

EXAMPLE – Special Use Public Hearing Packet

Scenario: Barbie, Ken, and Midge are seeking to open and operate a community center in Chicago's 44th Ward. They found a vacant library building that they thought would be perfect for this use. However, when they went to file their paperwork with the City, they discovered that they would need to file for a Special Use with the Zoning Board of Appeals. This is because the property they purchased is zoned RM-4.5 which requires Special Use approval to operate a community center on that property. Following the receipt of their Zoning Denial, they submitted a Special Use Application to the Zoning Board of Appeals. What follows is a copy of their Public Hearing Packet.



ZONING BOARD OF APPEALS OF THE CITY OF CHICAGO

PUBLIC HEARING PACKET

Everything submitted in this packet will be made available for public inspection.

INFORMATION ABOUT THE APPLICATION			
Address of the Subject Property	1	ADDRESS 644 W. Belmont Avenue	
Ward & Zoning District	2	WARD 44	ZONING DISTRICT RM-4.5 To find your zoning district, go to: https://gisapps.chicago.gov/ZoningMapWeb/
Name of person who submitted the application	3	NAME Barbara M. Roberts	
The person who submitted the application is	4	<input type="checkbox"/> Self-Represented <input type="checkbox"/> Applicant's Zoning Attorney <input checked="" type="checkbox"/> Applicant's Principal Representative (if a legal entity)	
Contact Information	5	MAILING ADDRESS 1234 E. Main Street Chicago, IL 60602 EMAIL Barbara.Roberts@ruthhandler.org PHONE 312-555-0123	

INFORMATION ABOUT THE APPLICANT														
Full name of Applicant	6	NAME Handler's Hangout												
The Applicant is a(n)	7	CHECK ONE <input type="checkbox"/> Individual (if selected, skip to box #10) <input checked="" type="checkbox"/> Legal Entity												
Type of legal entity	8	<input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input checked="" type="checkbox"/> Nonprofit <input type="checkbox"/> Other _____												
List the name(s) and title(s) of the Applicant's principal representative(s) present at the hearing.	9	<table border="0"> <tr> <td>NAME(S)</td> <td>TITLE(S)</td> </tr> <tr> <td>• Barbara M. Roberts</td> <td>• Chair</td> </tr> <tr> <td>• Kenneth S. Carson</td> <td>• Vice Chair</td> </tr> <tr> <td>• Margaret H. Sherwood</td> <td>• Treasurer</td> </tr> <tr> <td>•</td> <td>•</td> </tr> <tr> <td>•</td> <td>•</td> </tr> </table>	NAME(S)	TITLE(S)	• Barbara M. Roberts	• Chair	• Kenneth S. Carson	• Vice Chair	• Margaret H. Sherwood	• Treasurer	•	•	•	•
NAME(S)	TITLE(S)													
• Barbara M. Roberts	• Chair													
• Kenneth S. Carson	• Vice Chair													
• Margaret H. Sherwood	• Treasurer													
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BACP, Health, Safety Violations	10	<p>Has the owner/operator of the proposed special use received notice of any violations in terms of business operations, building code, licensing, health, or safety within the last 24 months? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain:</p> <p>Fourteen months ago, Applicant’s other venture, “Barbie Pet Care Center” a non-profit animal rescue and hospital, was cited for operating without a license after Ken forgot to mail the paperwork to renew its Animal Care license with BACP. The matter was quickly resolved. Otherwise, Applicant has operated various ventures in Chicago without issue for 65 years.</p>
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BACKGROUND OF THE SUBJECT PROPERTY		
Property Type	11	CHECK ONE <input type="checkbox"/> Vacant land (<i>If selected, skip to box #13</i>) <input checked="" type="checkbox"/> Improved land (i.e. has existing building/structures/paving)
Description of improvements (e.g. Property contains a single-story commercial building & parking lot)	12	The subject property contains a two-story library building with five off street parking spots in the rear.
Building Exterior	13	As it relates to the exterior of the building, the applicant will be: <input checked="" type="checkbox"/> reusing an existing building with no exterior modification <input type="checkbox"/> modifying the exterior of an existing building <input type="checkbox"/> constructing a new building
Descriptive Statement	14	<p>(Copy and paste the descriptive statement from the <i>Official Denial of Zoning Certification</i> here)</p> <p>THE APPLICANT SEEKS A SPECIAL USE TO ALLOW THE ESTABLISHMENT OF A NEW COMMUNITY CENTER WITHIN AN EXISTING 2 STORY BUILDING.</p> <p>Request certification does not conform with section(s) <u>17-2-0207-H(1)</u> of the Chicago Zoning Ordinance.</p>
Project Narrative	15	<p>Why are you seeking a special use?</p> <p>The goal of Handler’s Hangout is to create a culture of community grounded in providing a “third place” gathering space for neighborhood residents of all ages. Most of us spend a lot of time either at home, work, or school, but what about when we are not at those places? Third places are essential to fostering community and improving mental health as they can help alleviate feelings of boredom and loneliness. Third places are particularly important in an era when we’re experiencing a crisis of connection. Handler’s Hangout seeks to create a new “third place” in the Lakeview community, to provide a location for people to socialize with friends or even to enjoy time on their</p>

Project Narrative Continued:

own but in the presence of other people. There are a number of existing third places in the community such as gyms, bars, or cafes, however none are free. Lakeview also has many wonderful parks, which are free, however, spending time in parks is dependent on good weather. There is also very limited access to restrooms in Lakeview's parks, which reduces the amount of time one can spend there before needing to return home. Handler's Hangout will be a different third place because it will provide a safe and free indoor space for people of all ages in the Lakeview Community to congregate.

ANSWERING THE APPROVAL CRITERIA

Instructions:

- **Proposed Findings of Fact.** Review the Special Use Criteria on the following page, then provide your answers to how this application meets each of the 5 Special Use criteria. All answers must be (1) fact-based; (2) based solely on the Applicant's and any additional witness's personal knowledge; and (3) **non-conclusory** (*i.e. must be able to explain why a conclusion was reached*). At the bottom of each answer, list the names of the people (your witnesses) who contributed to the answer and any exhibits you relied on. Witnesses must certify the truthfulness of any answer they contributed to and must be present the day of the hearing and able to testify if asked by the ZBA. Witness certifications are located in *Exhibit A*.
- **Expert Witnesses.** Any testimony by expert witnesses must be accompanied by a written report and a copy of their CV. **Reports must explain why a conclusion was reached.** Attach expert witness reports as Exhibit B1, B2, B3, etc. and fill out *Table of Exhibits – B* accordingly on page B0. Expert witnesses include but are not limited to certified real estate appraisers, architects, and land use planners.
- **Photographs.** Required photographs shall be attached as Exhibit C1, C2, C3 etc. Further instructions on page C0.
- **Additional Evidence.** All additional evidence, including site plans, landscape plan, architectural drawings, etc. shall be attached as Exhibit D1, D2, D3, etc. and fill out *Table of Exhibits – D* accordingly.
- *Please note that all these requirements do not and are not intended to provide legal advice. If you have questions regarding this application, please consult a zoning attorney. The Zoning Board of Appeals and its staff cannot provide legal advice.*

OVERVIEW OF CRITERIA

Criteria for a Special Use. Pursuant to Section 17-13-0905-A of the Chicago Zoning Ordinance, no special use application may be approved unless the Zoning Board of Appeals finds that the proposed use in its proposed location meets all of the following criteria:

(1) It complies with all applicable standards of the Chicago Zoning Ordinance

Facts you might consider:

- Besides the requirement to apply for a special use, is there any other reason the proposed use would not comply with the Chicago Zoning Ordinance? If so, is it being addressed at the same hearing? (i.e. a variation application).
- How does the proposed use fit the bulk and density standards of the zoning district?

(2) It is in the interest of the public convenience and will not have a significant adverse impact on the general welfare of the neighborhood or community

Facts you might consider:

Public Convenience: •What are the benefits to the public? •Do the benefits of granting the special use outweigh any adverse effects? •If there are adverse effects, would they be limited/restricted to a particular person/small group? •Will the community at least derive some benefit?

