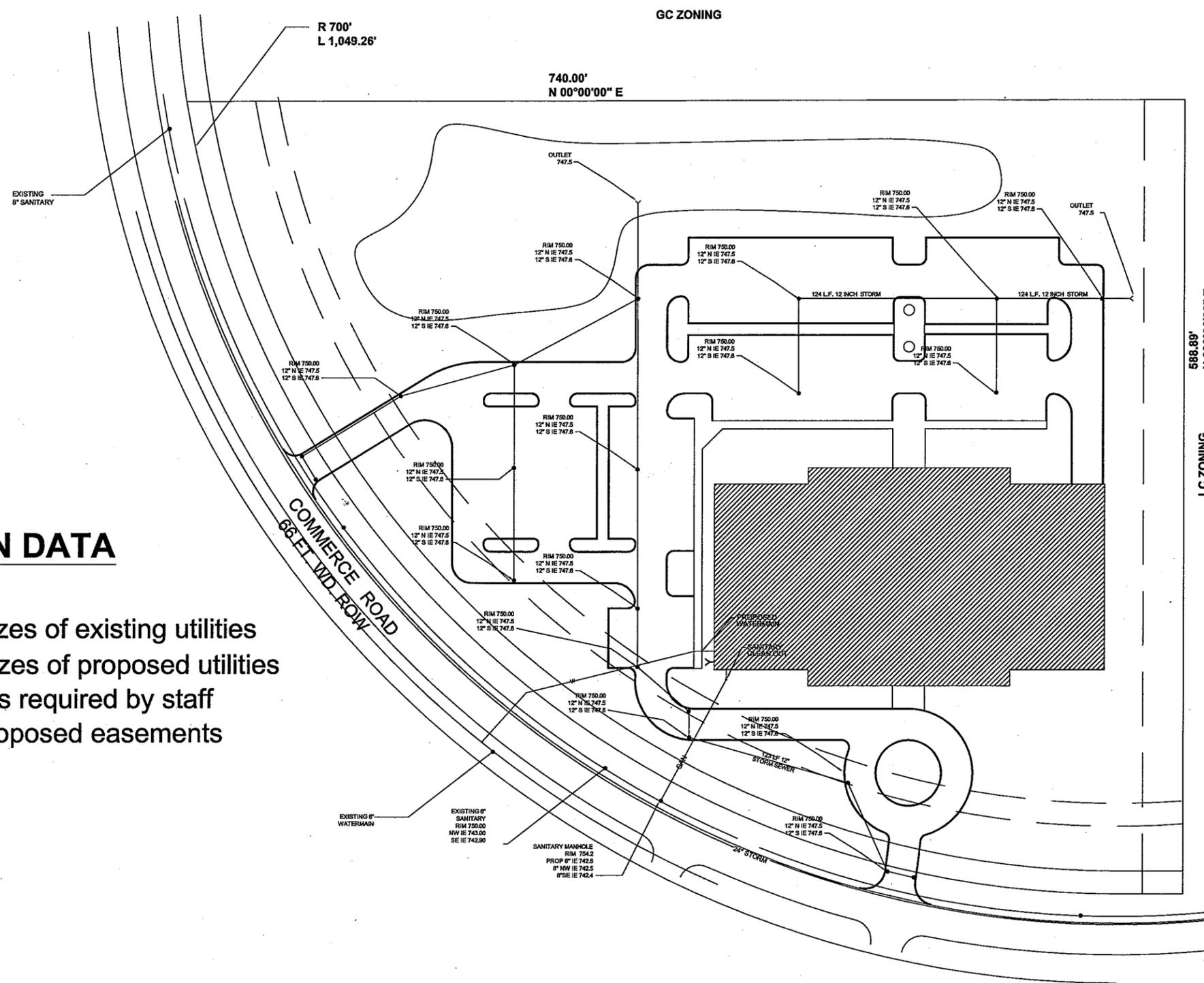
REVISIONS	DATE	BY
PER COUNTY REVIEW		

DATE:	
SCALE:	
DRAWN BY:	
CHECKED BY:	
JOB #:	
SHEET NO.:	

