

## EXAMPLE – Variation Public Hearing Packet

**Scenario:** Barbie, Ken, and Midge operate a community center in Chicago’s 44<sup>th</sup> Ward, named “Handler’s Hangout”. The community center has been very popular, but many patrons wish there was some outdoor space where they could read, work, or chat when the weather is nice. For some time, Barbie set up some folding chairs on the unused parking pad at the rear of the property, but the unshaded concrete surface became quite unpleasant in the heat of summer. After speaking with community members, it was decided that a two-story wooden porch with a rooftop garden would be a great use of space. When Ken went to go apply for a building permit, he was advised that he would need to seek variations from 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	<b>1</b>	ADDRESS 644 W. Belmont Avenue	
Ward & Zoning District	<b>2</b>	WARD 44	ZONING DISTRICT RM-4.5 To find your zoning district, go to: <a href="https://gisapps.chicago.gov/ZoningMapWeb/">https://gisapps.chicago.gov/ZoningMapWeb/</a>
Name of person who submitted the application	<b>3</b>	NAME Barbara M. Roberts	
The person who submitted the application is	<b>4</b>	<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	<b>5</b>	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	<b>6</b>	NAME Handler's Hangout												
The Applicant is a(n)	<b>7</b>	CHECK ONE <input type="checkbox"/> Individual (if selected, skip to box #10) <input checked="" type="checkbox"/> Legal Entity												
Type of legal entity	<b>8</b>	<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.	<b>9</b>	<table border="0"> <thead> <tr> <th>NAME(S)</th> <th>TITLE(S)</th> </tr> </thead> <tbody> <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> </tbody> </table>	NAME(S)	TITLE(S)	• Barbara M. Roberts	• Chair	• Kenneth S. Carson	• Vice Chair	• Margaret H. Sherwood	• Treasurer	•	•	•	•
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<b>BACKGROUND OF THE SUBJECT PROPERTY</b>		
Property Type	<b>10</b>	CHECK ONE <input type="checkbox"/> Vacant land (If selected, skip to box #12) <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 and parking lot)	<b>11</b>	The subject property contains a two-story community center with five off-street parking spots in the rear
Building Exterior	<b>12</b>	As it relates to the exterior of the building, the applicant will be: <input type="checkbox"/> reusing an existing building with no exterior modification <input checked="" type="checkbox"/> modifying the exterior of an existing building or constructing an addition <input type="checkbox"/> constructing a new building
Lot Characteristics	<b>13</b>	<b>Check all that apply:</b> <input checked="" type="checkbox"/> Lot shape is square or rectangular. <input type="checkbox"/> Lot shape is triangular, trapezoidal, or has 5 or more sides. <input type="checkbox"/> Lot is standard size (approx. 25' x 125') <input checked="" type="checkbox"/> Lot size is non-standard, the dimensions are: <u>60' x 158.7'</u>
Descriptive Statement	<b>14</b>	(Copy and paste the descriptive statement from the Official Denial of Zoning Certification here) The Applicant seeks variations to:  1) Reduce the required number of off-street parking spaces for a transit served location from 5 to 0.  Request does not conform with section 17-10-0207-E of the CZO. Administrative remedy sought as per sections: 17-13-1101; 17-13-1003-EE  2) Reduce the required rear setback from 21' to 5' in order to allow the addition of a new rooftop deck, garden and access stairs to an existing 2 story building.  Request does not conform with section 17-2-0306-C; 17-2-0307-A of the CZO. Administrative remedy sought as per sections: 17-13-1101-B.  3) Relocate 960 square feet of required rear yard open space to a height greater than 4' onto the proposed rooftop garden.  Request does not conform with section 17-2-0307 of the CZO. Administrative remedy sought as per sections: 17-13-1101-A

Project Narrative	<p><b>15</b> Why are you seeking a variation?</p> <p>Handler's Hangout is a community center grounded in providing a "third place" gathering space for neighborhood residents of all ages. The current building suits the operational needs for the community center, however there is very little usable outdoor space/green space in both the front and rear of the subject property. The community center would like to provide more outdoor space for its patrons and would like to start a community gardening program. The front of the subject property consists of concrete steps to the front door as well as an ADA accessible ramp. These improvements are necessary to keep as the first level of the existing building was constructed above ground level and this is the primary entrance/access point for the building. The rear of the property consists of an unused concrete parking pad that fits 5 automobiles. The community center seeks to make better use of the rear of its property by replacing the parking pad with a two story wooden porch. The new porch will provide outdoor seating and a staircase up to the roof. The rooftop community garden will contain raised garden beds, planters, additional seating, as well as a pergola to provide shade. In order to implement its project the Applicant requires variations to 1) eliminate the required off-street parking, 2) reduce the rear setback, and 3) to relocate the new rear yard open space to the roof.</p>

**Check all that apply:**

- Property contains a nonconforming development. (A nonconforming development is any aspect of development such as structure, parking, or landscaping that complied with Zoning Code at the time it was built but which, because of subsequent changes to the Zoning Code, no longer fully complies with those regulations.)
- Property is a nonconforming lot. (A nonconforming lot is a tract of land lawfully established as a lot on a plat of subdivision recorded or registered, pursuant to statute, that does not comply with the minimum lot area or lot width standards of the zoning district in which it is now located)
- Property contains a development (i.e., structure, parking, landscaping) that was unpermitted and/or built in violation of the Zoning Code and needs a variation to bring it into compliance.
- Applicant seeks to add a building addition along existing wall lines.
- Property was cited for building code violation(s) and need variation(s) to cure and/or this matter is the subject of a court case. Please explain here:
- Applicant/Owner applied for building permit and was told work required a variation.
- Applicant is seeking a variation from parking and/or loading zone requirements.
- Property is in a transit-served location as defined by 17-10-0102-B of the Zoning Code.
- The property is within 2,640 feet of the following CTA/METRA rail station(s):  
Belmont CTA Brown/Purple/Red line station
  - The property is within 1,320 feet of the following bus line corridor(s):  
#8 Halsted, #22 Clark, #77 Belmont, #36 Broadway
- Property has a landmark designation or is located in a landmark district.
- There is no public alley behind the property.
- Applicant is seeking to operate a business that requires a Public Place of Amusement (PPA) license within 125 feet of a residential district.
- None of the above apply.