General Welfare: •Will the granting of the special use have a negative impact on health, safety, environment, property values of the community? •Would the special use contribute to or increase crime in the area? •Is there a proximity to sensitive land uses such as schools, youth centers, hospitals, senior housing, homeless shelters etc. which it would negatively impact?

(3) It is compatible with the character of the surrounding area in terms of site planning and building scale and project design

Facts you might consider: •Will the applicant be reusing an existing building? •Is building height, number of floors similar to those in the area? •Does the proposed use visually fit in with the surrounding area? •Would the special use negatively impact the aesthetics or balance of the neighborhood?

(4) It is compatible with the character of the surrounding area in terms of operating characteristics, such as hours of operation, outdoor lighting, noise and traffic generation

Facts you might consider: •What are the hours of operation for your establishment? •How do your hours of operation compare to the hours of operation of neighboring establishments in the area? •How is the lighting in the area? •What are your plans, if any, for outdoor lighting? •How would you characterize the noise of the surrounding area? Is it high/medium/low traffic (vehicle and/or pedestrian)? •Do you anticipate noise being a problem? If so why, and what would you do to limit it? If not, why not? •Will this use generate primarily pedestrian or vehicle traffic? If the special use will generate vehicle traffic, would it be out of character, excessive, or hazardous for the area? If the special use would generate excessive vehicle traffic, what are the plans to mitigate traffic? •Is there parking or a need for parking? If so, are there any plans for parking?

(5) It is designed to promote pedestrian safety and comfort

Facts you might consider: •Would plans interfere with pedestrian right of way? •Would plans interfere with a bus stop? •Is there an issue with the landscaping or anything else that might create blind spots or block sight lines for pedestrians? •What pedestrian-focused accommodations do you plan on making? (e.g. bike racks, outdoor seating, plans for ice/snow/debris removal) •What pedestrian-focused design features will the project have? (e.g. sufficient sidewalk space, minimizing falling/tripping hazards such as damaged/cracked/uneven surfaces, building entrances oriented toward the street, sidewalk width accommodates those with disabilities such as wheelchair users). •If building parking lot or drive-through, what are you doing to promote safe pedestrian crossing and reduce conflict points between vehicles and pedestrians?

Note: the “facts you might consider” under each criterion are provided to assist applicants and witnesses in providing comprehensive answers to the standards, but are by no means a required, exhaustive, or determinative list, and are not intended to be legal advice. If you are uncertain how to answer the criteria, please consult a zoning attorney.

PROPOSED FINDINGS OF FACT

Instructions: Explain to the ZBA why or how your proposed special use meets the 5 standards below. Applicants may add addenda if they run out of room but must begin writing their answers on this form. *Please note that failure to submit clear and comprehensive answers may result in a delay of your hearing and/or dismissal or denial of your case.*

A (1). The proposed special use complies with all applicable standards of the Chicago Zoning Ordinance

Select and complete one of the following which best fits your application:

The subject property is located in a RM-4.5 [insert zoning designation] zoning district. Since a(n) [insert proposed use] Community Center is a special use in this zoning district, the Applicant requires a special use. The proposed use complies with all other standards set forth in the Chicago Zoning Ordinance because it is only the requirement to request a special use from the Zoning Board of Appeals that prevents full compliance with all applicable standards of the Chicago Zoning Ordinance.

OR

The proposed use complies with all applicable standards of the Chicago Zoning Ordinance because:

List witnesses who contributed & exhibits relied on for A(1):
Barbara M. Roberts, Land Use Planner Barbie
Exhibit B1 at p.3

A (2). The proposed special use is in the interest of the public convenience and will not have a significant adverse impact on the general welfare of the neighborhood or community. Explain why/how:

The proposed special use is in the interest of the **public convenience** because:

As was described above in the project narrative, there is a great need for an indoor “third place” in the Lakeview community that does not require patrons to spend money to stay or use the facilities. The proposed community center will be a great benefit for those looking to socialize and meet other people and will also be beneficial for those who don’t necessarily want to socialize but don’t want to spend time in their home alone either. The first floor of the building will have multiple seating areas with tables, chairs, and couches. There will also be a screen and projector for the community center to host movie nights and a large collection of board games. The first floor will primarily be for socialization. The second floor will be more of a quiet coworking and study space. This floor will contain the community center’s library services and book collection. The proposed community center plans to maintain most of the library services offered by the Public Library in addition to its own services, and for longer hours. Through a partnership with the Chicago Public Library, Handler’s Hangout will maintain a scaled down collection of books onsite and will offer book pick up and drop off. Community members will still have access to the entire CPL book collection as books can be reserved online through chipublic.org for pickup. In short, this beloved community asset will not be disappearing. Again, the proposed use will be free to the community and will foster a culture of community grounded in providing a “third place” gathering space for neighborhood residents.

The proposed special use will not have a significant adverse impact on the **general welfare** of the neighborhood or community because:

The proposed use is a legal use in an RM-4.5 zoning district. As the previous tenant of this building was a public library, it is not expected that the conversion of this property to a community center will impact the health, safety, environment, or property values of neighboring properties due to having similar operational plans. As was previously stated, the impact of the loss of the library on the neighborhood will be minimal as the proposed use will continue to provide all previous library services. The proposed use will be an asset to the community by providing a safe indoor public “hang out” space. As will be further described below, since the operations will be taking place indoors, the proposed use will not add any noisiness to the neighborhood. The Community center will always have a minimum of six staff on-site at all times with more staffing at peak hours, this will ensure that the community center provides a safe, clean, and friendly environment for the neighborhood.

List witnesses who contributed & exhibits relied on for A(2):

Barbara M. Roberts, Kenneth S. Carson, Margaret H. Sherwood, Land Use Planner Barbie.
Exhibit B1 at p.5-7, D4

A (3). The special use is compatible with the character of the surrounding area in terms of site planning and building scale and project design. *Explain why/how:*

The Applicant will be reusing an existing library building and will not be making any modification to the exterior of the building. The building is two-stories tall and it is surrounded by buildings of a similar height or slightly taller. The buildings across the street from the subject property consist of 3-4 story houses and the buildings directly behind the subject property also consist of 3-4 story houses. The church complex west of the subject property is significantly larger in terms of building scale and more ornate than the other buildings on the street. The buildings east of the subject property are mainly mixed-use buildings ranging from 1-4 stories tall. The architecture of the neighborhood consists of various styles of brick buildings. The building on the subject property appears to fit in with the aesthetics and architectural balance of the neighborhood. The proposed use will comply with all building code requirements and is not a landmarked building.

List witnesses who contributed & exhibits relied on for A(3):
Barbara M. Roberts, Allan Sherwood, Land Use Planner Barbie
Exhibit B1 at p.8, C1, C4, C9, C10b, C10c, C10d, C10f, C11

A (4). The special use is compatible with the character of the surrounding area in terms of operating characteristics, such as hours of operation, outdoor lighting, noise and traffic generation. Explain why/how:

Operating characteristics overview: The proposed use will have a number of people coming and going throughout the day. It is expected that there will be a peak mid-morning for caregivers and younger children and then again around 3:00 after school lets out, and once more after dinnertime. While visits to the community center will likely increase during the colder months and bad weather days, when people want to socialize indoors, it is expected community members will be utilizing the community center's library services consistently throughout the year.

Hours of Operation: The hours of operation for Handler's Hangout will be 8:00am -11:00pm seven days a week. This is compatible with the operating hours of establishments in the surrounding area which have ranging hours of operation. For example, the neighboring church, Our Lady of Mount Carmel, keeps varying hours such as 7:00am to 7:00pm on Sundays to 9:00am-8:00pm on weekdays. The Walgreens at the street corner is open 24/7 and the Circle K convenience store operates from 6:00am to 12:00am daily. The Laugh Factory at the street corner closes at 11:00pm on weeknights, 12:00am on Fridays, and 1:00am on Saturdays. The House of Hookah operates from 7:00pm to 2:00am on weekdays and until 4:00am on Saturdays. Kameya Ramen operates from 3:00pm-9:30pm with expanded hours on weekends. While the subject property is located in an RM-4.5 (Residential Multi-Unit) zoning district, this little area from Belmont to Broadway is quite a busy area which will be able to support a community center with these hours.

