



**VILLAGE OF LAKE BLUFF
SITE PLAN REVIEW APPLICATION**

Address of Project: _____

Applicant: _____

Mailing Address: _____

Contact Individual for Project: _____

Telephone: _____ Email Address: _____

APPLICATION REQUIREMENTS

Any applicant seeking site plan approval shall submit to the Village Administrator, or his designee, 13 copies of each of the following documents listed below plus a non-refundable application fee of \$300.00 (see current fee schedule) plus an amount determined by the Village Administrator to reimburse the Village for all anticipated out of pocket expenses incurred in connection with the delivery of notice pursuant to this section.

- **A survey** showing existing conditions including buildings, structures, trees over four inches in trunk diameter, streets, utility easements, rights-of-way, land use, and other data required by the Lake Bluff Subdivision Ordinance.
- **A site plan** showing proposed building locations and land use areas, sidewalks, pedestrian walks, parking lot and walkway lighting, signage, and site plan amenities. The location of garbage and refuse collection points, mail pick-up points, and loading areas shall also be specified.
- **A vehicle and traffic parking plan** for access location, access geometric, onsite traffic circulation and parking areas.
- **Preliminary drawings** for buildings to be constructed, including floor plans, exterior elevations and sections, building materials, and a color, three dimensional rendering thereof.
- **Preliminary engineering plans** and engineering feasibility studies including: lighting; street improvements; drainage system; sewer system; and Public utility extensions. All requirements of the Lake Bluff Subdivision Ordinance must be fully complied with, including but not limited to construction of underground electrical and telephone service.
- **Preliminary landscape plans**, including site grading, irrigations, and landscape design.
- **Streetscape elevation plans** with regard to property in the CBD or R-5 district showing elevations for neighboring buildings and structures.

Note: In addition to the paper submission, please email a copy of the drawings to Mike Croak, Building Codes Supervisor, at mcroak@lakebluff.org.

NOTICE: All materials must be received by the Village at least 20 days prior to the meeting date. The applicant/Architect or their designee must attend the review meeting. The Architectural Board of Review generally meets the first Tuesday of each month at 7:00 p.m. in the Village Hall Board Room (40 E. Center Avenue).