## ANSWERING THE APPROVAL CRITERIA

### **Instructions:**

- **Proposed Findings of Fact.** Review the Variation Criteria on the following page, then provide your answers to how this application meets the 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 (yourself/ 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

**17-13-1107-A Approval Criteria.** The Zoning Board of Appeals may not approve a *variation* unless it makes findings, based upon the evidence presented to it in each specific case, that:

1. strict compliance with the regulations and standards of this Zoning Ordinance would create practical difficulties or particular hardships for the subject property; and
2. the requested *variation* is consistent with the stated purpose and intent of this Zoning Ordinance (See Sec. 17-1-0500).

**17-13-1107-B Evidence of Practical Difficulties or Particular Hardship.** In order to determine that practical difficulties or particular hardships exist, the Zoning Board of Appeals must find evidence of each of the following:

1. the property in question cannot yield a reasonable return if permitted to be used only in accordance with the standards of this Zoning Ordinance;
2. the practical difficulties or particular hardships are due to unique circumstances and are not generally applicable to other similarly situated property; and
3. The *variation*, if granted, will not alter the essential character of the neighborhood.

**17-13-1107-C Other Review Factors.** In making its determination of whether practical difficulties or particular hardships exist, the Zoning Board of Appeals must take into consideration the extent to which evidence has been submitted substantiating the following facts:

1. the particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the *property owner* as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;
2. the conditions upon which the petition for a *variation* is based would not be applicable, generally, to other property within the same zoning classification;
3. the purpose of the *variation* is not based exclusively upon a desire to make more money out of the property;
4. the alleged practical difficulty or particular hardship has not been created by any person presently having an interest in the property;
5. the granting of the *variation* will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; and
6. The proposed *variation* will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public *streets*, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

For the purpose of clarity, the ZBA has rearranged the approval criteria under the Chicago Zoning Ordinance into five broad categories consisting of the following: (I) **practical difficulties or particular hardships** [17-13-1107 A(1) & C(4)]; (II) **reasonable return** [17-13-1107 B(1) & C(3)]; (III) **unique circumstances** [17-13-1107 B(2), C(1), & C(2)]; (IV) **neighborhood's essential character** [17-13-1107 B(3), C(5), & C(6)]; and (V) **consistency with the stated purpose and intent of the Zoning Ordinance** [17-13-1107 A(2)].

## PROPOSED FINDINGS OF FACT

**Instructions:** Explain to the ZBA why or how your proposed variation(s) meet(s) the variation 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.

Note: the “facts you might consider” under each section 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.

### I. PRACTICAL DIFFICULTIES OR PARTICULAR HARDSHIPS

**A(1) What are the practical difficulties or particular hardships that would derive from strict compliance with the regulations and standards of the Zoning Ordinance?**

The practical difficulty that derives from strict compliance with the Zoning Ordinance is first and foremost the minimum off-street parking requirement. The subject property is located in a very walkable neighborhood which is also a transit served location (TSL). The parking spots on the subject property remain unused because neither staff nor patrons drive to the community center, however, the default rule in the zoning code is that the Applicant has to provide 5 off-street parking spots. The Applicant would like to put this space designated for automobiles to a better use for people. Another practical difficulty is the setback requirement. While the Applicant could provide green space at ground level, the Applicant would be able to provide a larger garden on its rooftop and at the same time, it would be able to provide two levels of outdoor space for its patrons by constructing a two story porch in the rear of the building. Furthermore, the rooftop garden would reduce storm-water runoff and reduce the roof surface temperature, thus reducing energy use.

**C(4) Were the practical difficulties or particular hardships created by any person presently having an interest in the property?**  Yes  No

**Explain:**

The Applicants purchased the property as-built in 2024. The property was constructed in 1942 and was previously used as a public library branch.

Facts you might consider: How are the practical difficulties or particular hardships distinguishable from mere inconvenience? How were the practical difficulties or particular hardships created?



## II. REASONABLE RETURN

### B(1) Explain why the property in question cannot yield a reasonable return if permitted to be used only in accordance with the standards of the zoning ordinance:

1. The applicant is the owner-occupier of this property, or a not-for-profit entity:  Yes  No

2. There is no profit motive for this variation (does not apply for developers):  Yes  No

3. Reasonable return analysis  **should apply**  **should not apply** to my application.

If you checked "should not apply" explain below:

The Applicant is a non-profit and is seeking to enhance its programming and put part of its unused property to a better use. The Applicant seeks to remove the unused parking pad and convert it into an additional green-space amenity for the community.