Outdoor Lighting: The area is well lit and there are no plans to make any modifications to the existing lighting around the building. Because there will be no modification to the existing outdoor lighting on the subject property, the proposed community center will remain compatible with the lighting of the surrounding area.

Noise and traffic generation: The subject property is located on Belmont Avenue, which is a fairly busy road. Belmont is a high traffic road for both vehicles and pedestrians. The majority of the noise in this corridor comes from vehicles passing through on Belmont. The subject property is located in one of Chicago's most walkable neighborhoods. It is anticipated that nearly all patrons of the community center will come by foot, bike, or public transportation. The community center is expected to generate very little, if any vehicle traffic. The proposed use is not expected to generate very much additional noise for the area as all operations will take place indoors. There is little concern about people leaving and making noise when the community center closes each evening. People leaving a community center are generally not as noisy or disruptive as people leaving a bar or comedy club at 11:00pm. As the subject property is located in a dense, walkable neighborhood, there are no plans for parking. Therefore, the proposed community will be compatible with the character of the surrounding area in terms of noise and traffic generation.

List witnesses who contributed & exhibits relied on for A(4):

Barbara M. Roberts, Kenneth S. Carson, Land Use Planner Barbie
Exhibit B1 at p.9, D7

A (5). The special use is designed to promote pedestrian safety and comfort. Explain why/how:

The building entrance is oriented toward the sidewalk and is able to accommodate people of all abilities. The front of the subject property contains steps and a ramp up to the front doors, as well as three bike racks adjacent to the sidewalk. The Applicant will ensure that proposed use will not interfere with the pedestrian right of way. The applicant plans to install additional bike racks in the rear of the property so excess bicycles do not block the sidewalk when the front bike racks are full. The Applicant will not place any signs, placards, install landscaping, or anything else that might block part of the sidewalk. Additionally, the Applicant will not be making any curb cuts. The area will be well lit so as to minimize falling or tripping hazards and the applicant has contracted with a snow removal company to ensure that the sidewalk, stairs, and ramp are promptly cleared of snow and ice in the winter months. The applicant will promptly address any damaged, cracked, and uneven surfaces on its own property and will report any sidewalk issues to 311.

The subject property's walk score is 97/100, the bike score is 91/100, and the transit score is 78/100. This means that it is quite convenient to visit the subject property on foot or by bike. If walking is less convenient, the Applicant encourages its patrons to use public transportation as the subject property is a Transit Served Location. It is approximately 1,900 feet east of the Belmont CTA Brown/Purple/Red line station, and it is served by the #8 Halsted, #22 Clark, #77 Belmont, and #36 Broadway CTA Bus Corridors. The subject property is also served by the Belmont & Broadway Divvy Bike Share station. For those unable to walk or stand for long periods, the Applicant will install a bench for patrons to wait for ADA Paratransit services.

List witnesses who contributed & exhibits relied on for A(5):

Kenneth S. Carson, Margaret H. Sherwood, Land Use Planner Barbie
Exhibit B1 at p.10, C1

ADDITIONAL FINDINGS

1. This Special Use Application is for a General Special Use and requires no additional findings. If checked, proceed to the signature and certification on the page 11

2. This Special Use Application is for a non-general special use listed below (check all that apply):

- Special Use is located in a **Planned Manufacturing District (PMD)** under 17-13-0905-C.
- Special Use is a **Cannabis Business Establishment** under 17-13-0905-G.
- Special Use is a **Business Live/Work Unit** under 17-13-0905-E
- Special Use is a **Freestanding Wireless Communication Facility** under 17-9-0118-D(2).
- Special Use is a **Waste-Related Use** under 17-13-0905-B(1).
- Special Use is a **Sanitary Landfill** under 17-13-0905-B(1), (2), & (3)
- Special Use is a **Liquid Waste Handling Facility** under 17-13-0905-B(1) & (2).
- Special Use is a **Resource Recovery Facility** or **Incinerator** under 17-13-0905-B(1), (2), & (4).

If checked, complete and attach the *Findings of Fact Insert for Non-General Special Uses* (available on the ZBA website) behind this page.

APPLICANT SIGNATURE AND CERTIFICATION

Under the penalty of perjury pursuant to Section 1-109 of the Illinois Code of Civil Procedure, I certify that all of the above statements in the proposed Findings of Fact and statements on any documents, photos and/or drawings submitted herewith are true, correct, and complete as of the date signed to the best of my knowledge and belief.

Print Name: Barbara M. Roberts
APPLICANT (or if Legal Entity, APPLICANT'S PRINCIPAL REPRESENTATIVE)

Signature: Barbie Date: 5/22/2024
APPLICANT (or if Legal Entity, APPLICANT'S PRINCIPAL REPRESENTATIVE)

EXHIBIT A

Witness Certifications

Under the penalty of perjury pursuant to Section 1-109 of the Illinois Code of Civil Procedure, I certify that all of the above statements for which I contributed to in the proposed Findings of Fact and statements on any documents, photos and/or drawings I contributed to herewith are true, correct, and complete as of the date signed to the best of my knowledge and belief. I further certify that if asked by the ZBA to testify to or be cross-examined about my contributions for this application, I would be able to do so.

Witness Name	Kenneth S. Carson
Title (if applicable)	Vice Chair of Handler's Hangout
Signature	<i>Ken</i>
Date	5/22/2024

Witness Name	Margaret H. Sherwood
Title (if applicable)	Treasurer of Handler's Hangout
Signature	<i>Midge</i>
Date	5/22/2024

Witness Name	
Title (if applicable)	
Signature	
Date	

Witness Name	
Title (if applicable)	
Signature	
Date	

Witness Name	
Title (if applicable)	
Signature	
Date	

Witness Name	
Title (if applicable)	
Signature	
Date	

Witness Name	
Title (if applicable)	
Signature	
Date	

Witness Name	
Title (if applicable)	
Signature	
Date	

EXHIBIT B

[ATTACH EXPERT REPORTS BEHIND THIS PAGE]

Checklist:

- Expert Report
- Expert C.V.

Table of Exhibits – B

Exhibits should be labeled B1, B2, B3... etc.

Exhibit Number	Description of the Exhibit.
B1	Land Use Report written by Land Use Planner Barbie
B2	C.V. of Land Use Planner Barbie, AICP

Certification

Under the penalty of perjury pursuant to Section 1-109 of the Illinois Code of Civil Procedure, I certify that all of the statements in my report are true, correct, and complete as of the date signed to the best of my knowledge and belief. I further certify that if asked by the ZBA to testify to or be cross-examined about my contributions for this application, I would be able to do so.