UTILITY PLAN DATA

- 1) Location and sizes of existing utilities
- 2) Location and sizes of proposed utilities
- 3) Utility profiles as required by staff
- 4) Existing and proposed easements
- 5) Details

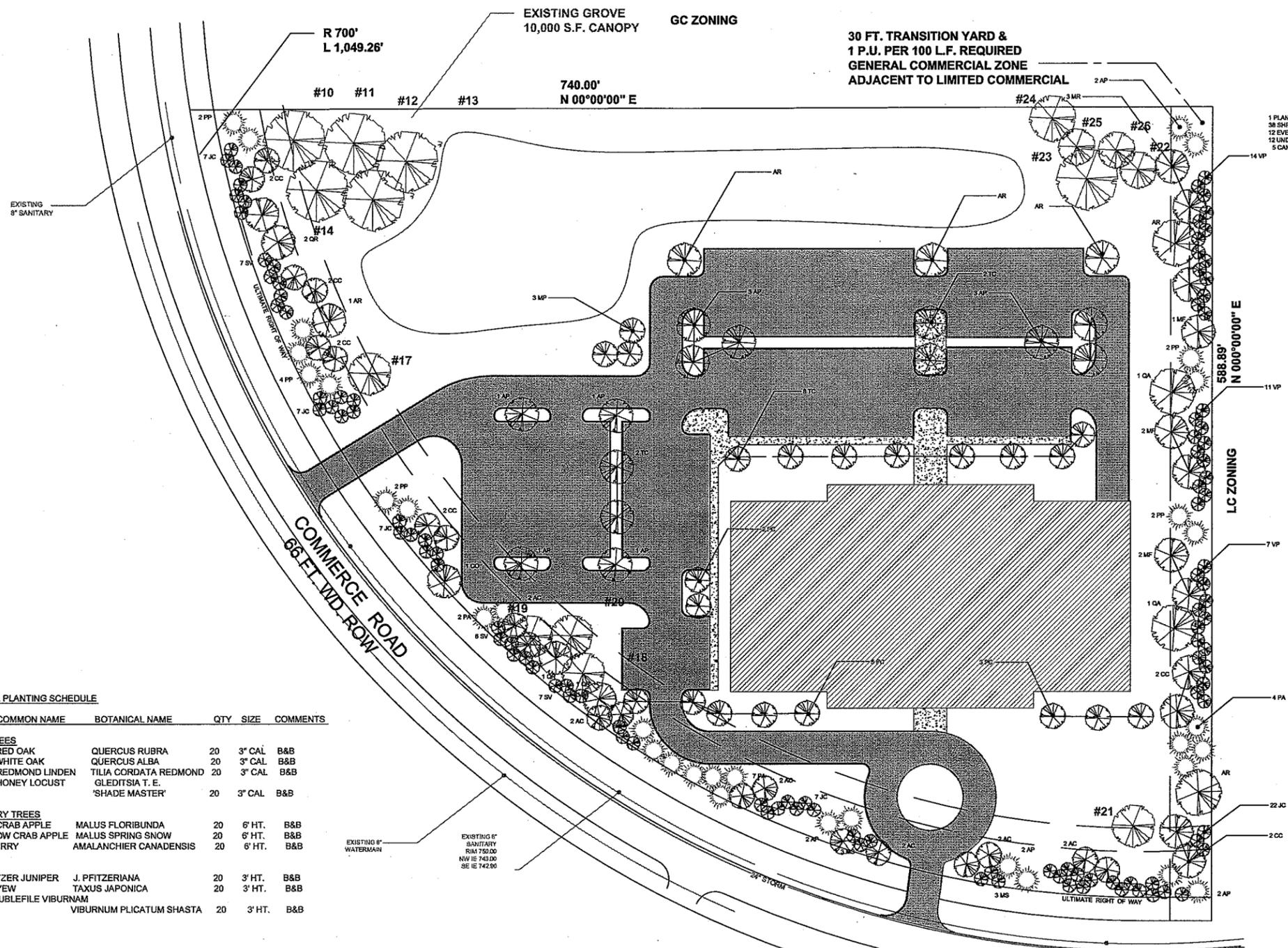
BENCHMARK
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 Elevation 760.85



