



DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT
CITY OF CHICAGO

Location of Building: _____ Date of Review: _____

The following corrections are required on the plans prior to receiving final approval.

If the Landscape Ordinance provisions apply to your project, you are required to submit landscape plans for review to the Department of Housing and Economic Development, Office of the Zoning Administrator along with a completed building permit application or any other applicable application (the number of drawings will vary depending on the nature of the project.). The landscape plan is in addition to the construction drawings as required by section 11.5-1 of the Chicago Zoning Ordinance and to those required by section 13-20-010 of the Chicago Building Code for construction work requiring a building permit or zoning certificate. The landscape plan must have a scale of 1" = 50' or larger (e.g. 1" = 40', or 1" = 20' etc) and be on standard drawings sheets of a minimum size of 11" x 17" and no larger than 36" x 48".

The landscape plan must contain the following information:

- _____ Indicate estimated time of planting or installation. (Use either June 15 or December 15).
- _____ Drawing Scale
- _____ Drawing Orientation (indicated by conventional north arrow).
- _____ Property lines, easements, and right-of-way frontage with dimensions shown.
- _____ Sight triangles at alley and driveway curb cuts.
- _____ Total vehicular use area calculation.
- _____ Location and dimensions of all landscape areas including perimeter screening, parkway planting, and interior landscaping; location, botanical name, and size of all plant material and groundcover; and the location of other pertinent landscape features.
- _____ Location of existing and proposed street lights and fire hydrants in the public right of way.
- _____ Size and location of ALL existing and proposed utility improvements (public or private and underground or overhead).
- _____ Proposed layout of vehicular use areas including the location, dimensions of parking spaces, curbed islands, interior planting, pedestrian walkways and maneuverable aisles.
- _____ Location of all existing, mature trees on site that the applicant proposes to remove; the location of all existing tree with caliper greater than 2" which are to be retained and counted towards the minimum requirements.
- _____ The location, design, height, and type of material of all walls, planter boxes, and fences.
- _____ Indicate street traffic directions using two way or one way arrows.
- _____ Names and phone numbers of both the landscaper and the property owner.
- _____ Certified landscape statements as required per appendix G, on page 61, of the guide to the landscape ordinance, signed by the owner's committing to the maintenance of required landscaping.

Any questions concerning the Landscape Ordinance or this correction sheet should be directed to the Department of Housing and Economic Development and can be referred to Noah Szafraniec at (312) 744-6481.



DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT
CITY OF CHICAGO

**TO ENSURE THE PROMPT RETURN OF YOUR LANDSCAPE DEPOSIT
PLEASE MAKE SURE THE FOLLOWING STEPS ARE FOLLOWED.**

1. If you were required to plant trees in the parkway you should have obtained a planting permit from the Bureau of Forestry. Please notify them 10 days prior to the planting of these trees at 312-746-5254.
2. Upon completion of the project please contact the Department of Buildings to schedule an onsite inspection. You may contact Michael Hoskins at 312-743-3587 to schedule your landscape inspection.
3. Upon passing your landscape inspection you will be given written acknowledgement of this feat from the Department of Buildings.
4. Please complete the landscape deposit refund request from this can be downloaded from the following website:

http://www.cityofchicago.org/content/dam/city/depts/zlup/Administrative_Reviews_and_Approvals/Publications/LandscapeRefundRequest.pdf

5. Attach the building department approval to the completed form and please mail to the address included in the margin including the following note: *Attention: Landscape Review.*

I _____ (name) received this letter on _____ (date). I will return this letter to the owner of this project to ensure he is able to receive the return of his/her deposit in a timely manner.



DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT
CITY OF CHICAGO

LANDSCAPE AFFIDAVIT

I hereby certify that I am the property owner of: _____, and that I reside at: _____, and that my Home or Corporate phone number is: _____.

I also certify that the undersigned acknowledges that the landscape planting shown on the landscape plan(s) for the property at: _____ Chicago, Illinois _____ (zipcode) to the best of the undersigned applicants knowledge is designed and will be installed and maintained and replaced as required by current and subsequent owners in accordance with the requirements of Chapter 17-11 of the Chicago Zoning Ordinance.

Completion and Planting time of this project is estimated to be:

(Use only Jun. 15, 20__ or Dec. 15, 20__)

I also certify that: _____ (name), is the acting expediter and/or agent for the project located at: _____ and that their expediter number is: _____.

Signed: _____ Date: _____
Print Name: _____

Signed and sworn to me this

_____ Day of _____ 20____

Notary Public

Zone : _____

Landscaping Security And Right of Entry Agreement

Cashier's Check Number: _____

Letter of Credit Number: _____

This Deposit Agreement Including Any Exhibits (*This "Agreement"*) Is Effective This _____ Day of _____, 20__ (*"Effective Date"*), by And Between _____ (*"Developer"*) And The City of Chicago, Acting Through It's Department of Zoning (*The "City"*).

