

**SUGGESTED FORM FOR A PART II REVIEW REQUEST LETTER**

Date: \_\_\_/\_\_\_/\_\_\_

Mr. Patrick Murphey  
Attn: Mr. Michael A. Marmo  
Department of Planning and Development  
Bureau of Zoning and Land Use  
Room 905 - City Hall  
121 N. LaSalle Street  
Chicago, Illinois 60602

RE: Planned Development No. \_\_\_\_\_; Subarea (if applicable); Lakefront No. (if applicable);  
Building Permit Application No. \_\_\_\_\_

(Project Name & address)

Dear Mr. Murphey:

Electronically uploaded for your review is a set of scaled and stamped plans required for a Full Part II review or a Partial Part II review (*please describe partial scope e.g., Foundation Only, Caisson & Foundation Only, Shell & Core Only, etc.*) of the proposed project located within the boundaries of [*describe PD type, e.g., Residential, Institutional, Business, etc.*] Planned Development No. \_\_\_\_, Subarea (if applicable); Lakefront No. (if applicable), herewith submitted to you for your review in accordance with the "Rules, Regulations and Procedures in Relation to Planned Development Amendments" and/or the Chicago Lakefront Ordinance. This Part II request submittal is required for Building Permit approval & issuance, and is reflective of the scope of work described in said Building Permit Application. Specifically, these electronic plans/drawings relate to the construction of.... (*please describe development*). This project is located at (*address or general location*), within (*indicate Subarea of Planned Development if applicable*).

**For Residential Projects:**

A total of (# *dwelling units*) will be constructed within (# *of structures/buildings*), (*describe # of stories, and type of structure, i.e., low, mid or high-rise, elevator apartment, townhouse, loft, condominium, single-family etc.*). This proposal contains a total floor area of \_\_\_ square feet, with a ground floor area of \_\_\_ square feet. This results in a total floor area of (*if known*) with a total ground coverage of (*if known*) for the entire Planned Development or Subarea thereof. (*Please include any other information relevant to this project*). Attached, please find the completed Open Space Impact Fee Worksheet as it pertains to this residential project.

**For Non-Residential Projects:**

This project consists of the construction of (# *of structures/buildings, # of stories, type of structures/buildings, i.e., institutional, retail, manufacturing etc and all information relevant to the project, i.e., specific use i.e. hospital, office school etc., containing number of employees, number of hospital beds etc.*). This proposal contains a total floor area of \_\_\_ square feet, with a ground floor area of \_\_\_ square feet. This results in a total floor area of (*if known*) with a total ground coverage of (*if known*) for the entire Planned Development or Subarea thereof. (*Please include any other information relevant to this project*).

**PART II SUBMITTAL COMPLIANCE FORM**

Planned Development No. \_\_\_\_\_; Subarea \_\_\_\_\_; Lakefront No. \_\_\_\_\_ (If Applicable)  
Project Name & Address: \_\_\_\_\_ (please print)  
Contact Person(s): \_\_\_\_\_ (please print)  
Phone Number(s)/ Fax/ E-Mail: \_\_\_\_\_

I hereby certify that this submittal for Part II review is complete and includes all required plans and information necessary for said review. I also certify that this proposal submitted for Part II review and approval is in full compliance with the applicable Planned Development Ordinance and/or Lakefront Resolution; that this project complies with all provisions of said Ordinance, which includes meeting the specified limits or parameters as set forth in the Bulk Regulations and Data Table of the applicable Planned Development Ordinance; that this project complies with any and all exhibits to the respective Planned Development Ordinance and/or Lakefront Resolution; and that this project complies with any and all conditions included in the Planned Development Ordinance, and/or Lakefront Resolution.

\_\_\_\_\_  
Signature (Print Name) Date

I cannot certify that the project submitted for Part II review and approval complies with all provisions, requirements and exhibits of the Planned Development Ordinance and/or Lakefront Resolution. I am aware of the following change(s) from the approved Ordinance and/or Resolution:

- deviation from the approved Site Plan
- deviation from the approved Landscape Plan
- deviation from the approved Building Elevations
- deviation from the approved Bulk Regulations and Data Table
- other: \_\_\_\_\_

Please use the following space to explain the change(s) in greater detail, and explain the reason for said change(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (attach supplemental sheets if additional space is needed)

Based upon the preceding information, the Department of Planning and Development's Bureau of Zoning and Land Use will determine what course of action (if any) will be required to address the change(s) described above, and will notify the Applicant of its findings as soon as they are available.

## PART II SUBMITTAL PERSONAL INVENTORY SHEET

- Part II request letter signed by Applicant (owner and/or owner's legal representative or agent)
  
- Electronically uploaded and properly scaled architectural plans stamped & signed by a licensed architect, specifically intended for Part II review and submitted exclusive of the number of required building sets. *Please note however that all sets submitted to City must reflect the most current date of production, issuance, submittal or distribution, and be identical to those distributed to all other City disciplines.*

**Architectural plans electronically submitted for Part II review includes the following:**

- Dimensioned Site Plan
  
- Dimensioned Landscape Plan with the owner's and the licensed landscape architect's statements and signatures. Please refer to page 37 of the Landscape Guidelines for information to include on the landscape drawings, i.e. planting information and details, ornamental fencing, trash enclosure details etc.
  