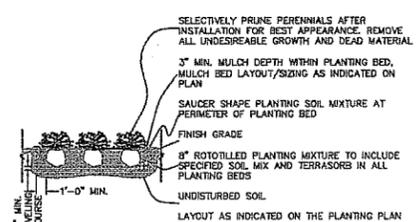
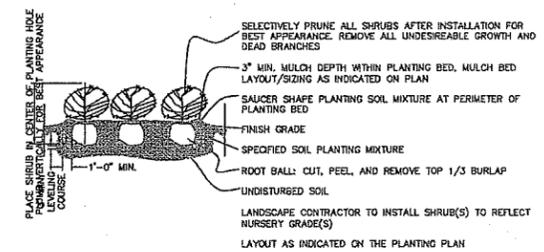
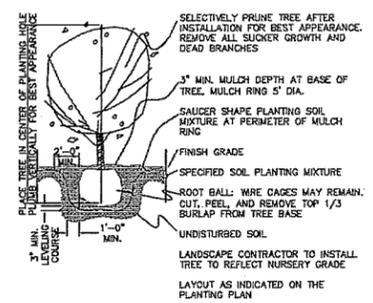
REVISIONS	DATE	BY
PER COUNTY REVIEW		

DATE:
SCALE:
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TYPICAL SITE PLAN
 UTILITY PLAN



1 PLANT UNIT/100 @ 600 = 6 PU
 38 SHRUBS 42
 12 EVERGREEN
 12 UNDERSTORY
 5 CANOPY 8



LANDSCAPE PLANTING SCHEDULE

SYMBOL	COMMON NAME	BOTANICAL NAME	QTY	SIZE	COMMENTS
CANOPY TREES					
RO	RED OAK	QUERCUS RUBRA	20	3" CAL	B&B
WO	WHITE OAK	QUERCUS ALBA	20	3" CAL	B&B
RL	REDMOND LINDEN	TILIA CORDATA REDMOND	20	3" CAL	B&B
HL	HONEY LOCUST	GLEDTISIA T. E. 'SHADE MASTER'	20	3" CAL	B&B
UNDERSTORY TREES					
	JAPANESE CRAB APPLE	MALUS FLORIBUNDA	20	6" HT.	B&B
	SPRING SNOW CRAB APPLE	MALUS SPRING SNOW	20	6" HT.	B&B
	SERVICE BERRY	AMALANCHIER CANADENSIS	20	6" HT.	B&B
SHRUBS					
	DWARF PFITZER JUNIPER	J. PFITZERIANA	20	3" HT.	B&B
	JAPANESE YEW	TAXUS JAPONICA	20	3" HT.	B&B
	SHASTA DOUBLEFILE VIBURNAM	VIBURNUM Plicatum SHASTA	20	3" HT.	B&B

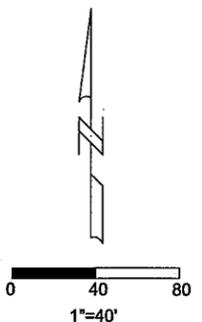
ARTICLE 9 PLANTING REQUIREMENTS

PARKING LOT LANDSCAPING

	REQUIRED	PROPOSED
170 SPACES @ 2 TREES PER 24 SPACES =	7	32
360 S.F. PLANTING AREA PER 24 SPACES =	2,520	6,000

COMMERCE STREET (COLLECTOR) REQUIRES 1 PLANT UNIT PER 100 L.F.

1000 L.F. = 10 PLANT UNITS		
CANOPY TREES	10	10
UNDERSTORY TREES	20	20
EVERGREEN TREES	20	20
SHRUBS	70	70



TYPICAL SITE PLAN - PROJECT NAME
 LANDSCAPE PLAN

DATE:	
SCALE:	
DRAWN BY:	
CHECKED BY:	
JOB #:	
SHEET NO.:	

REVISIONS	DATE	BY
PER COUNTY REVIEW		