

PD-P



VILLAGE OF WINNETKA, ILLINOIS  
DEPARTMENT OF COMMUNITY DEVELOPMENT

**PLANNED DEVELOPMENT  
PRELIMINARY PLAN APPLICATION**

**Prior to submitting this formal application, the matter must first be reviewed as a concept plan application by the Village Council.** If the Council has not yet reviewed your concept plan application, please contact the Community Development Department to learn what is required. The following materials are the minimum required for the processing of a formal application by the Village of Winnetka's Planned Development Commission and Village Council. A public hearing for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. If you have questions regarding the completion of this application please contact the Community Development Department at 847-716-3525.

**The initial submittal MUST contain:**

- 7 collated copies of complete sets** of all application materials, including the application form, required attachments, and folded full size plat/plan sheets
- 1 electronic version (PDF)** of ALL application materials (**refer to application section regarding instructions**).

**Applicant Information**

Legal Name \_\_\_\_\_  
 \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Email \_\_\_\_\_

**Primary Contact Person**

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Email \_\_\_\_\_

**Consultants** *(as applicable)*

**Attorney**

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Email \_\_\_\_\_

**Architect/Planner**

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Email \_\_\_\_\_

**Civil Engineer**

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Email \_\_\_\_\_

**Other**

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Email \_\_\_\_\_

**Property Information** *(if more than one parcel is involved in the request please include the information for all parcels)*

Site Location/Address: \_\_\_\_\_

Property Index Numbers: \_\_\_\_\_

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Size of Property: (square feet/acres) \_\_\_\_\_

Size of Building Space, if applicable: (square feet) \_\_\_\_\_

Current Comprehensive Plan Land Use Designation: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Current Use of the Property: \_\_\_\_\_

Is any portion of the property within the 100-year floodplain?<sup>1</sup> Yes: \_\_\_\_\_ No: \_\_\_\_\_

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**Requested Action(s)** *(check all that are applicable):*

- Planned Development – Preliminary Plan
  - Amendment to Existing Planned Development  
Ord. No. \_\_\_\_\_
  - Comprehensive Plan Amendment
  - Rezoning from \_\_\_\_\_ to \_\_\_\_\_
  - Special Permit for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  - Zoning Code Text Amendment  
\_\_\_\_\_
  
  - Zoning Exceptions (attach document listing and explaining exceptions)
  - Subdivision – Preliminary Plat
  - Subdivision Exceptions (attach document listing and explaining exceptions)
  - Other \_\_\_\_\_
- 

**Plat of Survey & Parcel Legal Description(s)**

Attach the most recent plat of survey of the Subject Property, certified by a registered land surveyor, showing existing lot lines and dimensions, lot area, all easements, all public and private rights-of-way, and all streets across and adjacent to the subject property.

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**Conformity with Comprehensive Plan**

Include a written statement explaining the conformity, or lack of conformity, of the approval being requested to the Village's Comprehensive Plan Map. Where the approval being requested does not conform to the Comprehensive Plan, provide reasons justifying the requested approval.

**Site Ownership and Control**

**Current Property Owner Information**

Legal Name: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

**Proposed Property Owner Information**

Legal Name: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

Attach a copy of a title policy and affidavit of ownership showing current ownership of the property. If property is held in a trust, also include a certified copy of the trust agreement or a simple affidavit (under oath before a notary) as to who are the beneficiaries of the trust. (Check which document(s) are attached):

- Affidavit of Ownership
- Title Policy or Title Commitment
- Certified Copy of Trust Agreement OR a simple Affidavit Identifying Trust Beneficiaries

**Complete Attachment A, listing all individuals/entities that have a beneficial interest in the legal entity that currently owns the property**

**Complete Attachment B, listing all individuals/entities that have a beneficial interest in the legal entity that is proposed to own the property upon receiving necessary approvals.**

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**Applicants Involvement with the Property**

If the Applicant does not own the property, please also provide documentation showing the applicant's interest in the property (Check which document is attached. The dollar amounts in documents may be blacked-out):