- Dimensioned floor plans
  
- Elevation drawings
  
- Building/structure sections (to reflect complete attic and basement areas if applicable)
  
- Exterior wall sections
  
- All details (cut-sheets) of fencing, lighting, architectural elements, features, amenities etc., relevant to the project; *The Department of Planning and Development's Bureau of Zoning and Land Use reserves the right to request any of these and/or any other information it deems necessary upon the review stage of the project.*

---

This checklist is for Applicant reference only, and shall be retained by the Applicant.

**Dear Interested Party:**

During the 2015 Budget process, the City Council of the City of Chicago increased the Part II Review Fee to \$0.50 per square foot in a renewed effort to offset review costs. The increased Part II Review Fee took effect on January 1, 2015.

As before, the PD filing fee of \$1,500 will be due upon filing an application for Planned Development Review with the Zoning Administrator, per Section 17-13-0103-A of the Chicago Zoning Ordinance.

The Part II Review Fee must be paid and a date/stamped receipt submitted by the applicant to the Part II Review staff (in person or a scanned copy via e-mail) before a Part II Review approval can be issued for the project.

**Payment Instructions:**

1. Payment must be made in person at the Department of Revenue's (DOR) Payment Center, Room 107A of City Hall, 121 N. LaSalle St., between 8 a.m. and 5 p.m., or at the DOR window in Room 905 of City Hall, between 8:30 a.m. and 4:30 p.m.
2. Make checks payable to the City of Chicago.
3. If you have experienced an 'NSF' (Non-Sufficient Funds) hold, you must pay by Cash, Cashier's Check or Certified Check.
4. At least two copies of this letter must be submitted to the DOR with payment - one copy will be retained by DOR and one is for Part II Review staff.
5. DOR will provide you with a receipt. You may request a duplicate receipt for your records.
6. Return one copy of this letter and proof of payment to the Part II Review staff in Room 905 of City Hall to continue your Part II Review. A scanned copy can be sent via e-mail.

If you have any questions or comments concerning the PD filing fee, please contact Patricia Scudiero, Zoning Administrator at (312) 744-5777. Questions related to the Part II Review Fee should be directed to Erik Glass, Department of Planning and Development. Mr. Glass can be reached via e-mail [eglass@cityofchicago.org](mailto:eglass@cityofchicago.org) or at (312) 744-4179. Thank you for your attention to this matter.

**PLEASE FEEL FREE TO SHARE THIS INFORMATION WITH COLLEAGUES AND OTHER INTERESTED PARTIES IN THE DEVELOPMENT COMMUNITY.**

# City of Chicago Open Space Impact Fee Worksheet



CHICAGO DEPARTMENT OF  
PLANNING & DEVELOPMENT



Property Address: \_\_\_\_\_ PD # (If Applicable) \_\_\_\_\_

Owner/Developer \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address \_\_\_\_\_ Date: \_\_\_\_\_

Description of Work \_\_\_\_\_

## GENERAL FEE REQUIREMENT

| Dwelling Unit Size     | # of Units           | Fee Per Unit | # of Units x Unit Fee |
|------------------------|----------------------|--------------|-----------------------|
| up to 799 sq. ft.      | <input type="text"/> | \$313.00     | <input type="text"/>  |
| 800 to 1,599 sq. ft.   | <input type="text"/> | \$626.00     | <input type="text"/>  |
| 1,600 to 2,999 sq. ft. | <input type="text"/> | \$940.00     | <input type="text"/>  |
| 3,000 sq. ft. & Up     | <input type="text"/> | \$1,253.00   | <input type="text"/>  |
| Affordable Housing     | <input type="text"/> | \$100.00     | <input type="text"/>  |
| <b>TOTAL</b>           |                      |              | <input type="text"/>  |

Attach Affidavit

## APPLYING FOR A WAIVER?

Fee Credit for on-site open space? Yes  No   
*Attach signed credit letter from Department of Planning & Development*

Fee reduced due to individualized assessment? Yes  No   
*Attach signed letter from the Commissioner of the Department of Planning & Development*

Exempt replacement dwelling unit? Yes  No   
*Attach demolition permit - must be less than one year old*

## TOTAL FEE AFTER REDUCTION OR CREDITS

More information: [http://www.cityofchicago.org/city/en/depts/dcd/supp\\_info/open\\_space\\_impactfee.html](http://www.cityofchicago.org/city/en/depts/dcd/supp_info/open_space_impactfee.html)

### FOR DEPARTMENT USE ONLY

Department of Planning & Development  
 Reviewd By: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_

Department of Buildings  
*Enter fee amount under Plan Examination - Code 18 of the Building Permits Application. Enter "OPN" under Approval column.*  
 Reviewd By: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Date of Payment: \_\_\_\_\_