Developer Is Obligated to Complete Certain Landscaping Improvements (*The "Improvements"*) Described in Exhibit a Attached Hereto And Incorporated in This Agreement by Reference in Connection With Its Development Activities at _____ { Location of Development } (*The "Property"*) in The City of Chicago, Pursuant to The Municipal Code of Chicago Sections 17-5.13 And 17-11.6-2.

If The Developer Fails to Properly Make The Improvements by _____, The City Shall Have The Right, But Not The Obligation, to Make or Cause to Be Made The Improvements at The Expense of The Developer.

In Order to Provide Funds For The City to Complete or Cause to Be Completed The Improvements, The Developer Has (1) Either Deposited Funds With The City in The Form of a Cashiers Check to Be Held by The City And Applied as Provided in This Agreement or Provided The City With a Letter of Credit (*in Substantially The Same Form as The Sample Letter of Credit Which Is Attached Hereto as Exhibit B*) to Be Held by The City And Applied as Provided in The Agreement, And (2) Granted The City The Right of Entry Noted Below.

[Check Applicable Section]

_____ Developer Has Deposited Funds (*Cashier's Check*) With The City to Be Held By The City And to Which The Following Terms Apply.

The City Has Created With The City Deposit Account Number 648-61-2005-6020 (*The "Deposit Account"*), at The Office of The City Comptroller, City Hall, Room 501, 121 N. La Salle, Chicago, Illinois 60602. The City Will Provide, Upon Request From The Developer, Information Regarding The Dispersement of Funds From The Deposit Account.

Developer's Deposit

On The Date Hereof, The Developer Has Delivered to The City (*Cashier's Check*) in The Amount of \$ _____ Dollars, Which Amount The City Shall Promptly Deposit in The Deposit Account. On Cashier's Check, Show Remitter's Name & Mailing Address.

Term of Agreement

The Term of This Agreement Will Continue From The Effective Date Until All Amounts in The Deposit Account are Dispersed as Provided in This Agreement.

Manner of Disbursement

In The Event That The Developer Fails to Complete The Improvements in Accordance With This Agreement, and Such Failure Continues for Thirty (30) Days After The City Gives Notice of Such Failure to The Developer at The Developer's Address Set Forth Below, The City Shall Have The Right, but not The Obligation, to Complete or Cause to be Completed The Improvements at The Sole Expense of The Developer. The City May Withdraw and Apply Amounts on Deposit in The Deposit Account to Pay The Costs of Completing The Improvements.

Return of Deposit Account Funds

A. In The Event That The Developer Properly Completes The Improvements as Provided in The Agreement, Upon The Written Request of The Developer to The Zoning Administrator, The City Will Process Payment to The Developer in an Amount Equal to The Funds Which The Developer Delivered to The City For Deposit Into The Deposit Account.

B. In The Event That The Developer Fails to Complete The Improvements as Provided in This Agreement, and Funds Remain in The Deposit Account After The City has Withdrawn and Applied an Amount Sufficient to Pay The Expended of Completing the Improvements, Then, Upon The Request of The Developer, The City Shall Return to The Developer The Funds, if any, Which Remain In The Deposit Account.

Insufficient Funds

In The Event That The Funds in The Deposit Account are Insufficient to Pay The Expenses Incurred by The City to Complete the Imprvements, Then Upon Notice From The City, The Developer Shall, Within 10 Days of The Date of Such Notice Pay to The City For Deposit into the Deposit Account The Amount of Such Deficiency Specified in Such Notice.

_____ Developer has Provided a Letter of Credit to The City in The Amount of \$ _____ to Be Held by The City, and to Which the Following Terms Apply.

Draw(s) on The Letter of Credit

In the Event That The Developer Fails to Complete the Improvements in Accordance with this Agreement, and Such Failure Continues For Thirty (30) Days After The City Mails Notice of Such Failure to the Developer's Address Set Forth Below, The City Shall Have The Right, But Not The Obligation, to Complete or Cause to Be Completed The Improvements at The Sole Expense of The Developer. The City May Draw (Including Multiple Draws) And Apply Amounts From the Letter of Credit to Pay The Costs of Completing The Improvements.

Insufficient Funds

In The Event That The Funds Available Under The Letter of Credit Are Insufficient to Pay the Expenses Incurred by The City to Complete The Improvements, Then Upon Notice from the City, the Developer Shall, Within 10 Days of The Date of Such Notice, Pay to The City The Amount of Such Deficiency Specified in Such Notice.

RIGHT OF ENTRY

In The Event That The Developer Fails to Complete The Improvements in Accordance With This Agreement, and Such Failure Continues for Thirty (30) Days after the City Gives Notice of Such Failure to The Developer at the Developer's Address Set Forth Below, The City Shall Have The Right but not The Obligation, to Enter Onto The Property to Complete or Cause to be Completed The Improvements at The Sole Expense of The Developer. The Developer Agrees to Hold The City Harmless From and Against All Liabilities, Losses, Suits, Claims, Judgements, Fines or Demands of Any Nature Arising From The City's Completing or Causing to be Completed The Improvement.