If you believe that a reasonable return analysis should not apply to your application, skip to question C(3) below

4. My total costs would be greater if I were required to strictly comply with the Chicago Zoning Ordinance compared to the costs if the variation were granted  Yes  No

5. My capitalization rate would be lower if I were required to strictly comply with the Chicago Zoning Ordinance compared to the capitalization rate if the variation were granted  Yes  No

6. My profit would be lower if I were required to strictly comply with the Chicago Zoning Ordinance compared to the profit if the variation were granted  Yes  No

7. Please explain further how the property cannot yield a reasonable return if the variation were not granted:

### C(3) Is the purpose of the variation(s) based exclusively upon a desire to make more money out of the property? Yes No

#### Explain:

The Applicant is a non-profit which operates a community for the benefit of the Lakeview East neighborhood. The Applicant seeks to add green space to its property which will not only enable it to expand its programming by allowing community members to participate in maintaining a neighborhood garden, but it will also be a nice visual and functional outdoor addition to a property that is completely covered by concrete and brick. Furthermore, the rooftop garden would reduce the surface temperature of the roof which would reduce energy use. Additionally it would reduce storm-water runoff.

Facts you might consider: Are there alternative uses for this property under the zoning code? Without the variation, to what extent has the value of the property been reduced? Without the variation, to what extent has the ability to use the property been reduced?

### III. UNIQUE CIRCUMSTANCES

**B(2) Explain why the practical difficulties or particular hardships are due to unique circumstances and are not generally applicable to other similarly situated property:**

The building on the subject property was constructed in 1942 as a branch of the Chicago Public Library. The first floor is 4 feet above grade-level, which requires stairs and an ADA-compliant ramp to provide access to the main entrance. The building spans the entire width of the subject property and has a 21' setback which is paved for off-street parking. There is no green space anywhere on the subject property. There are no alternate configurations that wouldn't result in extensive demolition and reconstruction of the building. The construction of a rear porch with stairs leading up to a rooftop is the best way to achieve outdoor space and green space for the community center. Due to its former use and original purpose for construction, there are few other similar situated properties in the City, let alone in the neighborhood.

**C(1) What is it about the particular physical surroundings, shape or topographical condition of the subject property that would result in a particular hardship upon the property owner if the strict letter of the regulations were carried out?**

There is no green space on the subject property at all. Additionally, the property to the east of the subject property is a surface parking lot with no landscaping, which means that the surface temperatures in the immediate area can be very hot in the summer. The only real permeable surface in the area is the church's property immediately west of the subject property. If the variations were granted, the Applicant would be able to provide green space on the subject property.

**C(2) How are the conditions upon which this application for variation(s) is based not generally applicable to other property within the same zoning classification?**

Again, this is a unique piece of property, in that it was originally developed to be a public library in 1942. Other neighboring properties in this zoning classification are residential, with the exception of the church complex next-door.

Facts you might consider: What about the configuration of the subject property renders it unusable? Why isn't it possible to create alternative site designs to fit the property? Are lot dimensions substandard/atypical? Are there other physical or environmental surroundings such as property location, water features, trees/plants, hills/elevation, ground composition that cause a hardship for the subject property?

#### **IV. NEIGHBORHOOD'S ESSENTIAL CHARACTER**

**B(3) Explain why the variation(s) if granted, will not alter the essential character of the neighborhood:**

The properties immediately north and south of the subject property are residential buildings which range 2-4 stories in height. The properties across the alley of the subject property also contain rear porches and stairways serving their principal buildings. Thus, the addition of a rear porch to the subject property would not be out of character with the neighboring buildings. Furthermore, many of the buildings along the alley west of the subject property are built right up to the rear lot line. The Applicant does not propose to build the porch right up to the lot line, there will still be a 5 foot setback on which the applicant will provide shrubbery and additional bicycle parking spaces. Additionally, the building on the subject property is shorter than the buildings

**C(5) Explain why the granting of the variation(s) will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the subject property is located:**

As was previously stated, many of the neighboring buildings already contain rear porches. If anything the proposed deck and rooftop garden will be a visual asset neighboring buildings. The building on the subject property is shorter than the surrounding residential buildings, which means that these residences currently overlook an ugly rooftop. If the variations are granted, these residences will instead overlook a beautiful rooftop garden. Additionally, the Applicant will proactively take steps to ensure that this new addition is maintained as a quiet, peaceful outdoor space. The Applicant will close the rooftop and porch at 9:00pm nightly and there will be no speakers or sound amplification allowed on the porch or in the garden. There will always be staff members outside and they will monitor for disruptions and elevated noise levels.

**C(6) Explain why the granting of the variation(s) will not impair an adequate supply of light and air to adjacent property, or substantially increase congestion in the public streets, or increase the danger of fire, or endanger public safety, or substantially diminish or impair property values within the neighborhood:**

The side setback of the building immediately west of the subject property is approximately 60 feet; and the property immediately to the east of the subject property is a surface parking lot with a small detached garage in the northwest corner. There are no concerns that the proposed porch will impair light and air or cause a danger to these adjacent properties. Additionally, as rear porches are very common for the neighborhood, as evidenced by the existing porches of the neighboring properties to the north, there is no concern that the proposed porch and garden will have any negative visual or financial impact on the neighborhood.

Facts you might consider: What is type of neighborhood in which the subject property is located (historical, residential, mixed use, commercial, manufacturing, etc.)? Would the proposed variation(s) impact the use of adjacent properties? How close will any proposed structure come to neighboring structures? Will proposed variation(s) block sightlines on streets/pedestrian rights of way? Will there be any impact on health, safety, environment, property values of the community? Do neighboring buildings have a similar layout? If the variation is granted, will the subject property still visually fit in with the surrounding area?

## V. CONSISTENT WITH THE STATED PURPOSE AND INTENT OF THE ZONING ORDINANCE

A(2) Explain how the requested variation(s) is(are) consistent with the stated purpose and intent of the Chicago Zoning Ordinance. Select only those that apply and explain.

