

C4A SITE PLAN REVIEW APPLICATION



City of Elmhurst

Community Development Department

209 N. York Street • Elmhurst, Illinois 60126 • (630) 530-6019 (p) • (630)530-3127 (f)

CASE NUMBER: _____ DATE APPLICATION FILED: _____

A. APPLICANT INFORMATION

Applicant Name: _____

Applicant Organization: _____

Applicant Address: _____

Applicant City / State / Zip Code: _____

Applicant Phone: Work: (____) _____ Home: (____) _____

Mobile / Other: (____) _____

Applicant Fax: Work:(____) _____ Home:(____) _____

Applicant Email: _____

Applicant Relationship to Property Owner: _____

Applicant Signature: _____

B. PROPERTY OWNER INFORMATION *(IF DIFFERENT FROM APPLICANT)*

Owner Name: _____

Owner Address: _____

Owner City / State / Zip Code: _____

Owner Phone: Work: (____) _____ Home: (____) _____

Mobile / Other: (____) _____

Owner Fax: Work:(____) _____ Home:(____) _____

Owner Email: _____

Owner Signature: _____

C. PROPERTY INFORMATION

Common Address of Property: _____

Property Identification Number (PIN): _____

Legal Description (*Attach additional sheets as necessary*):

D. CHECKLIST

_____ Completed application with authorized signatures (*each person or entity owning an interest in the property or business and the extent of such ownership interest unless any of such entities is a corporation or a partnership, in which case only those persons owning an interest in excess of ten (10) percent in such corporation or partnership need be identified by name, address, extent of interest and signature*)

_____ Evidence of ownership, such as an affidavit, contract purchase, or disclosure of beneficial trust

_____ Legal description and common address for the property

_____ Current plat of survey showing lot lines, any buildings on the property and legal description of the subject property (*if paper submittal one copy no smaller than 11" x 17"*)

_____ Site plan for proposed development (*if paper submittal one copy no smaller than 11" x 17"*)

_____ Accompanying plans for elevations, landscaping, parking, etc. where applicable (*if paper submittal one copy no smaller than 11" x 17"*)

_____ Photographs, traffic study, parking study or other materials requested by City Staff

_____ Any other information that may reasonably be required by the City Council, Zoning and Planning Commission or the City Staff