



Village of River Forest Development Review Board Pre-Filing Conference Application

The purpose of a pre-filing conference with the Development Review Board (DRB) is to introduce the project and present initial plans to the appointed Village officials that will later conduct a public hearing and make a recommendation to the Village Board of Trustees regarding approval or denial of a planned development permit. At the pre-filing conference, the applicant may receive feedback regarding the proposed development. The applicant may also request a waiver of any application requirement listed in Section 10-19-6 of the River Forest Zoning Ordinance. The DRB will review the request(s) and vote to grant or deny the application requirement waiver. No other official action will be taken on the application at this meeting. These meetings are open to the public, audio recorded, and a matter of public record.

Applicant/Owner Information

Applicant Name *(if different than property owner)* _____

Address _____

City/State/Zip _____

Phone _____ Email _____

Relationship of Applicant to Property Owner
(contract purchaser, agent, legal counsel, etc.) _____

Owner Name* *(if different than applicant)* _____

Address _____

City/State/Zip _____

Phone _____ Email _____

(If there are multiple properties and multiple property owners, please attach a complete list of property owner names, addresses, phone numbers and emails for each property owner)

Proposed Development Description

Address(es) of Proposed Development Site(s) _____

Zoning District(s) of Proposed Development Site(s)

☐ R1 ☐ R2 ☐ R3 ☐ R4 ☐ C1 ☐ C2 ☐ C3 ☐ ORIC ☐ PRI

Description of Proposed Use/Development _____

Application Requirements

Please attach the following items related to the proposed development to demonstrate the development concept and how the proposed development will relate to the Village's zoning regulations (e.g. proposed use, building height, setback, unit count, floor area, on site (off street) parking, etc.):

- Site plan(s)
- Floor plan(s)
- Parking plan(s)
- Elevations
- Project rendering(s)
- Cover Letter from Applicant re: Development proposal and, if applicable, request(s) for waiver of application requirement (see below)

Request for Waiver of Application Requirement

*An applicant (or owner) may submit a written request for waiver of any application requirement. Application requirements are identified in Section 10-19-B of the Zoning Ordinance and are listed below. The decision of the DRB is final regarding the approval or denial of the request. However, the DRB's decision regarding the request for a waiver of an application requirement does not preclude the Village Board of Trustees from requesting that same information or any additional information it deems applicable for its review of the planned development application. Unless an application requirement is waived by the DRB it must be included in the planned development application in order for the application to be deemed complete and for a public hearing to be scheduled. **Applicants should attach a written explanation of the reason for the application waiver request.***

Waiver Request		Application Requirement
<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. The names and addresses of the owner of the subject property, the applicant and all persons having an ownership or beneficial interest in the subject property and proposed development.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A statement from the owner, if not the applicant, approving the filing of the application by the particular applicant.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. A survey, legal description and street address of the subject property.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. A statement indicating compliance of the proposed development to the comprehensive plan; and evidence of the proposed project's compliance in specific detail with each of the standards and objectives of this section.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. A scaled site plan showing the existing contiguous land uses, natural topographic features, zoning districts, public thoroughfares, transportation and utilities.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. A scaled site plan of the proposed development showing lot area, the required yards and setbacks, contour lines, common space and the location, bulk, and lot area coverage and heights of buildings and structures, number of parking spaces and loading areas.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. Schematic drawings illustrating the design and character of the building elevations, types of construction, and floor plans of all proposed buildings and structures. The drawings shall also include a schedule showing the number, type, and floor area of all uses or combination of uses, and the floor area of the entire development.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. A landscaping plan showing the location, size, character and composition of vegetation and other material.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	9. The substance of covenants, easements, and other restrictions existing and any to be imposed on the use of land, including common open space, and buildings or structures.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	10. A schedule of development showing the approximate date for beginning and completion of each stage of construction of development.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	11. A statement acknowledging the responsibility of the applicant to record a certified copy of the zoning ordinance granting the planned development permit with the Cook County recorder of deeds' office and to provide evidence of said recording to the village within thirty days of passage in the event the proposed planned development is approved by the village board.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	12. A professional traffic study acceptable to the village showing the proposed traffic circulation pattern within and in the vicinity of the area of the development, including the location and description of public improvements to be installed, including any streets and access easements.
<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No	13. A professional economic analysis acceptable to the village, including the following: (a) The financial capability of the applicant to complete the proposed development; (b) Evidence of the project's economic viability; and (c) An analysis summarizing the economic impact the proposed development will have upon the village.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	14. Copies of all environmental impact studies as required by law.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	15. An analysis reporting the anticipated demand on all village services.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	16. A plan showing off site utility improvements required to service the planned development, and a report showing the cost allocations for those improvements.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	17. A site drainage plan for the developed tract.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	18. A list of the site development allowances sought.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	19. A written summary of residents' comments pertaining to the proposed application. This summary shall serve as the official record of the meeting that the applicant shall be required to hold with all property owners within five hundred feet of the proposed development. This meeting shall be held prior to the submission of the application for a planned development. The applicant is further required to provide evidence that a notice of this meeting was sent by regular mail to all affected property owners at least fifteen days before the required meeting date.

SIGNATURES:

The undersigned hereby represent for the purpose of inducing the Village of River Forest to take the action herein requested, that all statements herein and on all related attachments are true.

Applicant (if other than property owner)

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
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Property Owner (if other than applicant; attach additional signatures if necessary)

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
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<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
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<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
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<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
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