- Owner (see the previous box)
- Real Estate Contract
- Lease
- Other \_\_\_\_\_

**Complete Attachment C, listing all individuals/entities that have a beneficial interest in the legal entity that is the Applicant.**

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**Additional Required Attachment(s)**

- Planned Development Worksheet - Preliminary Plan
  - If zoning or subdivision relief in addition to planned development preliminary plan approval and preliminary plat approval is requested, submit the appropriate application forms and materials.
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**Filing Fees**

All applications require payment of a non-refundable fee, as well as additional funds that are held in escrow to off-set anticipated recoverable expenses. Please attach a check with your application and indicate below the amount of the fee submitted.

\$ \_\_\_\_\_ Amount of Non-Refundable Fee (\$935)  
\$ \_\_\_\_\_ Amount of Escrow (\$2,500)  
\$ \_\_\_\_\_ Total Application Fee (Non-Refundable Fee plus Escrow)

The escrow covers such items as staff & Village attorney time and public notice expenses. If these expenses exceed the initial escrow deposit, the applicant is responsible for reimbursing the Village for the additional fees. If the expenses are less than the escrow deposit, the applicant will be issued a refund by the Village

**Applicant/Owner Acknowledgments**

By execution of this application in the space provided below, the Applicant and Owner(s) do hereby certify, acknowledge, agree and affirm to the Village of Winnetka that:

1. The Village and its representatives have the right, and are hereby granted permission and license, to enter upon the property, and into any structures located thereon, for purposes of conducting any inspections that may be necessary in connection with this application.
2. I (We) have carefully read this application, the Winnetka Zoning Ordinance and Winnetka Subdivision Ordinance and fully understand the terms and provisions of each.
3. I (We) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.
4. I (We), in accordance with the requirements of the Annual Fee Resolution, the Winnetka Zoning Ordinance and the Winnetka Subdivision Ordinance, agree to pay all applicable filing fees and be responsible for the payment of all reimbursable expenses associated with the processing of this application.

Applicants may attach additional materials or exhibits to this application if necessary or helpful in explaining the relief requested.

**Signature of Applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Print Name & Title:** \_\_\_\_\_

**Signatures of Property Owner(s):** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Print Name & Title:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

**\*\*If more than one applicant or property owner, please copy this page and have additional applicants/property owners sign form.**

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**Note:** Village review and approval of any zoning or subdivision applications may be dependent upon the applicant first receiving necessary approvals from State and County regulatory agencies such as, but not limited to, the Illinois Department of Transportation, Illinois Environmental Protection Agency, the Metropolitan Water Reclamation District of Greater Chicago, & the Cook County Highway Department.

**ATTACHMENT A: Current Property Owner – Beneficial Interest**

Please check which of the following describes the current property owner’s beneficial interest in the property and complete this sheet as instructed for each type of beneficial interest:

<input type="checkbox"/> Corporation	If <b>current property owner</b> is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
<input type="checkbox"/> Partnership or LLC	If <b>current property owner</b> is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
<input type="checkbox"/> Trust	If <b>current property owner</b> is a trust, please provide the trust number _____ and name and address of the Trustee _____, _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the <b>current property owner</b> in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: \_\_\_\_\_  
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 Address: \_\_\_\_\_  
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 Ownership or Trust Interest: \_\_\_\_\_ %

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 Ownership or Trust Interest: \_\_\_\_\_ %

**ATTACHMENT B - Proposed Property Owner – Beneficial Interest**

Please check which of the following describes the proposed property owner’s beneficial interest in the property and complete this sheet as instructed for each type of beneficial interest:

<input type="checkbox"/> Corporation	If the <b>proposed property owner</b> is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
<input type="checkbox"/> Partnership or LLC	If <b>proposed property owner</b> is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
<input type="checkbox"/> Trust	If <b>proposed property owner</b> is a trust, please provide the trust number _____ and name and address of the Trustee _____, _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the <b>proposed property owner</b> in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: \_\_\_\_\_  
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 Ownership or Trust Interest: \_\_\_\_\_ %