Witness Name	Land Use Planner Barbie
Title (if applicable)	AICP Certified Planner
Signature	<i>Land Use Planner Barbie</i>
Date	5/22/2024

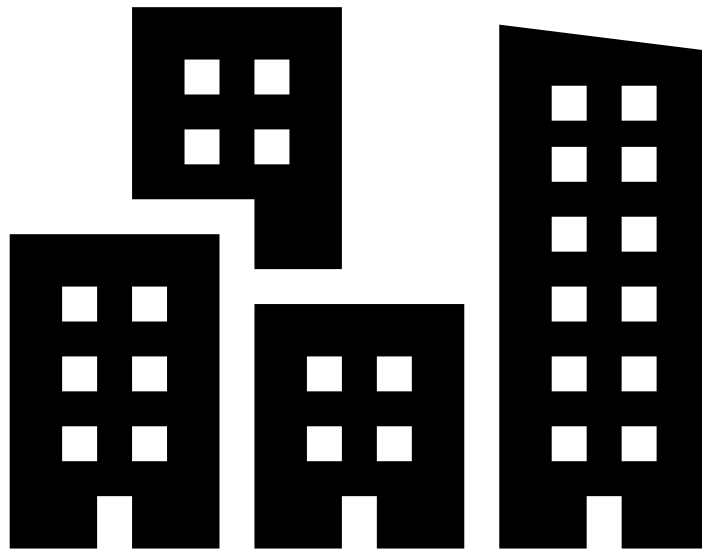
Witness Name	Allan Sherwood
Title (if applicable)	Project Architect
Signature	<i>Allan</i>
Date	5/22/2024

Witness Name	
Title (if applicable)	
Signature	
Date	

Witness Name	
Title (if applicable)	
Signature	
Date	

Land Use Report

644 W. Belmont Avenue
Chicago, IL 60657



Land Use Planner Barbie
Barbie Land Planning, Inc.
123 Main Street
Chicago, IL 60606

Land Use Planner Barbie, AICP

312-555-0150 • [LinkedIn](#) • LUPB@barbie.world

EDUCATION

Barbie University Barbie World
M.S., Urban Planning May 1980
Thesis: *Isn't one Dreamhouse enough? The negative impact of single-family zoning on urban development.*
Advisor: Academic Advisor Barbie

Previous Institution

B.S., Architecture May 1975
Minor: Fashion Design

PRESENTATIONS

Accelerating Zoning Reform – National Planning Conference 2023 – Barbie Planning Association.

Bike lanes or bus lanes? Why not both! – National Planning Conference 2022 – Barbie Planning Association.

INVITED LECTURES

Barbie University, Introduction to Urban Planning. Fall 1990-1993, 2004-2010, 2017-2021

PROFESSIONAL AFFILIATIONS

Barbie Planning Association 1985-Present

PROFESSIONAL EXPERIENCE

Barbie Land Planning, Inc.

Land Use Planner 1980-Present

- Develop blueprints for land development.
- Analyze rural and urban land to ensure that all land use plans are safe, efficient, and environmentally friendly.
- Create development proposals, process zoning permits, and map out land use logistics.
- Liaise with contractors and additional planning teams, industrial representatives, lobbyists, developers, public and private stakeholders, and members of the public.
- Strategize, develop, and manage planning and logistics from phase to phase.
- Ensure compliance with regulatory, policy, and legal entities

LARGE PROJECTS

Barbie Dreamhouse, Barbie Pool Party Dreamhouse, Barbie Getaway House, Barbie 3-Story Townhouse, Barbie Estate Malibu House, Barbie Gymnasium.

EXHIBIT C

Instructions: As part of the proposed findings of fact, you must include photographs of the subject property and surrounding area. **As a reminder, the ZBA does not conduct site visits or do independent research. All the ZBA is able to consider is the information you submit into the record (i.e. testimony, evidence, photographs, maps, plans, etc. that you provide in your application and proposed findings). Failure to provide a clear and comprehensive application may result in a delay of your hearing and/or a dismissal or denial of your case.**

Photo Specifications:

- The photos attached must show the property and neighborhood in its current condition.
- Every photograph must be labeled with an exhibit number, a description of the photo, and the date it was taken (e.g. C1. View of the front of the subject property, 121 N. LaSalle, facing N. LaSalle St. – 6/08/2023)
- Screenshots from Google Street View and other online photographs may not be submitted for the required photographs with a ground level view. However, for the overhead view (C11)*, Google Maps and other satellite imagery will be accepted.
- Exhibits C1-C11 are required, though applicants may provide additional photos.

Tips:

- Photos including neighboring properties should be taken from a location on public property (i.e. don't trespass).
- Panoramic photos may be helpful for showing the character of the neighborhood/surrounding area.
- If trying to make the case that there are other similarly situated properties in the area, it would be helpful to include photos of them and label them on a map in relation to your property.

Table of Exhibits – C

Exhibit Number	Description of the Exhibit.
C1	View of the front the property
C2	View of the front of the property also showing the neighboring property to the right
C3	View of the front of the property also showing the neighboring property to the left
C4	Across the way – standing at the front of the property, take a photo of what you see across the street from you (<i>standing with your back to the front of the property</i>).
C5	Side views of the property (if applicable).
C6	View of the rear of the property.
C7	View of the rear of the property also showing the neighboring property to the right.

C8	View of the rear of the property also showing the neighboring property to the left.
C9	Rear across the way – view of the area that the rear of the property faces (<i>standing near the edge of your property with your back to the rear of your property, take a photo of the property directly across from you</i>).
C10	Any photos that help demonstrate the character of the neighborhood.
C11	Overhead view* of the property and surrounding area (may use online photo/satellite map for this one). The property must be labeled and include the date accessed if using satellite imagery.
C10a	Neighborhood Character – Two properties east of subject property
C10b	Neighborhood Character – South side of W. Belmont, east of the subject property
C10c	Neighborhood Character – South side of W. Belmont, near corner of Belmont and Broadway
C10d	Neighborhood Character – Northeast corner of Belmont and Broadway
C10e	Neighborhood Character – Southwest corner of Belmont and Broadway
C10f	Neighborhood Character – Northwest corner or Belmont and Broadway

[ATTACH THE PHOTOGRAPH EXHIBITS BEHIND THIS PAGE]



C1. View of the front of the property
644 W. Belmont Ave., facing W. Belmont Ave. – 5/22/2024



C2. View of the front of the property and neighboring property to the right
644 W. Belmont Ave., facing W. Belmont Ave. – 5/22/2024



C3. View of the front of the property and neighboring property to the left
644 W. Belmont Ave., facing W. Belmont Ave. – 5/22/2024



C4. View of neighboring properties across the street from subject property.
644 W. Belmont Ave., facing W. Belmont Ave. – 5/22/2024



C5a. View of the left side of the property.
644 W. Belmont Ave., facing neighboring properties – 5/22/2024



C5b. View of the right side of the property.
644 W. Belmont Ave., facing neighboring properties – 5/22/2024



C6. View of the rear of the property.
644 W. Belmont Ave., facing alley. – 5/22/2024



