

The Chicago Department of Transportation is responsible for reviewing development proposals that impact the public right-of-way. Projects such as Planned Developments or Lakefront Protection Ordinance applications must receive approval from the CDOT PRC prior to proceeding to Plan Commission. Other projects, such as those being heard at Zoning Board of Appeals, may also require approval by the CDOT PRC at the Department's discretion. Please note there have been recent changes to our submission requirements. Refer to the [CDOT PRC webpage](#) for additional information. Updated as of 9/26/2024.

Materials must be submitted as PDF or third-party server link to CDOTPRC@cityofchicago.org. Upon approval, CDOT will provide a stamped plan and return for your records.

The list below details the required documents for each project. Incomplete submittals will delay the review. If any materials are unavailable at the time of submittal then please explain in the cover letter and provide them as soon as possible.

Submission Requirements

1. Cover letter:
 - a. Contact phone number and email address.
 - i. Applicant (Ownership or Developer).
 - ii. Expediter or Attorney.
 - iii. All consultants: Architect, Landscape Architect, Civil Engineer, Traffic Engineer, etc.
 - b. DPD Project Manager and Plan Commission date anticipated (if applicable).
 - c. Reason for review:
 - i. New Planned Development
 - ii. Planned Development Amendment
 - iii. Lakefront Protection Ordinance (indicate standalone or with a PD)
 - iv. Site Plan Approval
 - v. Zoning Board of Appeals (if the project is going to the ZBA a copy of the Zoning Denial letter is required as part of the submittal).
 - vi. Courtesy Review (CDOT stamp not required by another city agency, such as Zoning, DPD, or Fire).
2. Short narrative describing the proposed project, including (but not limited to): the proposed uses and intensities, total number of parking spaces on-site and intended users of the parking, any vacation of right of way or subdivision of property needed, and total number of existing and proposed curb cuts.
3. A plat of survey and surrounding public facilities.
4. Supporting photos of existing conditions of the public way on the property perimeter.
5. Site plan with full dimensions showing north arrow, street names, traffic flow directional arrows, driveways, sidewalks, parkways, landscaping, parking layout and pavement markings, drop-off or standing/loading zones, alley access, pedestrian entrances/exits, ADA ramps, bicycle parking location(s) and number, dedications/vacations, property lines, bus stop and shelter locations, building encroachments into the right-of-way (e.g. balconies, canopies), and first floor layout. Dimensions required on the site plan include:

driveway widths; driveway offsets to alleys, streets, or property lines; sidewalk width; parkway width; alley width; planter spacing; parking space length and width; parking aisle width. Refer to [CDOT Street and Site Plan Design Standards](#) and [CDOT Rules and Regulations for Construction in the Public Way](#).

6. Landscape plan with full dimensions. Plans must comply with the [Guide to the Chicago Landscape Ordinance \(GCLO\)](#), pages 11-15 and 37. Plans must include dimensions between all permanent structures and proposed parkway trees as detailed within the GCLO, page 11-15. Dimension on plan distance between parkway trees, distance between parkway trees and street, alley, and driveway intersections, light poles, bus stops, and utilities. Show on the plans all water mains and their diameter. Label all new parkway trees by genus species cultivar and caliper. Provide tree planting, parkway, at grade planter, tree grate details.
7. Truck turning movement exhibit illustrating the path of trucks to and from the loading docks.
8. If available and applicable:
 - a. A rendering or elevation of any face of the building with vehicular access.
 - b. A copy of the site approved by the Fire Prevention Bureau.
 - c. Traffic Study materials as indicated below.
 - d. TDM Study or Memo materials as indicated below.

Traffic Impact Studies

A Traffic Impact Study may be required for a particular development at the discretion of CDOT. The traffic impact study must be submitted to CDOT for review including Synchro files and any appendices. Any traffic infrastructure relied upon for the traffic impact analysis must be existing conditions. Proposed improvements should explain installation methods and be shown on the site plan or additional exhibit. Refer to [CDOT Policies and Guidelines for Traffic Impact Studies](#).

Travel Demand Management Studies and Memos

Pursuant to sections 17-3-0308 and 17-4-0301 of the zoning code of the city of Chicago, AKA, the Connected Communities, developments in underlying B, C, or D zoning districts within ½ mile of Metra and CTA stations require compliance with Travel Demand Study and Management Plan Rules. Refer to the “Travel Demand Management (TDM) Projects” section of the [CDOT PRC webpage](#) for additional guidelines and supporting documentation.

Lakefront Protection Ordinance Application

Provide all materials. If not part of a greater PD, the site plan can be more basic showing only the property and impacted public way. A traffic study is not typically required.

Vacations & Dedications

If an application includes a vacation or dedication then the submittal must be coordinated with CDOT’s Maps and Plats. The vacation or dedication application should be submitted concurrently with the Plan Review documents (if not earlier). Refer to the [Maps and Plats webpage](#) for additional information and requirements.

Subsequent Submittals

Resubmitted projects need to include revised plans, revised traffic study, revised TDM study, and a written disposition of comments. The applicant must address each comment in the disposition.

Final Approval

Once the plans are acceptable, CDOT will provide a stamped plan of the most recently reviewed plans. This stamp indicates conditional approval based on the ultimate receipt of acceptable civil engineering drawings.

PD Statements

DPD staff will provide the standard CDOT language located in Part 3 of the PD Statements. This includes the conditions of approval of all related grants of privilege, right of way adjustments, and any and all required permits to be obtained. Also, pursuant to a negotiated and executed Perimeter Restoration Agreement ("Agreement") by and between the Department of Transportation's Division of Infrastructure Management and the Applicant, the Applicant shall provide improvements and restoration of all public way adjacent to the property.