Promoting the public health, safety and general welfare, pursuant to Section 17-1-0501, by/because: providing additional green space/outdoor space for the community.

Preserving the overall quality of life for residents and visitors, pursuant to Section 17-1-0502, by/because:

providing the community with a garden. Gardens have been shown to improve people's mental health and reduce stress and anxiety. Programming related to the garden will also enhance educational opportunities for the neighborhood's children.

Protecting the character of established residential neighborhoods, pursuant to Section 17-1-0503, by/because:

Maintaining economically vibrant as well as attractive business and commercial areas, pursuant to Section 17-1-0504, by/because:

Retaining and expanding the city's industrial base, pursuant to Section 17-1-0505, by/because:

Implementing the policies and goals contained with officially adopted plans, including the Central Area Plan, pursuant to Section 17-1-0506, by/because:

Promoting pedestrian, bicycle and transit use, pursuant to Section 17-1-0507, by/because: the variation will allow the Applicant to remove 5 surface parking spaces, some of which will be converted to bicycle parking.

Maintaining orderly and compatible land use and development patterns, pursuant to Section 17-1-0508, by/because:

Ensuring adequate light, air, privacy, and access to property, pursuant to Section 17-1-0509, by/because:

Encouraging environmentally responsible development practices, pursuant to Section 17-1-0510, by/because:

constructing a rooftop garden which will reduce energy usage and storm-water runoff.

Promoting rehabilitation and reuse of older buildings, pursuant to Section 17-1-0511, by/because:

Maintaining a range of housing choices and options, pursuant to Section 17-1-0512, by/because:

Establishing clear and efficient development review and approval procedures, pursuant to Section 17-1-0513, by/because:

Accommodating growth and development that complies with the preceding stated purposes, pursuant to Section 17-1-0514, by/because:

Enabling the city to establish an integrated network of city digital signs, pursuant to Section 17-1-0515, by/because:

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.

### 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	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	

Witness Name	
Title (if applicable)	
Signature	
Date	



## 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



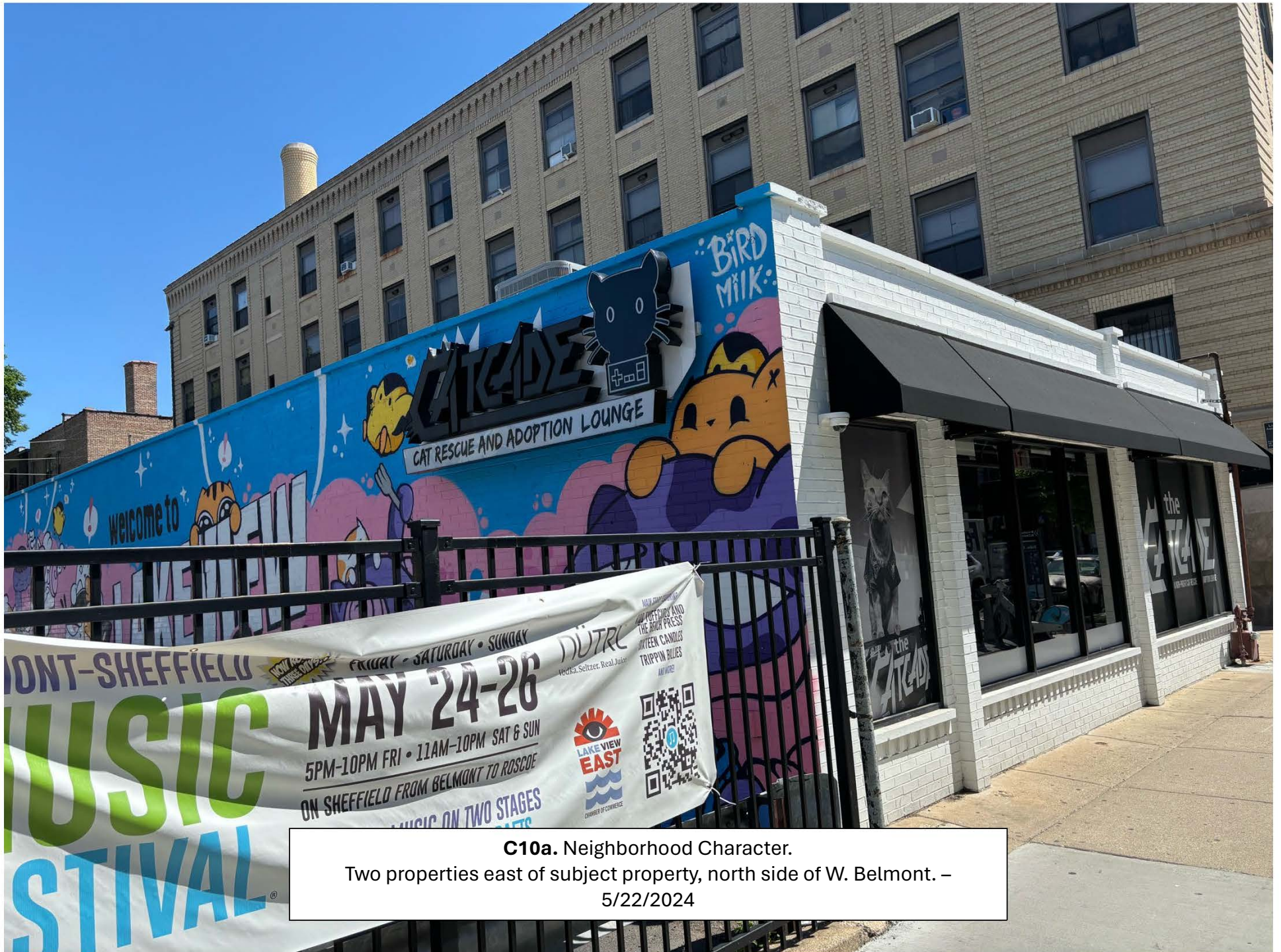
**C7.** View of the rear of the property and neighboring property to the right.  
644 W. Belmont Ave., facing alley. – 5/22/2024



