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**Development Proposal Checklist**

The following checklist will assist Logan Square Preservation in our review process. Please provide the following items:

1. **Names, addresses, phone numbers, fax numbers and e-mail addresses of:**

 Developer entity; Attorney; Architect; and Contractor.

1. Written description of request. Variation? Special use? Rezoning?
2. Address(es) and PIN number(s) of lot(s).
3. Name(s) of beneficial owner(s) of LLC, corporation, partnership, or land trust.
4. Current zoning. Proposed zoning.
5. ALTA or “spotted” survey.
6. Color photographs of parcel.
7. Have you produced a similar building elsewhere in Chicago? If so, list addresses of completed and pending projects.
8. Standing: Are you the owner? Contract purchaser? Are you still negotiating?

1. Detailed description of proposal:
	1. Renovation, or teardown and new construction.
	2. Site plan with dimensions of all buildings; front, side and rear yard setbacks; locations of loading docks and trash receptacles; current and proposed curb cuts.
	3. Front, side and rear elevations, with height and width measurements.
	4. Lot area.
	5. Floor Area Ratio: Current and proposed.

f) Density: Number of current and proposed dwelling units.

g) Building height: Current and proposed.

h) Off street parking: Current and proposed; location of garages or slabs.

i) Proposed use of public air space for balconies, bays.

j) Description of building materials used for each elevation.

1. Is parcel in an Overlay District, Historic District, or on a preservation coded list?
2. Special circumstances, hardships.

Please note that any documentation related to zoning provided should be considered publicly available information unless you make a special request for privacy.

To submit this proposal for Logan Square Preservation to review, please email lspzoning@gmail.com.