



ZONING, PLANNING & DEVELOPMENT COMMITTEE

ZONING CHANGE CHECKLIST

For any Proposal being presented to the Committee, the Developer is responsible for providing the following materials. A package, including the following materials in PDF format, is due to the Chairpersons by Thursday at 5 p.m. ONE WEEK PRIOR to the Committee Meeting at which the Proposal will be considered. To submit your package, please e-mail the PDF file containing the complete package to zoning@westbucktown.org. Developers are also asked to bring full-sized, hard copies of these materials with them to the Committee Meeting.

Incomplete packages will not be considered. To ensure the consideration of a project at the next meeting, the Committee suggests submitting the package prior to the deadline. This allows for completion of the package before the deadline, if necessary.

- Completed Project Data Form
- Small-scale context footprint, with proposed building included. This should show how the project will fit in with the surrounding properties 100 feet on each side.
- Photographs of the site and adjacent properties.
- A site plan of the proposed building showing all setbacks, landscaping, fences, garages, parking, curb cuts, decks, patios and sidewalks as well as the setbacks for the immediately adjacent buildings on either side of the proposed building.
- Interior floor plans. Information on the mechanicals for each floor is NOT required.
- Elevations of building showing all heights, including any ornamentation, and including a rendering of the front façade.
- Letters of support or opposition from neighbors immediately adjacent to the property on either side, or documentation of efforts to contact same.
- Any relevant information about the current or historic use and nature of any existing buildings on the property.

Should you have any questions, please contact the Committee Chair:

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