**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

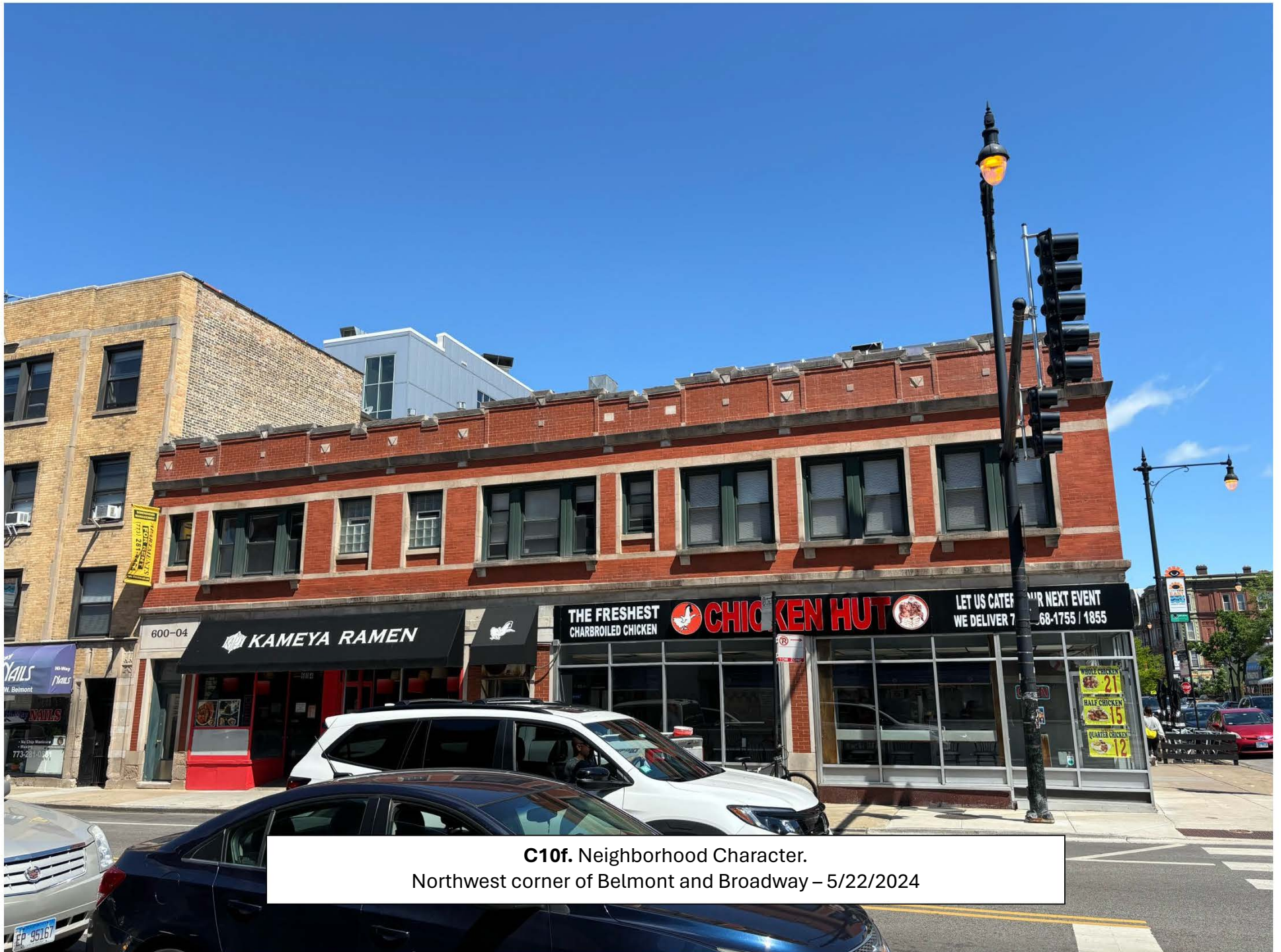


**C10d. Neighborhood Character.**  
Northeast corner of Belmont and Broadway – 5/22/2024

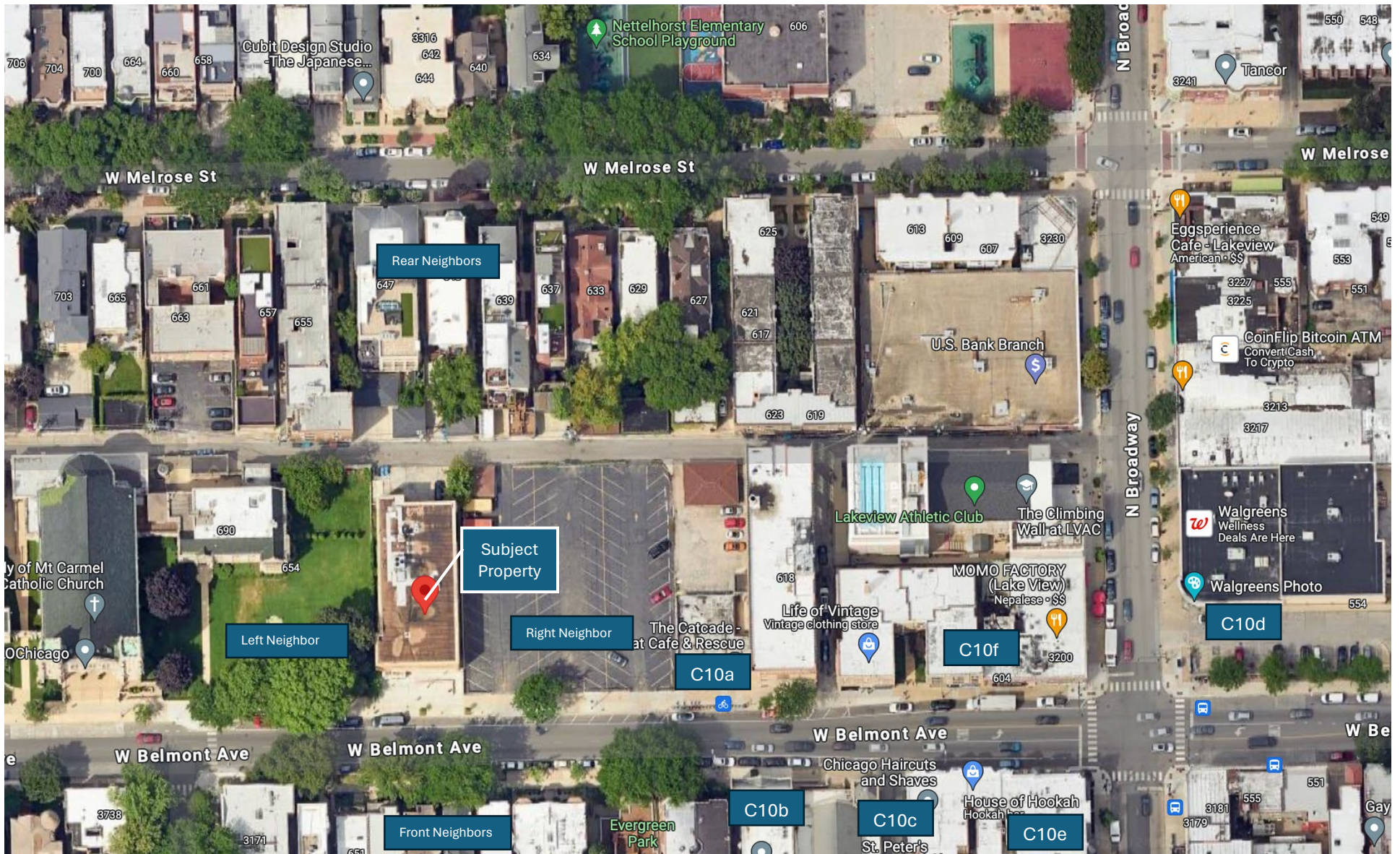




**C10e.** Neighborhood Character.  
Southwest corner of Belmont and Broadway – 5/22/2024



**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]

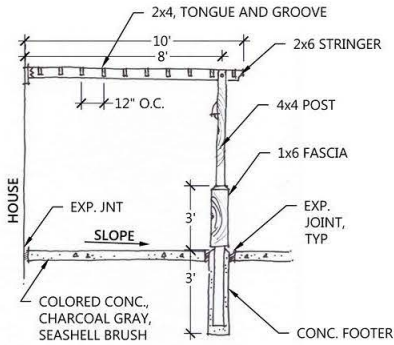
Note: the attachments following this page are placeholders and do not accurately reflect DPD's requirements for plans, surveys, etc.



<b>archibald &amp; fraser</b> <b>architects ltd.</b> <small>FLS 004 004 ARCHIBALD FRASER 100 800 511 807 0000</small>	JOB No: 662	DRAWN: CLC	DRAWING TITLE: <b>SITE PLAN</b>	PROJECT: <b>LOCHABER CENTRE</b>	DRAWING No: <b>A1</b>
	SCALE: NTS	DATE: APR 2012	TO SHERBROOKE TO ANTICOSTISH	LOCHABER, NS	

