



SITE PLAN REVIEW APPLICATION

VILLAGE OF GURNEE
COMMUNITY DEVELOPMENT DEPARTMENT

TO BE COMPLETED BY APPLICANT:

Date: _____

Application Type (check one—submittal requirements on page 2):

- SITE PLAN REVIEW
 SITE PLAN REVIEW MODIFICATION
 SITE PLAN REVIEW—OUTDOOR DINING

Address of Subject Property: _____

PIN: _____

Present Use: _____

Proposed Use: _____

Zoning District: _____

Applicant Name: _____

Address: _____

Phone Number: _____ Fax: _____

Email: _____

Property Owner Name (if different than applicant): _____

Property Owner Address: _____

Phone Number: _____ Fax: _____

Email: _____

Proof of Standing Provided: _____
(proof of ownership, control, authorization, etc.—attach with application materials)

Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of the applicants knowledge and further understand that this Application and attachments become part of the Official Records of the Village of Gurnee; (2) Applicant has read and understands all information in this application; and (3) Applicant understands the submittal of inaccurate or incomplete information or plans may result in processing delays.

Signature of Applicant _____ Date: _____

Signature of Owner (if different from the applicant) _____ Date: _____

SUBMITTAL REQUIREMENTS:**⇒ SITE PLAN REVIEW**

1. Five (5) sets of all plan materials
2. Electronic PDF plans (emailed to Staff)
3. Detailed Project Description
4. Plat of Survey of the lot or lots comprising the Subject Property, drawn to scale and showing the actual dimensions of said property
5. Site Plan drawn to scale, which shall indicate, at a minimum:
 - a. Property lines.
 - b. Public rights-of-way, easements, and utilities (proposed & existing).
 - c. Proposed and existing building footprints on the subject property, including dimensioned setbacks from property lines.
 - d. Off-street parking and loading spaces—number of required and provided parking spaces including location, number and type (standard, compact, handicapped) of actual parking spaces, dimension parking stall depth and width, stall angle, aisle width, and width on internal driveways; circulation system; location and design of bicycle spaces; stacking spaces for drive-through facilities.
 - e. Paved surfaces, materials and locations, including sidewalks.
 - f. Exterior lighting plan—location of all light poles, building-mounted, bollard, and canopy lights; specifications of luminaires and lamp types; pole, luminaire, and foundation details, including pole & base height and height of building-mounted lights; lamp wattage; photometric plan showing the footcandle horizontal measurement internal to the site and at all lot lines.
 - g. Landscape plan—showing location, quantity, size, name, and condition, both botanical and common, of all existing and proposed plant materials, indicating plant material to be retained, removed, and proposed.
 - h. Grading plan—showing existing and proposed grading of subject property.
 - i. Details associated with screening, fencing, retaining walls, and signs.
 - j. Location of all existing and proposed outdoor display and storage, trash and recycling collection, trash compaction, mechanical equipment, and other service functions, showing location and type of required screening.
 - k. Architectural elevations of existing and proposed buildings, drawn to scale, showing building height, architectural elements such as façade design, fenestration design (windows), roof design, entrance design & siting, building materials.
 - l. Additional Information or documentation as determined by the Zoning Administrator
 - m. Plans and drawings shall be a minimum scale of one inch equals forty feet (1" = 40'), unless otherwise indicated. The maximum sheet size shall be twenty-four inches by thirty-six inches (24" x 36"), and all plans shall be folded to approximately eight and one-half inches by eleven inches (8½" x 11"). The following is required on all site plan drawings:
 - a. Proposed name of the development .
 - b. Drawing title and sheet title.
 - c. Scale, both numerically and graphically.
 - d. North arrow, designated as true north.
 - e. Date of preparation of original drawing and date of any revisions.
 - f. Names, addresses, and phone and fax numbers of the owner, subdivider or developer having control of the site.
 - g. Name of registered engineer and/or surveyor.

⇒ SITE PLAN REVIEW MODIFICATION

An application for an amendment to an approved site plan must be submitted to the Zoning Administrator. Amendment applications must include a written description of the proposed change, including the reason for such change, and an illustration or notation of the change on the approved site plan.

⇒ SITE PLAN REVIEW—OUTDOOR DINING

For outdoor dining areas, provide a seating plan including surfacing specifications (i.e. flooring), delineation plan showing the proposed delineation between the outdoor dining area and the public right-of-way, private access drive, or any pedestrian walkway (i.e. sketch, pictures, spec sheet on fencing, planters, etc.), refuse disposal plan, storage plan (of tables, seating, umbrellas), and hours of operation for the outdoor dining area.