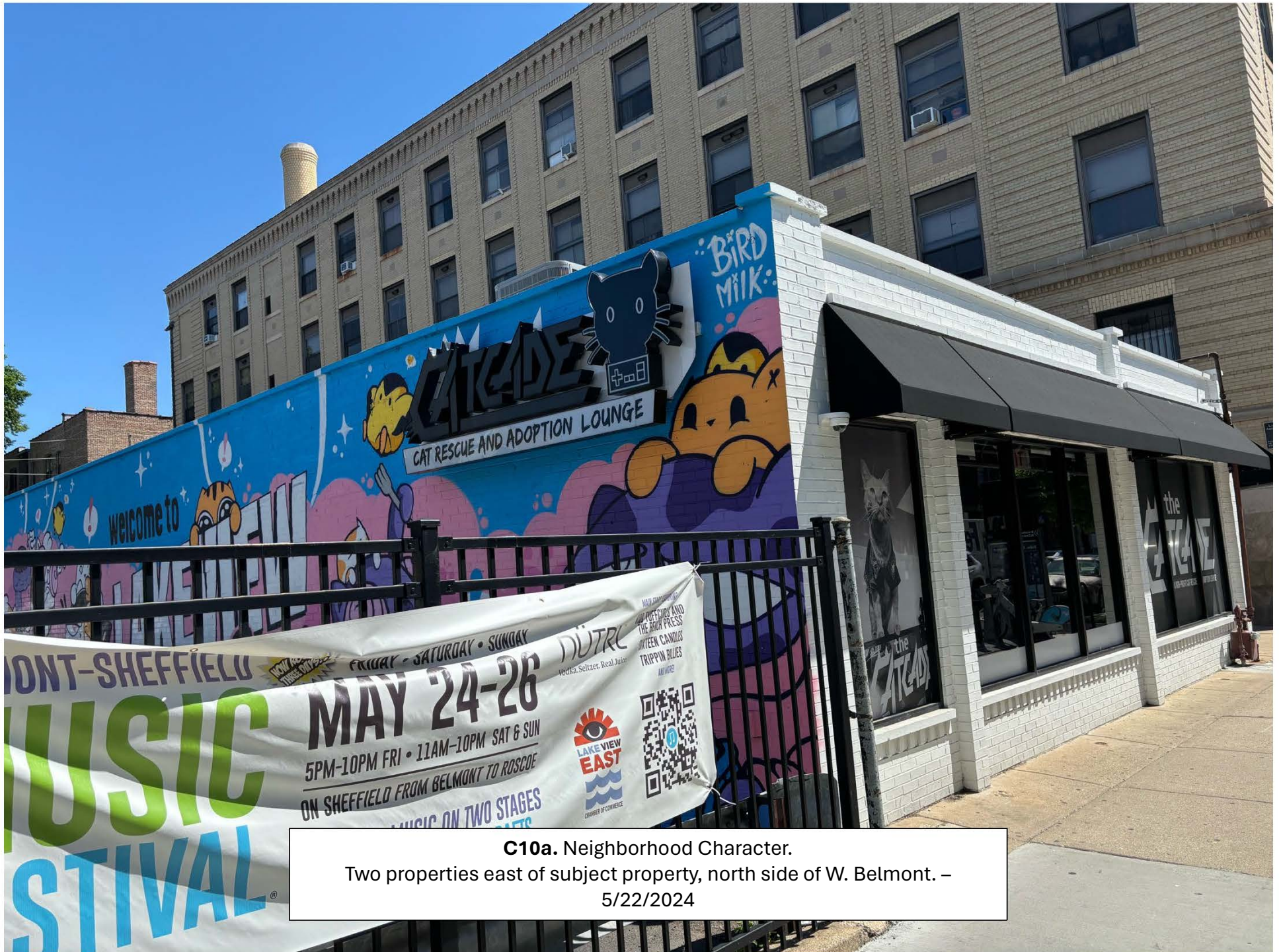
C7. View of the rear of the property and neighboring property to the right.
644 W. Belmont Ave., facing alley. – 5/22/2024



C8. View of the rear of the property and neighboring property to the left.
644 W. Belmont Ave., facing alley. – 5/22/2024



C9. Neighboring properties behind subject property.
Neighboring properties across the alley. – 5/22/2024



C10a. Neighborhood Character.
Two properties east of subject property, north side of W. Belmont. –
5/22/2024



C10b. Neighborhood Character.
The south side of W. Belmont. East of the subject property – 5/22/2024



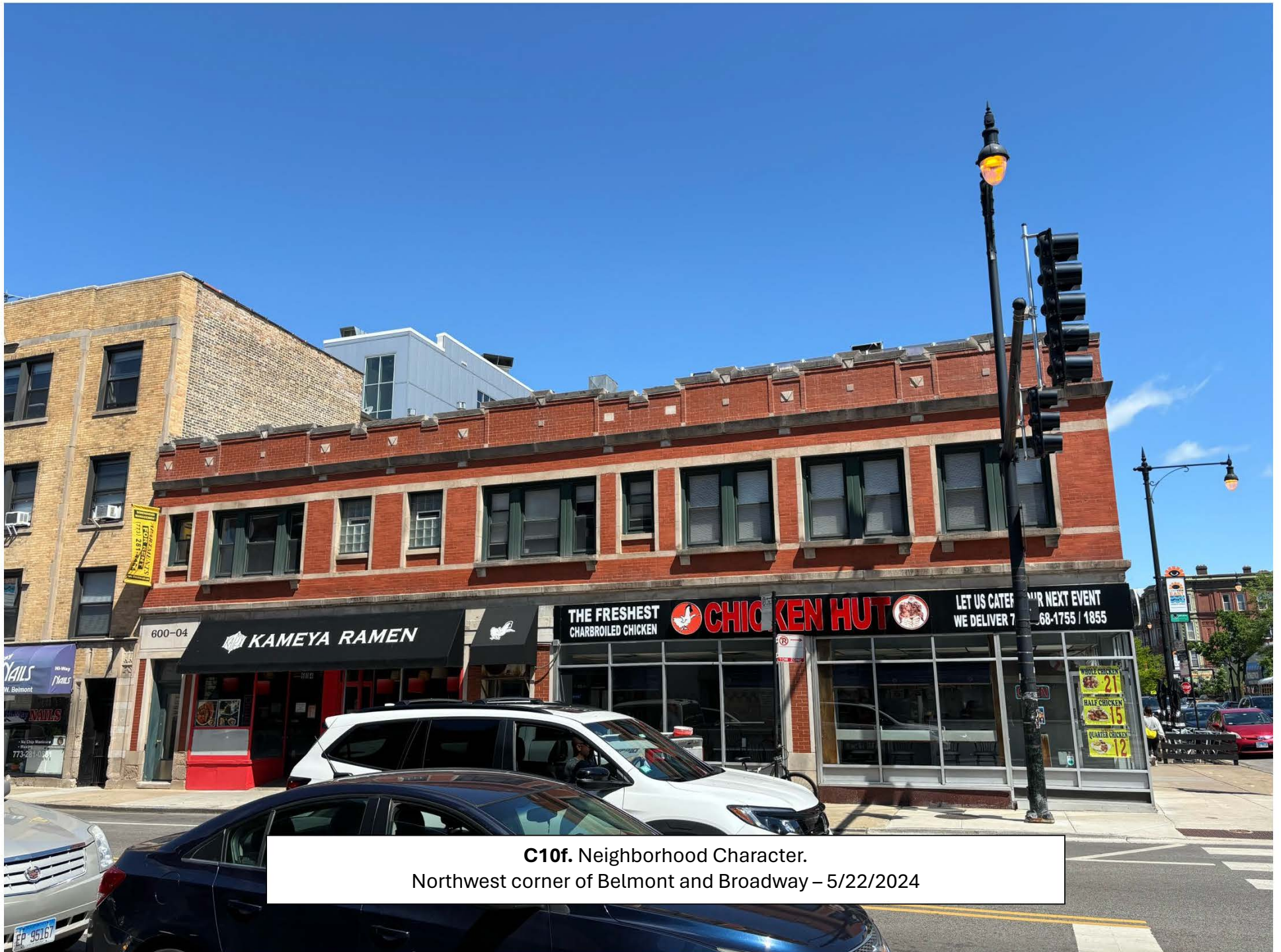
C10c. Neighborhood Character.
The south side of W. Belmont, near corner of Belmont and Broadway – 5/22/2024