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 Ownership or Trust Interest: \_\_\_\_\_ %

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 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Ownership or Trust Interest: \_\_\_\_\_ %

**ATTACHMENT C - Applicant – Beneficial Interest**

Please check which of the following describes the beneficial interest in the legal entity that is the applicant and complete this sheet as instructed for each type of beneficial interest:

<input type="checkbox"/> Corporation	If <b>applicant</b> is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
<input type="checkbox"/> Partnership or LLC	If <b>applicant</b> is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
<input type="checkbox"/> Trust	If the <b>applicant</b> is a trust, please provide the trust number _____ and name and address of the Trustee _____, _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the <b>applicant</b> in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: \_\_\_\_\_  
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 Address: \_\_\_\_\_  
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 Ownership or Trust Interest: \_\_\_\_\_ %

Name: \_\_\_\_\_  
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 Address: \_\_\_\_\_  
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 Ownership or Trust Interest: \_\_\_\_\_ %

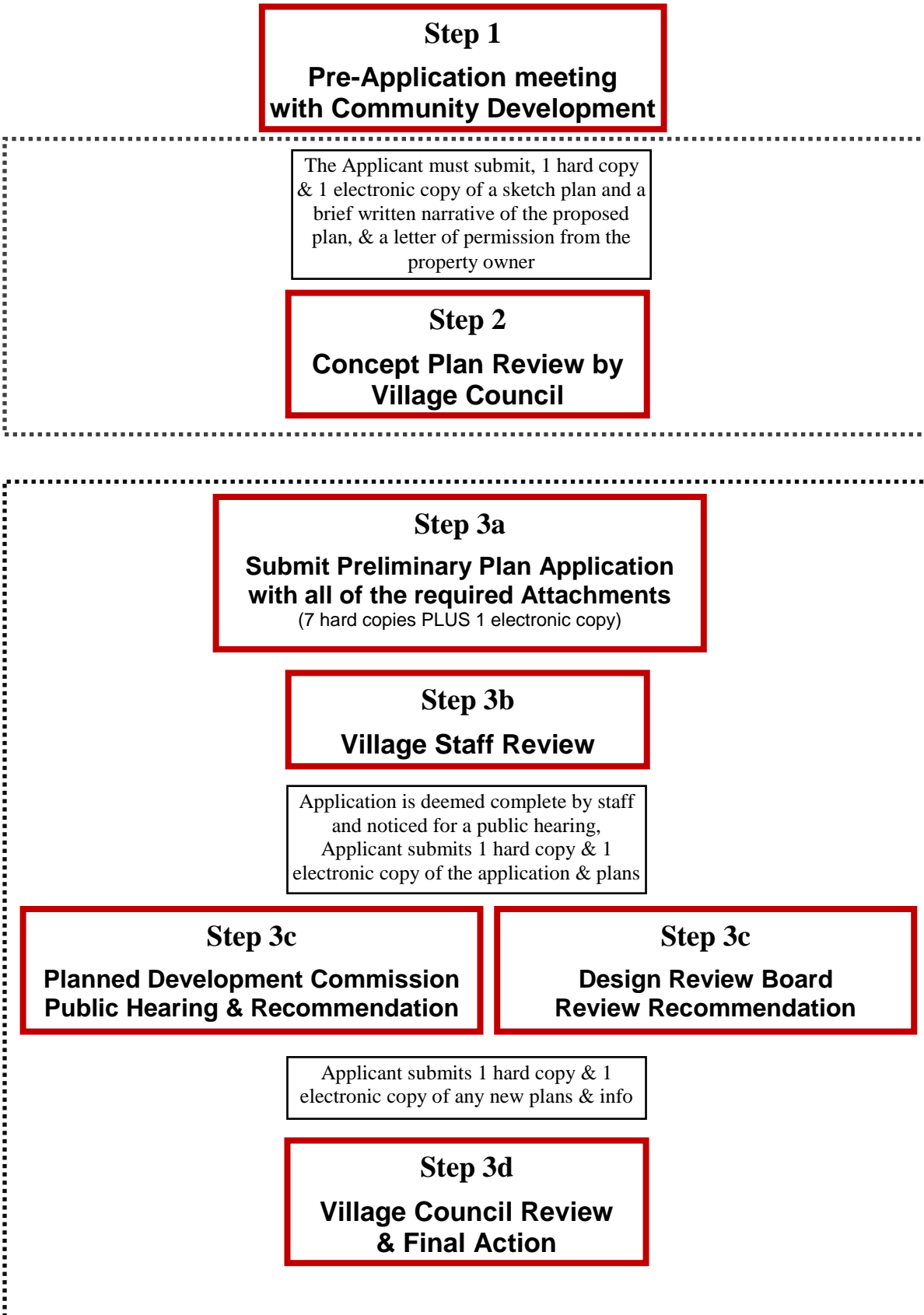
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 Ownership or Trust Interest: \_\_\_\_\_ %

