

SUGGESTED FORM FOR A PART II REVIEW REQUEST LETTER

Date: ___/___/___

Mr. Patrick Murphey Patrick.Murphey@cityofchicago.org
Mr. Michael A. Marmo Michael.Marmo@cityofchicago.org
& Mr. Erik Glass Erik.Glass@cityofchicago.org
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Department of Planning and Development
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RE: Planned Development No. ___ Subarea___; Lakefront No. ___

(Project Name)

Dear Mr. Murphey:

Uploaded into ProjectDox is a complete set of scaled and stamped plans required for a Part II review of the proposed project located within the boundaries of [*please describe PD type, e.g., Residential, Institutional, Business*] Planned Development No. ___ Subarea___; Lakefront No. ___, 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. These plans are identical to any required by the Department of Buildings (DOB) for Building Permit Application purposes and are submitted for your records. [*Please note that any and all plans must reflect the most current date of production, issuance, submittal or distribution, and be identical to those distributed to any and all other City disciplines*]. These relate to detailed plans and data for 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*).

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*).

For All Projects:

A total of ____ off-street parking spaces and ____ off-street loading spaces are provided for this project. This results in a total of *(if known)* off-street parking spaces and *(if known)* off-street loading spaces for the entire Planned Development or Subarea thereof... *(Please describe location where parking and loading is provided)*

This Part II Review submittal includes stamped architectural plans that minimally include the Site Plan(s), Location Plan(s), Landscape Plan(s), Architectural Floor Plans for every level including Foundation Plan(s) and Roof Plan(s), Demolition Plans, Elevation Plan(s), Building Section Plan(s), Wall Sections, and any other detail drawings necessary for Part II review such as proposed fencing, lighting, street furniture, architectural elements and features, and signage. (Note: Floor plans should ideally reflect "Blocked Out Area Take Offs" which depict area calculations).

I hereby request your review and approval of this project for submission to the Department of Buildings in order that the necessary permits may be obtained.

Very truly yours,

Applicant's signature: (owner and/or authorized agent of owner)

Note: 1. It is highly advisable to attain a copy of the respective Planned Development Ordinance or Lakefront Protection Application prior to submitting a Part II review request. Depending on the Planned Development, separate Site Plan approval may be required prior to the issuance of a Part II for new construction. Should this be the case, the Planned Development Ordinance will specify what materials are necessary for submission to our Department for Site Plan review. As with a Part II request, separate request for Site Plan approval will be necessary. A "Suggested Form for a Site Plan Review Request Letter," is also available at our office.

2. Please include any and all project specific information with your Part II review request.

3. If requesting Partial Part II review and approval, i.e., 'Foundation and Caisson Only' review, please customize this suggested format herein to accurately reflect this request.

4. Please submit this written and signed request on company letterhead if possible.