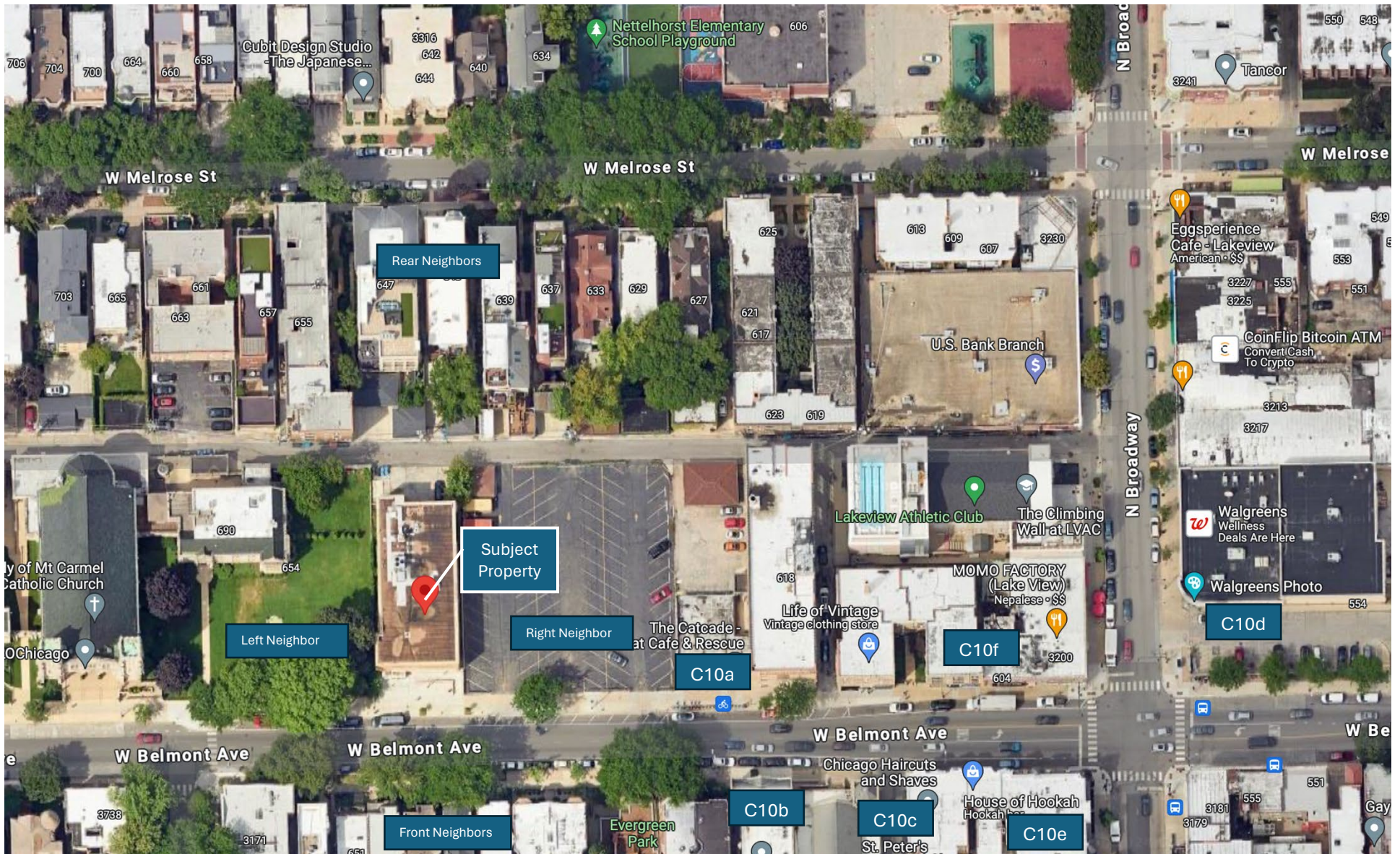
C10d. Neighborhood Character.
Northeast corner of Belmont and Broadway – 5/22/2024



C10e. Neighborhood Character.
Southwest corner of Belmont and Broadway – 5/22/2024



C10f. Neighborhood Character.
Northwest corner of Belmont and Broadway – 5/22/2024



C11. Overhead view.
644 W. Belmont and surrounding area – 5/22/2024

EXHIBIT D

Checklist:

- Most recent Site Plan
- Most recent Landscape Plan,
- Building Elevations (provide heights and list materials used)
- Floor Plans
- Plat of Survey
- Legal description of the premises.

Table of Exhibits – D

Exhibits should be labeled D1, D2, D3...etc.

Exhibit Number	Description of the Exhibit.
D1	Site Plan
D2	Landscape Plan
D3	Building Elevations
D4	Floor Plans
D5	Plat of Survey
D6	Legal Description and PIN
D7	Nearby Business Hours

[ATTACH ALL ADDITIONAL EXHIBITS SUCH AS SITE PLANS AND ARCHITECTURAL DRAWINGS BEHIND THIS PAGE]

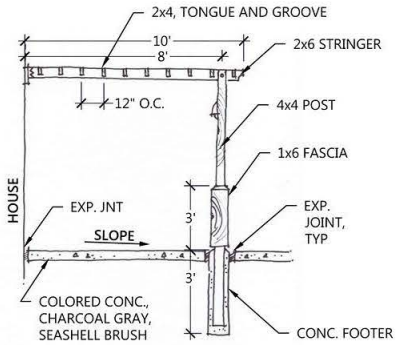
Note: the attachments following this page are placeholders and do not accurately reflect DPD's requirements for plans, surveys, etc.



archibald & fraser architects ltd. <small>PO BOX 108, ARDROSS, LOCHABER, TD 8SS 5A, 0187 7944</small>	JOB No: 662	DRAWN: CLC	DRAWING TITLE: SITE PLAN	PROJECT: LOCHABER CENTRE	DRAWING No: AI
	SCALE: NTS	DATE: APR 2012	TO SHERBROOKE TO ANTICONISH	LOCHABER, NS	