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 Ownership or Trust Interest: \_\_\_\_\_ %

## Planned Development – Preliminary Plan Application Process Flow-Chart





## Instructions for Submitting Electronic Files

When submitting a zoning or subdivision relief application with the Village, in addition to submitting the **required number of hard copies (refer to flow chart on page 8)**, you must also submit **one electronic copy** of your application submittal.

When submitting your electronic application materials, we ask that you follow the instructions below.



1. The electronic copy of your submittal should be submitted on a USB flash drive (also known as a memory stick, a clip drive, thumb drive, etc.) or on a CD disk.
2. **Each electronic file must be submitted as a PDF file and cannot be larger than 20 MB.**
3. The files should contain descriptive filenames; for example, landscape plans should be labeled “Landscape Plans – 1-21-16” rather than some internal file naming system such as “LAN 345662-Z”. As included in the example of a filename, the filename should also contain the most recent revision date of the file “Landscape Plans – 1-21-16”
4. The files should be organized in the order that is consistent with the order of the hard copy documents you also submit. You should number each file and separate the number from the rest of the file name by a dash (-). For example:

1–Application Form  
2–Special Permit Worksheet  
3–Site Plan – 1-21-16  
4–Landscape Plan – 1-24-16

If you discover as your putting your files together, you noticed that you forgot to insert a file that is located between two other files, you may want to do as follows, rather than renumber all of the subsequent files:

1–Application Form  
2–Special Permit Worksheet  
**2A–Plat of Survey – 11-24-15**  
3–Site Plan – 1-21-16  
4–Landscape Plan – 1-24-16

5. If a subset of plan sheets, such as landscape plans, consists of more than one sheet, the sheets should be combined together and submitted as one electronic file. Each individual sheet should not be submitted as a separate file. If combining all of the plan sheets into one electronic file results in a file larger than 20 MB, then separating the electronic file into two files would be appropriate.

**Please share the above electronic submittal requirements to everyone on your design team.**

**PD-P**



**VILLAGE OF WINNETKA, ILLINOIS**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**PLANNED DEVELOPMENT**  
**PRELIMINARY PLAN WORKSHEET**

In addition to submitting the Planned Development Preliminary Plan Application form for planned development preliminary plan approval, the Applicant must include the following information with the application. A Planned Development Commission public hearing for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. All of the required application materials must be submitted to the Community Development Department.

**The initial submittal MUST contain:**

- 7 collated copies of complete sets** of all application materials including the application form, required attachments, and folded full size plat/plan sheets
- 1 electronic version (PDF)** of all application materials submitted in a format as described on the last page of the Preliminary Plan Application form.

