

# Petition for Parking Determination

## VILLAGE OF SKOKIE PLAN COMMISSION

Community Development Department  
Planning Division  
5127 Oakton Street • Skokie, IL 60077  
Phone (847) 933-8447 • Fax (847) 673-0525

*Office Use Only*

Case Number: \_\_\_\_\_

Planner: \_\_\_\_\_ FF: \_\_\_\_\_

### APPLICATION MUST BE COMPLETE IN ORDER TO SCHEDULE A HEARING DATE

Name of proposed use or development: \_\_\_\_\_ Zoning: \_\_\_\_

Address of property: \_\_\_\_\_

Proposed use(s) in Appendix A: \_\_\_\_\_

#### Petitioner Information

Name(s): \_\_\_\_\_

Street address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Agent or Attorney Information (if other than the petitioner)

Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**THE PETITIONER MUST SIGN THIS PETITION.** The undersigned acknowledges and agrees that all documentation submitted with this application is true and correct, becomes public record, and may be viewed by the public. The undersigned understands and agrees that the parking determination by the Plan Commission may also include certain conditions regarding the applicability of their determination and that the parking determination may be different or invalid if the information is found to be incorrect.

***Any required fees or monies owed by the applicant to the Village must be paid as a condition of approval.***

Petitioner's signature(s): \_\_\_\_\_  
NAME DATE

### SUBMITTAL REQUIREMENTS

- A signed statement describing the operation of the proposed use and any other relevant information that affects the type and amount of parking necessary for this use. In addition, please also include the following information for these uses:

*Car wash:* the number of staff employed exclusively for this use on site at any given time including peak periods, the number of parking spaces needed for vacuuming and drying vehicles, the number of cars expected to be stored after services have been completed.

*Colleges and universities:* the capacity enrollment, the number of students, teachers, and staff expected to be on campus at any given time, the hours and days of instruction and other types of events that typically occur, the size and seating capacity of any assembly spaces, and the total building square footage of the campus.

*Dormitory:* the number of rooms and the distribution of occupancy per room.

(over)

*Health and fitness center:* the square footage of all fitness and supporting areas, massage therapy facilities, beauty salons, child care rooms, retail areas, and food service facilities, the number of staff expected to be in the facility at any given time including peak periods, and the number of members or guests expected to be in the facility at any given time including peak periods.

*Hospital:* the number of total employees, the number of hospital beds, the square footage of medial office space and food service areas.

*Truck and freight transportation services:* the number of total employees, the number of trucks owned or leased and stored on-site and off-site.

- Check made payable to "Village of Skokie" for application fee of \$400.
- Photographs of the area and parcel involved (if necessary)
- 3 copies of a Parking/Traffic Impact Analysis (if required by Traffic Engineering Division)

3 full size plans, 3-11"x17" copies, and 1 .PDF file of the following:

- Site plan, drawn to scale, showing buildings, parking spaces, and all other significant data with all pertinent dimensions fully noted.
- Floor plans, drawn to scale, of the building for the proposed use. If the building is multitenant, indicate the gross floor area of portions of the building used by the petitioner and other existing and vacant uses on the site.
- Plat of survey by an Illinois Licensed Surveyor showing all existing site improvements and easements.

*Additional print and electronic copies of all required final plans, renderings, and elevations as approved or modified by the Plan Commission may be required if this case is heard by the Village Board.*