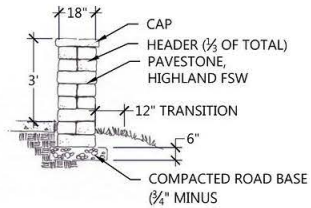
Exhibit D1 – Site Plan

Exhibit D2 – Landscape Plan

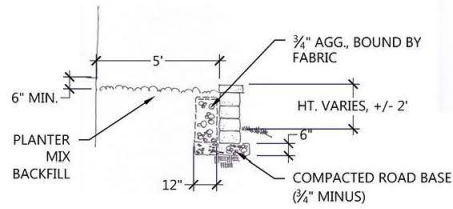


1 WOOD ARBOR

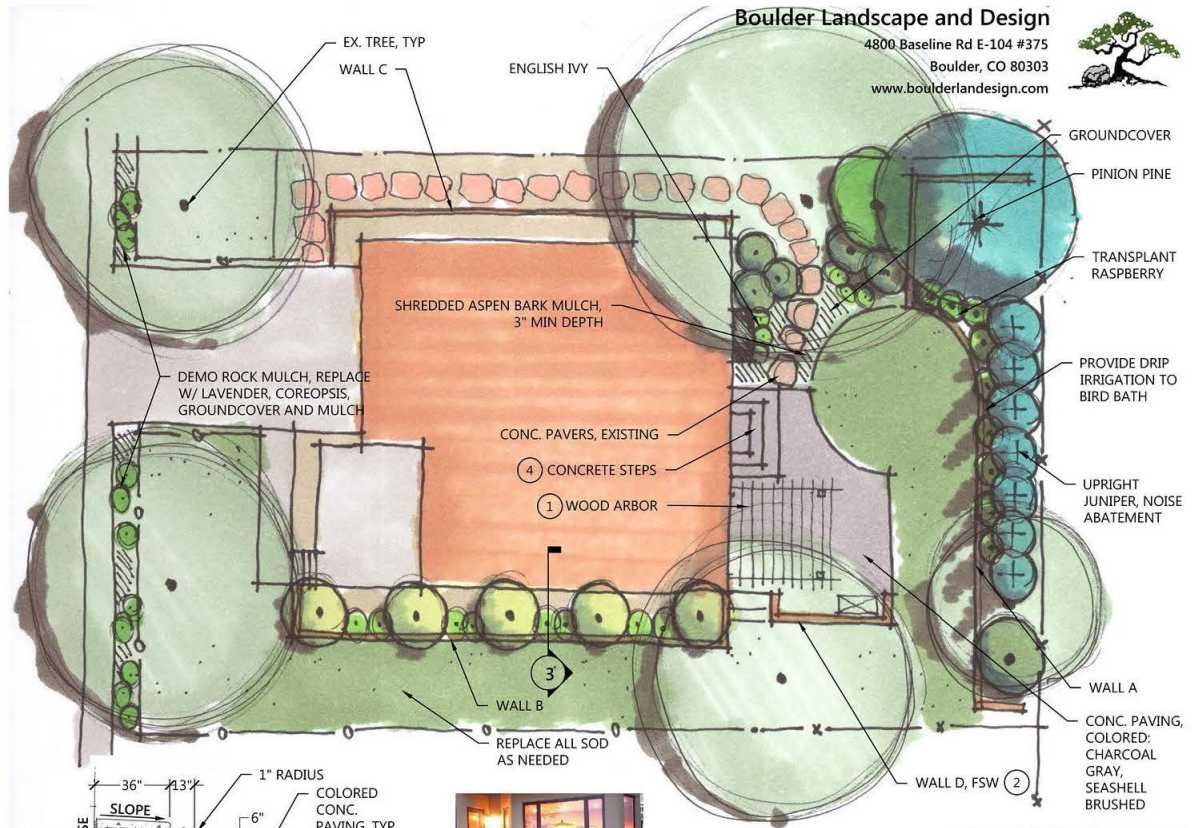
Jav@Morphola



2 FREE STANDING WALL

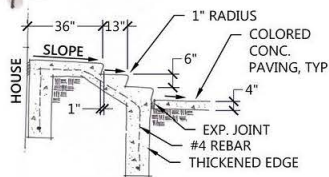


3 RETAINING WALL



4 CONCRETE STEPS

HIGHLAND FSW



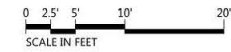
Boulder Landscape and Design

4800 Baseline Rd E-104 #375
Boulder, CO 80303
www.boulderlandesign.com



- GROUND COVER
- PINION PINE
- TRANSPLANT RASPBERRY
- PROVIDE DRIP IRRIGATION TO BIRD BATH
- UPRIGHT JUNIPER, NOISE ABATEMENT
- WALL A
- CONC. PAVING, COLORED: CHARCOAL GRAY, SEASHELL BRUSHED
- WALL D, FSW 2