*This worksheet summarizes the planned development preliminary plan requirements of the Winnetka Zoning Ordinance. An applicant is responsible for referring to the Winnetka Zoning Ordinance and other Village Codes to ensure that the application is complete and in compliance with all regulations.*

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**REQUIRED MATERIALS FOR SUBMISSION**

**A. Statement of Planned Development Objectives, Standards and Exceptions.**

1. Statement of Objectives and Proposed Use. The preliminary plan shall include a statement of the planning objectives to be achieved by the particular design approach proposed by the applicant, which shall include a description of the character of the proposed development and the rationale behind the assumptions and choices made by the applicant. The plan shall also include a statement of the applicant's intention with regard to the future selling, leasing, and uses of all or portions of the land areas or structures.
2. Planned Development Standards and Exception Standards. A statement setting forth the specific zoning and subdivision exceptions being sought from the underlying zoning and subdivision requirements and the reasons demonstrating that the proposed development meets the standards set forth in Chapter 17.58 – Planned Developments. This includes a statement regarding public benefits proposed to be provided. (See pages 4 and 5 of this worksheet.)

**B. Owner and applicant information.**

1. Professional Qualifications. A statement of the professional qualifications and related development experience of the applicant and/or applicant's development team.
2. Financing. A statement of proposed financing and evidence of the applicant's ability to complete the proposed development. At the direction of the Village Council, an economic proforma may be required.

**C. Property Information.**

1. Property Restrictions. The substance of covenants, easements, and other restrictions existing and any to be imposed on the use of land, including common open space, and structures.
2. Dedications. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners, with the purpose indicated.
3. Plat of Survey. A plat of survey, prepared by a licensed surveyor, with legal description and street address of the subject parcel(s), prepared within the last year or a plat of survey showing current conditions that may be older than one year, prepared by a licensed surveyor.

**D. Reports and Studies.**

1. Environmental Assessment. Copies of all environmental assessments or impact studies as required by law, or a letter from the EPA stating that the site is considered clean by EPA standards, if applicable.
2. Village Services Report. A report on the anticipated demand on all Village and community-wide services including, but not limited to, police, fire, public works, park district, and schools. This report must include a tax impact study indicating all projected tax revenues to be generated by the proposed development.
3. Market Feasibility Report. A market feasibility report, prepared by a professional real estate consultant or other qualified professional, for all types of proposed land uses within the boundaries of the subject property, which report must include information on unit prices and absorption.

**E. Traffic and Parking Study.**

1. Traffic Study. A traffic impact study, prepared by a professional engineer qualified in traffic analysis, showing the proposed traffic circulation pattern, including counts, within and in the vicinity of the area of the development which includes any pending development projects, and an analysis which does not include any pending development projects. The location and description of any public and traffic-related public improvements to be installed, including any streets and access easements must also be provided.
2. Parking Study. A parking impact study, prepared by a professional engineer qualified in parking analysis, showing the estimated parking demand based on proposed uses in relation to existing conditions, including any pending development projects for the surrounding area including off-site parking spaces.

**F. Development Plans.**

1. Site Plan. A scaled site plan, a minimum scale of one inch equals 40 feet, showing the name of the development, the location, setback, bulk, lot area coverage and heights of all buildings and structures, pedestrian circulation areas and common space(s), vehicular circulation and parking spaces, loading areas, garbage pick-up routes, natural topographic features and contours, zoning district classification, adjacent public rights-of-ways, streets, and sidewalks, and other relevant site elements. The site plan must also show the zoning district classification, building footprint and use, and proximity of structures on adjacent properties. The site plan must also depict location, style, and appearance of any street furniture, such as bicycle racks and/or bicycle storage facilities, light poles, benches, and trash receptacles.
2. Landscape and Tree Preservation Plan. A landscaping and tree preservation plan, prepared by a registered landscape architect or licensed arborist, prepared in the same scale as the site plan, showing the location, size, character, species, and composition of vegetation and other material. The plan must also include a list of the quantity, species (including common and botanical name), and the size of all proposed plantings.
3. Preliminary Engineering Plan. A preliminary engineering plan, prepared by a licensed professional engineer, including at a minimum, a site demolition plan, a site geometry plan, a site utility plan, and a site grading, drainage, and paving plan. In addition, engineering plans must show any off-site roadway and utility improvements required to service planned development and explanation for how improvements will be paid.
4. Preliminary Plat. A preliminary plat of subdivision, if required, that meets the requirements of Title 16 of the Village Code.
5. Exterior Lighting Plan. An exterior lighting plan of the same scale as the site plan showing the location of all exterior lighting proposed for the site. The proposed photometrics (level of illumination) as well as the specific design details of all exterior light sources must be provided including proposed lamping of fixtures, light color temperature, height of light fixtures, and illustration of the design. Screening of the light sources should be addressed in the written summary for the project.
6. Construction Logistics Plan. Construction traffic and parking schedule indicating the location for the parking of construction vehicles and the anticipated route of construction vehicles, including a communication plan and point of contact posted at the site.
7. Project Schedule. Schedule of development showing the approximate date for beginning and completion of each stage of construction of development.

