



Owner/Developer Checklist for Initial Meeting Office of the 43rd Ward - Alderman Michele Smith

The following checklist will assist owners and developers in preparation for their scheduled appointment with Alderman Smith to discuss potential projects in the 43rd Ward. You will want to provide the following items:

1. Names, addresses, phone numbers, fax numbers and e-mail addresses of:
 - a. Developer entity;
 - b. Attorney;
 - c. Architect; and
 - d. Contractor
2. Written description of request. Variation? Special use? Rezoning?
3. Address(es) and PIN number(s) of lot(s)
4. Names(s) of beneficial owner(s) of LLC, corporation, partnership, or land trust.
5. Current zoning. Proposed zoning. Applicable zoning maps(s) for lot(s) and surrounding area.
6. ALTA or "spotted" survey.
7. Color photographs of parcel. (Digital images preferred.)
8. Have you produced a similar building elsewhere in Chicago? If so, list addresses of completed and pending projects.
9. Standing: Are you the owner? Contract purchaser? Are you still negotiating?
10. Detailed description of proposal:
 - a. Renovation, or teardown and new construction
 - b. Site plan with dimensions of all buildings; front, side and rear yard setbacks; locations of loading docks and trash receptacles; current and proposed curb cuts.
 - c. Front, side and rear elevations, with height and width measurements
 - d. Lot area
 - e. Floor Area Ratio: Current and proposed
 - f. Density: Number of current and proposed dwelling units.
 - g. Building Height: Current and proposed
 - h. Off street parking: current and proposed; location of garages or slabs
 - i. Proposed use of public air space for balconies, bays
 - j. Description of building materials used for each elevation
 - k. Is the parcel in an Overlay District, Historic District, or on a preservation coded list?
 - l. Special circumstances, hardships.
11. An overhead depiction of the property as it will relate to neighboring properties on the block (i.e. an overhead view) once the proposed project is completed.

12. Written confirmation from the local community association serving the property that the association approves, objects, or takes no position on the proposed project.
13. Written confirmation from the adjacent neighbors on both sides of the property that the neighbors approve, object, and/or take no position on the proposed project.

Please note that any documentation related to zoning provided to our office should be considered publicly available.

Memorandum

To: All Developers, Property owners, and Architects Seeking Zoning Relief or an Amendment to the Zoning Code

Re: Proposed Development/Renovation Projects in the 43rd Ward

To assure a timely review of development and/or renovation projects proposed in the 43rd Ward, Alderman Smith has established the following procedures. You will want to:

1. Carefully read the attached **Zoning and Development Guidelines for the 43rd Ward** and confirm that your proposed development or renovation project is in compliance with those **Guidelines**.
2. Carefully read the attached **Developer Checklist for Initial Meeting with Alderman Michele Smith**.
3. Once you have delivered to Alderman Smith's office ALL of the items detailed on the attached **Developer Checklist**, you may THEN schedule an appointment to meet with the Alderman. Meetings will be schedule for no sooner than SEVEN DAYS AFTER receipt of ALL of the items detailed on the developer Checklist. *Please note:* Missing items will necessitate your appointment being cancelled and re-scheduled for a later date.
4. For your convenience, you may schedule an appointment to meet with Alderman Smith at her Ward office. **YOU MUST HAVE AN APPOINTMENT TO MEET WITH ALDERMAN SMITH TO DISCUSS YOUR PROPOSED PROJECT.**
5. Please be advised that if you are seeking relief, Alderman Smith expects that someone from the professional team be registered as a lobbyist with the city. Failure to comply with this requirement will lead to cancellation of appointments.
6. In most cases, particularly those involving zoning changes, Alderman Smith will seek input from the local community group(s) before determining whether to move forward with a request.
7. If you have any questions regarding this process, please contact Matt Rich at the Ward office at (773) 348-9500.

Zoning and Development Guidelines for the 43rd Ward

To promote new investment that increases our City's vitality and tax base, yet protects current residents, is compatible with existing land uses, fosters harmony and balance in our neighborhoods, celebrates our architectural heritage, and abides by the City of Chicago Zoning Ordinance, my administration will:

Encourage development that conforms to the existing zoning map. In 2004, the new City of Chicago Zoning Ordinance became law. This Ordinance was the result of a robust and professional drafting process, in part led by our former Alderman, with great community input. The Ordinance is respected nationwide for its clarity and fairness. Therefore, this office will consider zoning changes only rarely and under extreme circumstances. Zoning changes, should they be needed, will be made consistent with the principles articulated in these guidelines. When alternatives exist to effect a desired change, this office will require the alternative with the least adverse impact.

Require strict compliance with public notice regulations. This office will expect compliance with the public notice requirements for all zoning applications, including map amendments, administrative adjustments, special uses, variations and "as of right" new construction. Alderman Smith will establish, in conjunction with residents, business owners and local community groups, an open, unbiased and predictable process concerning new construction and renovation. This office expects effective, transparent, and fair notice to all affected parties.

Encourage complementary and compatible development. This office will encourage new development that seeks to reflect the character and context of the adjacent and other buildings in the surrounding area, comparable in quality, scale, density and building materials. Split-face block, cinder block and Dryvit on exterior surfaces, patio pits, and breezeways are specifically discouraged.

Respect our architectural heritage. This office will encourage the preservation and renovation of the existing building stock. Similarly, it will discourage the demolition of historically significant buildings and structurally sound housing.

Protect property. This office will require strict enforcement of the City of Chicago Excavation Ordinance, including its provisions regarding notice to adjacent property owners. Side lot variances which threaten neighbors' foundation will be discouraged.

Protect and encourage green space and green building practices. To promote greening of the 43rd Ward, this office will encourage retention of rear yards that are open, permeable and green, and will not be replaced by garage roof decks or undermined by underground bunkers. This office will also discourage the loss of open yard space by enclosed connectors or breezeways between

residential structures and detached garages by denying request for zoning relief for such structures. It will also support green building initiatives consistent with existing zoning.

Minimize infringement upon the public way. This office will encourage development that minimized infringement upon the public way, including balconies in the public airspace and trash receptacles on public streets, sidewalks or alleys. We will encourage specified areas on the property for trash cans, and will discourage garages that make it difficult for neighbors to park in their own garages.

Support private covenants. This office will encourage the use of private, recorded agreements and covenants with local community organizations that further the goals of these guidelines.

Encourage the preservation of existing and the creation of new affordable housing. In 2007 the City Council expanded the Affordable Requirements Ordinance. Any new construction project that includes 10 or more residential units and requires zoning relief is required to have affordable housing. We encourage perspective developers seeking zoning relief to exceed these requirements whenever practical.

These guidelines will assist owners and developers as they consider projects in the 43rd Ward. Owners and developers will want to contact this office *early* in the planning process to schedule an appointment to discuss the scope and purpose of all proposed plans and initiatives regarding any property. All meetings will be held during regular business hours.