LANDSCAPE PLAN



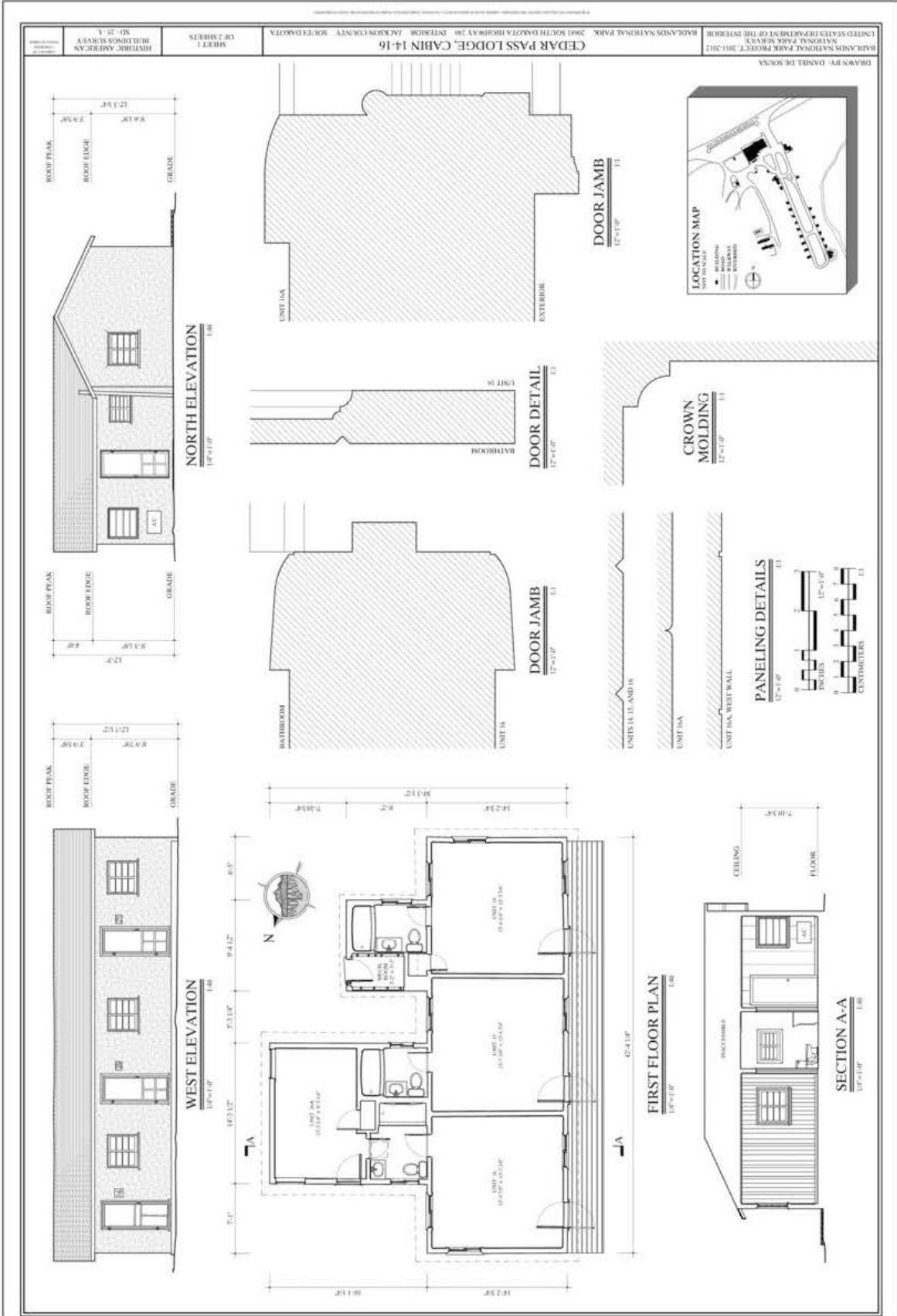


Exhibit D3 – Building Elevations

Exhibit D4 - Floor Plans

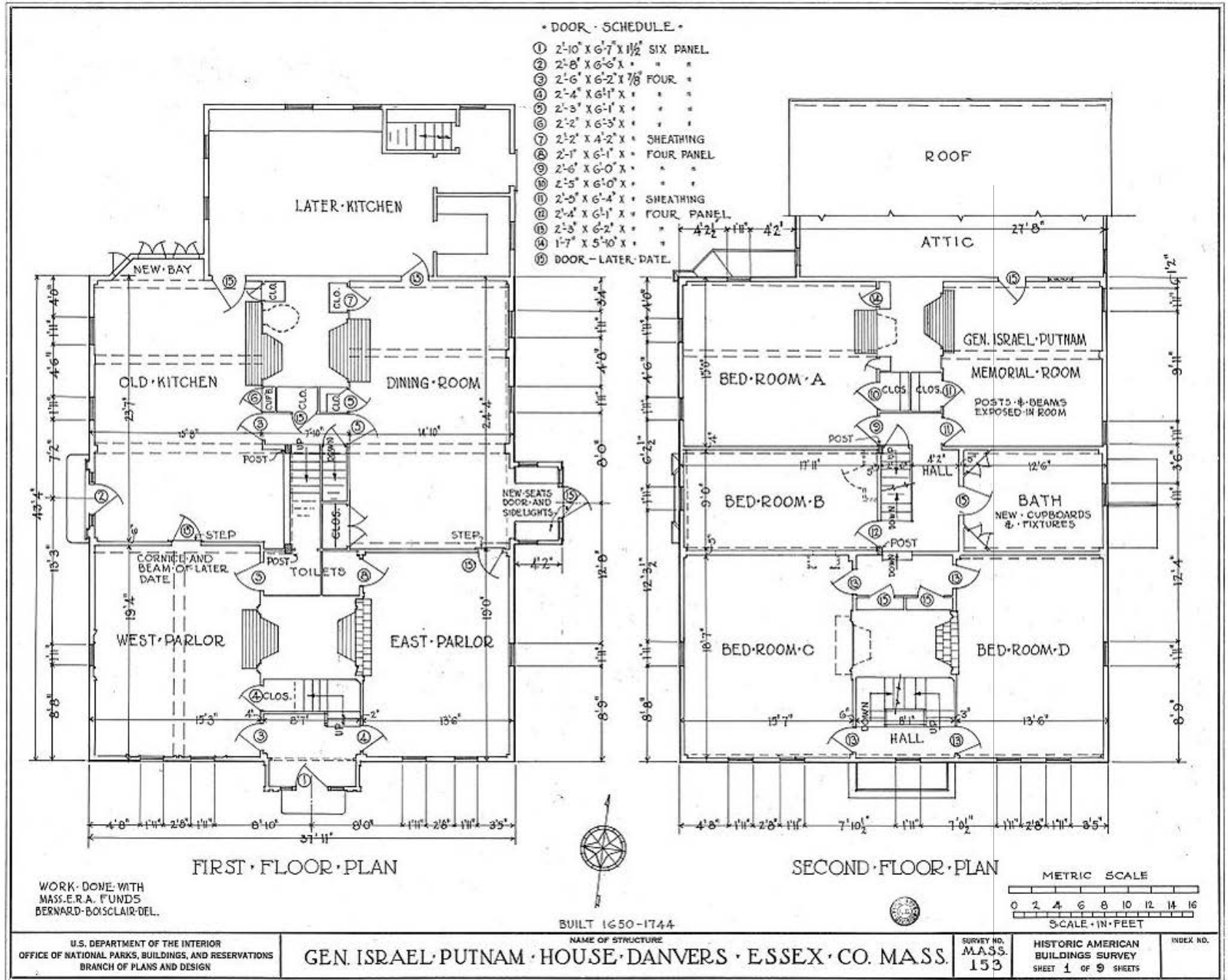


Exhibit D5 – Plat of Survey

6415 N. Caldwell Ave.
Chicago, Il. 60646

Plat of Survey by Central Survey LLC

Phone (773) 631-5285
Fax (773) 775-2071
www.Centralsurvey.com



Legal Description
Lot 237 in Block 17 in H.O. Addition to Smithville, being a Subdivision of that part of the Southeast 1/4 of Section 8, Township 40 North, Range 11, East of the Third Principal Meridian, according to the Plat thereof recorded December 14, 1914 as Document 2293 in DuPage County, Illinois

Commonly Known as: 2437 S. Smith Ave., Smithville, Illinois; **Area of Land Described 7,201 Sq. Ft.**

LEGAL DESCRIPTION

LOT AREA

S. Smith Ave.

SETBACKS

PL (PROPERTY LINE)

UTILITY/DRAINAGE EASEMENT

Legend

- N. = North
- S. = South
- E. = East
- W. = West
- (TYP) = Typical
- Rec = Record
- Meas = Measure
- St. = Street
- Ave. = Avenue

Feet	Inches	Centimeters
0.01 = 1/8"	0.25 = 1"	0.30 = 1"
0.02 = 1/4"	0.51 = 2"	0.61 = 2"
0.03 = 3/8"	0.76 = 3"	0.91 = 3"
0.04 = 1/2"	1.02 = 4"	1.27 = 5"
0.05 = 5/8"	1.27 = 5"	1.52 = 6"
0.06 = 3/4"	1.52 = 6"	1.78 = 7"
0.07 = 7/8"	1.78 = 7"	2.03 = 8"

SCALE OF SURVEY

DATE SURVEY FIELD WORK WAS COMPLETED

NOTE: Property corners were NOT staked per customer.
Order 1 inch square 15 Feet
Ordered By: William Oswald IMACH 11
Order Number:

Assume no dimension from scaling upon this plat. Compare all points before building and report any difference at once. For building restrictions refer to your abstract, deed, contract and local ordinances.

State of Illinois)
County of Cook) S.S.

Professional Design Firm Land Surveying LLC (#194-004113)



This professional service conforms to current Illinois minimum standards for a boundary survey.

Central Survey LLC does hereby certify that an on the ground survey per record description of the land shown hereon was performed on April 12, 2017 and that the map or plat hereon drawn is a correct representation of said survey. When bearings are shown the bearing base is assumed. Dimensions are shown in feet and hundredths and are correct at a temperature of 68° Fahrenheit.

Dated this 12th day of April 2017
William R. Webb P.L.S. #2190 (exp. 11/30/2018)

LOT 1 AND THE WEST 10 FEET OF LOT 2 IN R.F. LILLJA'S SUBDIVISION OF PART OF LOTS 29 AND 41 OF PINE GROVE SUBDIVISION IN SECTION 21, TOWNSHIP 40 NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PIN: 14-21-313-046-0000

Exhibit D6 – Legal Description

Exhibit D7



Our Lady of Mount Carmel Church

4.7 ★★★★★ (94)
Catholic church

Overview Reviews About

Directions
 Save
 Nearby
 Send to phone
 Share

708 W Belmont Ave, Chicago, IL 60657

Open now

Thursday 9 AM–8 PM

Friday 9 AM–5 PM

Saturday 2:30–6:30 PM

Sunday 7 AM–7 PM

Monday 9 AM–8 PM
Hours might differ
(Memorial Day)

Tuesday 9 AM–8 PM

Wednesday 9 AM–8 PM



Laugh Factory

4.3 ★★★★★ (2,579)
Comedy club

Overview Reviews About

Directions
 Save
 Nearby
 Send to phone
 Share

Well-known comedy club for seasoned & emerging stand-up acts, plus surprise celebrity guests.

3175 N Broadway, Chicago, IL 60657

Open now

Thursday 10 AM–11 PM

Friday 10 AM–12 AM

Saturday 10 AM–1 AM

Sunday 11 AM–11 PM

Monday 10 AM–11 PM
Hours might differ
(Memorial Day)

Tuesday 10 AM–11 PM

Wednesday 10 AM–11 PM



Circle K

3.0 ★★★★★ (13)
Convenience store

Overview Reviews About

Directions
 Save
 Nearby
 Send to phone
 Share

3180 N Broadway, Chicago, IL 60657

Open now

Thursday 5 AM–12 AM

Friday 5 AM–12 AM

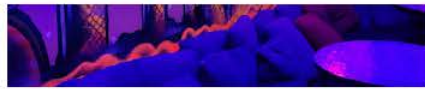
Saturday 5 AM–12 AM

Sunday 5 AM–12 AM

Monday 5 AM–12 AM
Hours might differ
(Memorial Day)

Tuesday 5 AM–12 AM

Wednesday 5 AM–12 AM



House of Hookah

4.1 ★★★★★ (950)
Hookah bar

Overview Reviews About

Directions
 Save
 Nearby
 Send to phone
 Share

Moroccan-style Hookah lounge with shisha, coffee drinks & a bring-your-own-alcohol policy.

Dine-in · Delivery

607 W Belmont Ave, Chicago, IL 60657

Closed

Thursday 7 PM–2 AM

Friday 7 PM–4 AM

Saturday 7 PM–4 AM

Sunday 7 PM–2 AM

Monday 7 PM–2 AM
Hours might differ
(Memorial Day)

Tuesday 7 PM–2 AM

Wednesday 7 PM–2 AM



Sponsored

Walgreens

2.7 ★★★★★ (110) · \$\$
Drug store

30 Minute Pickup At Walgreens
Shop Walgreens & Save Big With Select Offers Available
[Shop now · walgreens.com](#)

Overview Reviews About

Directions
 Save
 Nearby
 Send to phone
 Share

Drugstore chain with health & beauty aids, prescriptions & photo services, plus mini-mart basics.

Curbside pickup · Delivery

3201 N Broadway, Chicago, IL 60557

Open 24 hours
[See more hours](#)

Search items at this store



KAMEYA BELMONT RAMEN/SUSHI

4.6 ★★★★★ (256) · \$\$
Ramen restaurant

Overview Reviews About

Directions
 Save
 Nearby
 Send to phone
 Share

[RESERVE A TABLE](#) [ORDER ONLINE](#)

Informal, colorful Japanese eatery providing traditional gyoza, ramen bowls & sushi roll options.

Dine-in · Curbside pickup
 No-contact delivery

604 W Belmont Ave, Chicago, IL 60657

Closed

Thursday 3–9:30 PM

Friday 3–9:30 PM

Saturday 12–10 PM

Sunday 12–9 PM

Monday Closed
Hours might differ
(Memorial Day)

Tuesday 3–9:30 PM

Wednesday 3–9:30 PM