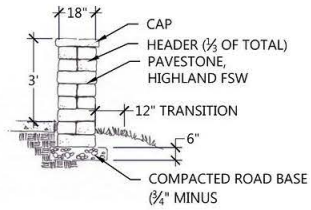
**Exhibit D1 – Site Plan**

# Exhibit D2 - Landscape Plan

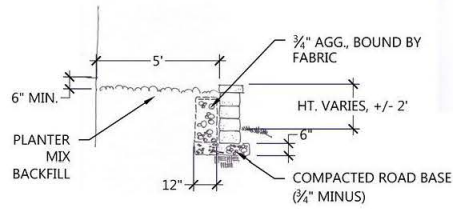


1 WOOD ARBOR

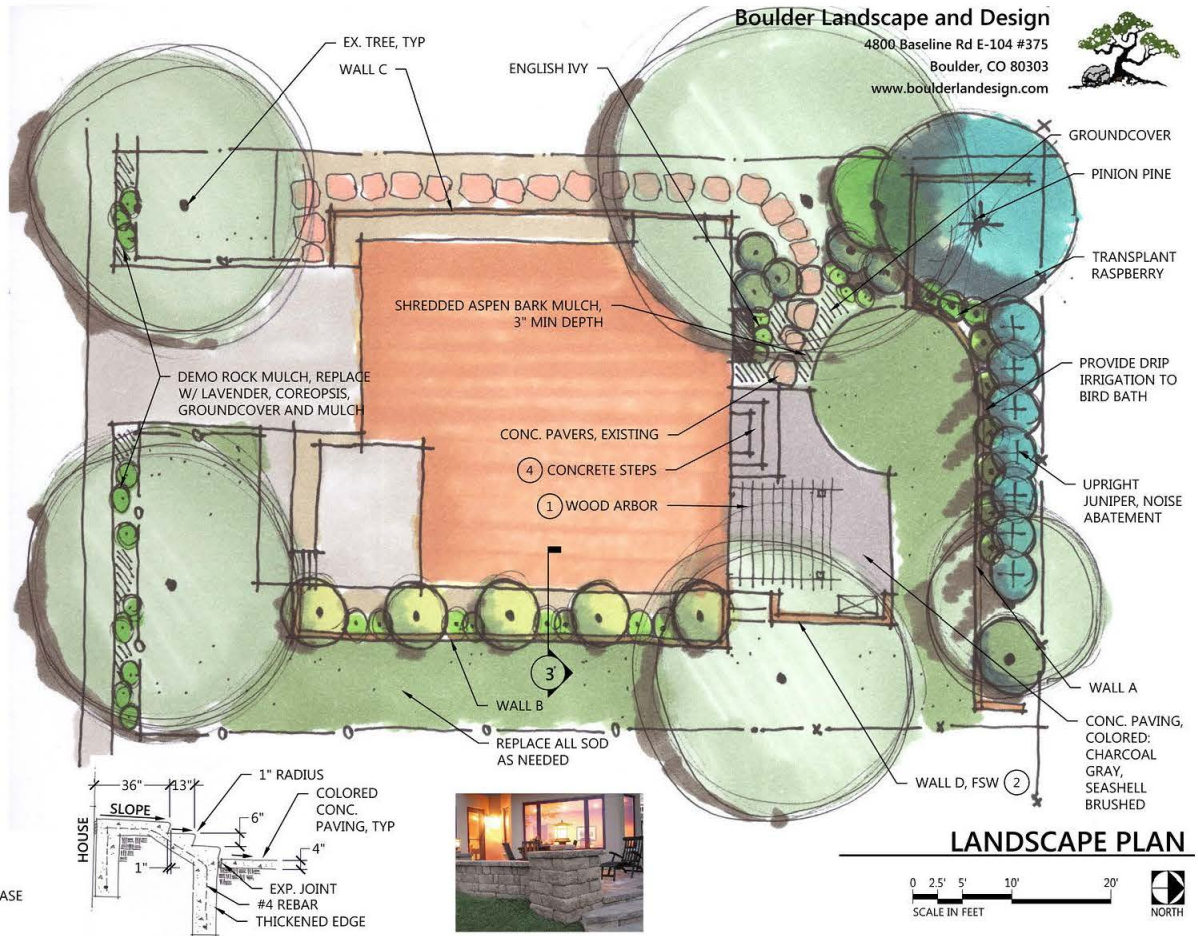
Jav@Morphola



2 FREE STANDING WALL



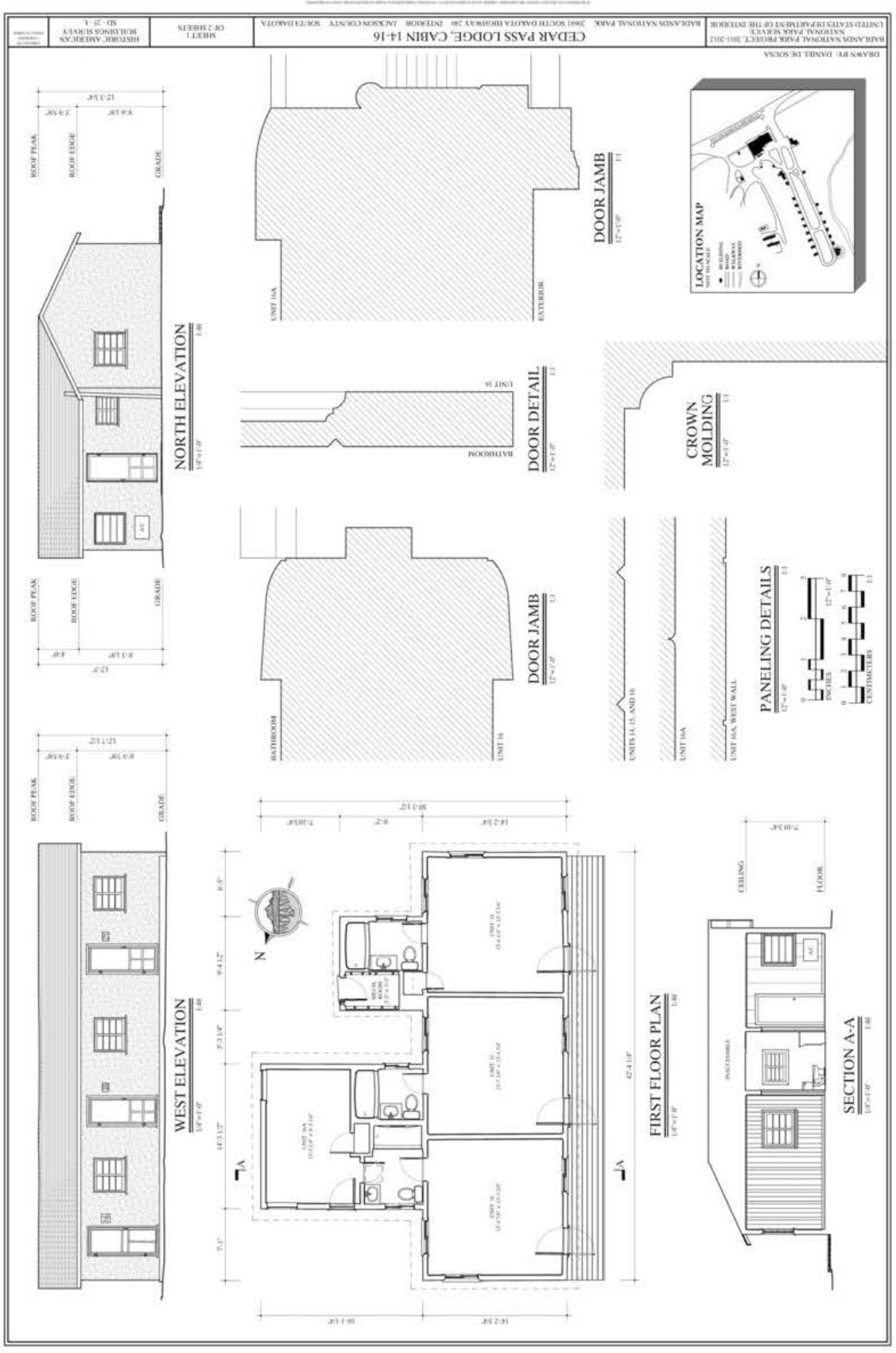
3 RETAINING WALL



4 CONCRETE STEPS

HIGHLAND FSW





**Exhibit D3 – Building Elevations**

Exhibit D4 - Floor Plans

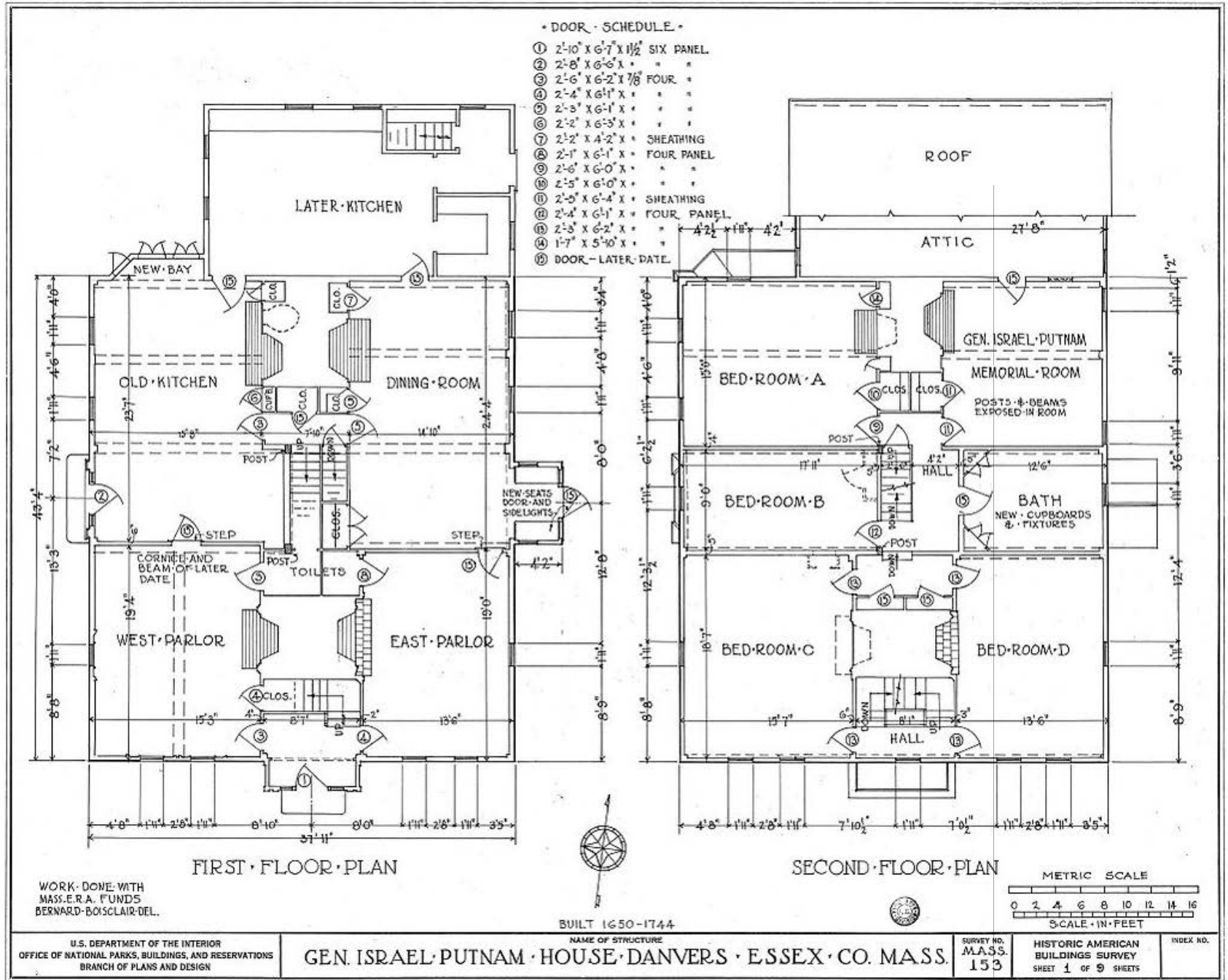




Exhibit D5 – Plat of Survey

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 ¼ 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 (MACH 1)  
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.

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*

William R. Webb P.L.S. #2192 (exp. 11/30/2018) Professional Design Firm Land Surveying LLC #194-004113



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

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**