**G. Building Elevation and Floor Plans.**

1. Floor Plans. Floor plans of all proposed buildings and structures. The drawings must 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. For residential floor plans, a summary table of units, sizes, and room types must be included.
2. Building Elevations. Building elevation drawings illustrating the design and character of the building(s), types of construction, and specified building materials for all sides of the building(s).
3. Building Cross-sections. At least two cross-sections through the entire site, to illustrate the bulk and heights of all proposed structures in relation to the topography, vegetation and surrounding structures.
4. Shadow Study. If requesting a building height or setback variation, a shadow study, at a minimum, depicting mid-morning and mid-afternoon shadows cast on the following dates: March 20, June 21, September 22, and December 21, corresponding to the first day of each season, for any proposed structure(s) which exceed the underlying zoning district height or setback restrictions.
5. Streetscape Elevations. Streetscape building elevation(s) of the proposed building including all street-facing buildings within the same block or, if a corner lot, those located adjacently across the street or alley.
6. Sign Elevations. Detailed sign elevations of the sign face(s) at a scale of not less than one inch equals two feet, and must designate sign design, dimensions, materials, colors, lighting (level of illumination), and written/graphic message.
7. Three Dimensional Model or Three-Dimensional Rendering. Either a to-scale physical three-dimensional model of the proposed development or a three-dimensional rendering developed in an acceptable format approved by the Zoning Administrator.
8. Building Material Details. Manufacturer cut-sheets and/or product samples for all exterior building materials and design elements.

**H. Quantitative Summary.** A quantitative summary, which shall be broken down into phase components if the development is to be implemented in phases, and which shall include, but not be limited to, the following:

1. Acreage and square footage of the subject parcel;
2. Residential density, if applicable;
3. Total and footprint square footage of principal and accessory buildings;
4. Number of parking spaces;
5. Square footage of commonly owned and/or maintained open space; and
6. Maximum residential density that would be achievable through conventional development of the site.

**I. Other Information.** Such other documentation as the Zoning Administrator may determine is necessary to demonstrate that the proposed planned development complies with application development regulations, including compliance with the Village of Winnetka Design Guidelines.

**J. Waiver.** Upon written request by the applicant, the Zoning Administrator may waive any of the above application requirements in the event that the Zoning Administrator determines that such submittal is not necessary. Notwithstanding a decision to grant a waiver from a submittal requirement, the Planned Development Commission and the Village Council are not precluded from requiring an applicant to submit to the Village the information that was waived by the Zoning Administrator and any additional information the Planned Development Commission or Village Council deems applicable for its review of the planned development application.

