



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

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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](mailto: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).

**Village of Lake Bluff, Illinois  
2021 ABR Meeting Calendar**

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<b>Month</b>	<b>Deadline to Apply (Close of Business)</b>	<b>Date of Hearing (7 p.m.)</b>
Jan 2021	Fri, Dec 25, 2020	Tue, Jan 05, 2021
Feb 2021	Fri, Jan 22, 2021	Tue, Feb 02, 2021
Mar 2021	Fri, Feb 19, 2021	Tue, Mar 02, 2021
Apr 2021	Fri, Mar 26, 2021	Tue, Apr 06, 2021
May 2021	Fri, Apr 23, 2021	Tue, May 04, 2021
Jun 2021	Fri, May 21, 2021	Tue, Jun 01, 2021
Jul 2021	Fri, Jun 25, 2021	Tue, Jul 06, 2021
Aug 2021	Fri, Jul 23, 2021	Tue, Aug 03, 2021
Sep 2021	<b>Fri, Aug 20, 2021</b>	<b>Tue, Aug 31, 2021 (Rescheduled)</b>
Oct 2021	Fri, Sep 24, 2021	Tue, Oct 05, 2021
Nov 2021	Fri, Oct 22, 2021	Tue, Nov 02, 2021
Dec 2021	Fri, Nov 26, 2021	Tue, Dec 07, 2021

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**For months not listed above:**

*Meetings are typically on the first Tuesday of each month.*

*The deadline is 11 days prior to the meeting date.*

*Please contact us if you need to confirm a specific date.*