**PLANNED DEVELOPMENT STANDARDS, EXCEPTION STANDARDS & COMPENSATING BENEFITS**

Planned Development Standards. No special use permit for a planned development shall be recommended by the Planned Development Commission or approved by the Village Council unless it is found that:

1. That the proposed development and the use or combination of uses furthers the goals and objectives of the Comprehensive Plan.
2. That the establishment, maintenance and operation of the planned development will not be detrimental to or endanger the public health, safety, health, comfort, morals or general welfare, or have a negative environmental impact on the neighborhood or Village;
3. That the planned development will not unreasonably impede the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor unreasonably diminish or impair property values in the immediate vicinity;
4. That the establishment of the planned development will not unreasonably impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
5. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimizes pedestrian and vehicular traffic congestion in the public ways;
6. That adequate parking, utilities, access roads, drainage and other facilities necessary to the operation of the planned development exist or are to be provided; and
7. That the planned development in all other respects conforms to the applicable regulations of this and other applicable Village ordinances and codes.

Exceptions to Subdivision and District Regulations. All planned developments are subject to the underlying district regulations unless an exception is specifically granted. The Planned Development Commission may recommend, and the Village Council may grant, exceptions to the otherwise applicable subdivision regulations and underlying zoning district use, lot, space, bulk, yard, and parking regulations. In addition to the standards in Section 17.58.110 of the Zoning Ordinance, the following standards shall be considered in reviewing any request for exceptions to the subdivision or underlying zoning district use, lot, space, bulk, yard, and parking regulations, as each standard may be applicable:

1. The proposed exception will enhance the overall quality of the development, the design of the structures, and the site plan to further the goals and objectives of the Comprehensive Plan and the Design Guidelines;
2. The proposed exception will enable the development to offer environmental and pedestrian amenities available to all residents of the Village;
3. The proposed exception will not cause an adverse impact on neighboring properties that outweigh the public benefits of the development;
4. The proposed exception will contain a proposed design and use, or combination of uses, that will complement the character of the surrounding neighborhood; and
5. The proposed exception will provide a public benefit to the Village, as described in Section 17.58.120.B of the Zoning Ordinance.

Compensating Benefits. Applicants for planned development approval are required to provide the Village with compensating benefits in return for the Village granting exceptions in accordance with Section 17.58.120 of the Zoning Ordinance. The purpose of compensating benefits is to advance the Village’s physical, cultural, environmental, and social objectives in accordance with the Comprehensive Plan and other plans and policies. Redevelopment often brings with it the need to provide exceptions from the regulations but to also make sure that the Village is receiving public benefit in return for providing those exceptions by requiring additional compensating benefits to the residents in that area or to the community as a whole. Prior to proposing a compensating benefit, the applicant is required to consult with Village staff and other public entities, as deemed necessary by the Village. The following is a non-exclusive list of examples of design elements and amenities that may be considered compensating benefits:

1. The provision of community amenities for public use, such as plazas, malls, formal gardens, places to congregate, outdoor seating, and pedestrian facilities;
2. The preservation of existing historic features;
3. The dedication and provision of public open space and public recreational amenities, such as recreational open space, including accessory buildings, jogging trails, playgrounds, and similar recreational facilities;
4. The adaptive reuse of existing buildings;
5. The provision of public car and/or bike share facilities;
6. The provision of off-street public parking spaces;
7. The provision of affordable housing units;
8. The incorporation of building and site elements that enhance the environment and increase sustainability; and
9. The provision of uses, spaces, or infrastructure that provide a benefit to the public and which there is a demonstrated public need.

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### **COMPLIANCE WITH VILLAGE REGULATIONS**

All applications will be reviewed to determine compliance with the following Village codes and regulations:

- Zoning Ordinance
- Subdivision Ordinance
- Public Works & Engineering Design Guidelines
- Stormwater Regulations
- Tree Enhancement & Preservation Ordinance
- Restrictive Covenants
- Development Agreements
- All other applicable Village codes and regulations

The applicant is responsible for ensuring a submitted application includes all of the necessary submittal requirements and meets all applicable standards and requirements of the Village codes.

#### **Village Departments Involved with the Review of Community Planning Applications**

- Community Development
- Fire
- Police
- Public Works
- Water and Electric
- Village Attorney