NOTICES

Any And All Notices Hereunder Shall be Sent by Properly Addressed First Class Prepaid United States Mail Address to:

If to The City : Department of Finance
 Office of The Comptroller
 33 N. La Salle Street, Suite 700
 Chicago, Illinois 60602
 Attention: City Comptroller

And: Department of Housing and Economic Development
 City Hall, Room 905
 121 N. La Salle Street
 Chicago, Illinois 60602
 Attention: Landscape Review

If to The Developer: _____ Phone Number: _____

Notices Delivered by Mail Shall be Deemed Effective Three (3) Business Days After Mailing in Accordance With This Section. Notices Delivered Personally Shall be Deemed Effective Upon Receipt.

In Witness Whereof, The City of Chicago and Developer Have Executed This Agreement as of The Date First Set Forth Above.

City of Chicago
By:
of It's Department of Zoning

Developer or Developer's Agent

By: _____
Name: _____
Title: _____

THIS IS A SAMPLE LETTER OF CREDIT TO BE PRINTED ON BANK LETTERHEAD AND TO BE ORIGINAL ONLY!

Re: (ENTER PROJECT ADDRESS HERE!)

(Date)

City of Chicago
Zoning Administrator
City Hall, Room 905
121 N. La Salle St.
Chicago, Illinois 60602

City of Chicago
Department of Finance
City Comptroller
33 N. La Salle St., Suite 700
Chicago, Illinois 60602

Gentlemen:

We hereby issue Unconditional Irrevocable Stand-By Letter of Credit No. _____ in Favor of The City of Chicago for The Account of _____ (Name of Developer) up to an Aggregate Amount of _____ Dollars (\$ _____). This Letter of Credit is Issued, presentable, and payable at our offices at _____ Attention: _____.

Funds under this Letter of Credit are available to you unconditionally against your sight drafts for any sum or sums not exceeding a total of _____ Dollars (\$ _____) drawn on us mentioning our Letter of Credit No. _____ Purportedly signed by the Zoning Administrator or the City Comptroller of the City of Chicago (whether acting or actual).

Our obligations hereunder are primary obligations to the City of Chicago (the "City") and shall not be affected by the performance or non-performance by _____ (name of developer) under any agreement or contract with the City or by any bankruptcy or other insolvency proceeding initiated by or against _____ (name of developer). _____ (name of developer) is not owner of or beneficiary under this Letter of Credit and possesses no interest whatsoever in this Letter of Credit or proceeds same. We engage with you that any draws under this Letter of Credit shall be duly honored on sight if present to us on or before _____ (date of expiration).

Partial and multiple drawings are permitted.

This Letter of Credit is subject to the Uniform Customs and Practice for Documentary Credit (2007 Revision) of the International Chamber of Commerce Publication No. 600 (UCP) and to the Uniform Commercial Code - Letters of Credit, 810 ILCS 5/5 - 101 et seq., as amended, as in effect in the State of Illinois (UCC). To the extent the provisions of the UCP and the UCC conflict, the provisions of the UCP shall control.

Name of Issuer
By: _____
Title: _____

Note: LETTER OF CREDIT EXPIRATION DATE SHOLD EXCEED THE PLANTING TIME BY SIX (6) MONTHS.



DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT
CITY OF CHICAGO

DATE: _____

CITY OF CHICAGO
OFFICE OF THE ZONING ADMINISTRATOR

LANDSCAPE SECURITY DEPOSIT RECEIPT

PROJECT ADDRESS: _____

RECEIVED FROM – PRINT _____

SIGN _____

AMOUNT: _____

TYPE OF DEPOSIT : (circle one) Letter of Credit or Cashier's Check

Reference Number : _____

AS A DEPOSIT TO BE HELD BY THE CITY OF CHICAGO IN COMPLIANCE WITH THE LANDSCAPING
SECURITY AND RIGHT OF ENTRY AGREEMENT.

BOTTOM TO BE FILLED OUT BY PLAN EXAMINER

EXAMINER RECEIVING DEPOSIT:

PRINT _____

SIGN _____



DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT
CITY OF CHICAGO

CHECK OWNERSHIP / REFUND AFFIDAVIT

DATE: _____

TO: Patricia Scudiero
Zoning Administrator
Department of Housing and Economic Development

FROM: _____

I am depositing this check of \$ _____ for the landscape project located at :
_____ pursuant to the Landscape Security and Right of Entry Agreement
mandated by the Chicago Landscape Ordinance.

This check is from : _____ (Owner). Upon completion of the landscaping
project, *I will send a written notification seeking a full refund of the security deposit* payable to company /
owner of the check at the below referenced address:

Tel: _____

I affirm that the aforementioned is true and accurate.

Sincerely,

(Signature)



DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT

CITY OF CHICAGO

Landscape Deposit Refund Request

Date of Request: _____ PHONE # _____

Project Address: _____

Business/Entity Name (if applicable): _____

Remitter of deposit: _____

Current mailing address: _____

City: _____ State: _____ Zip: _____

FED ID # _____ or SSN# _____

Type of landscape deposit on file:

- Letter of Credit (must be current to have an inspection scheduled)
- Cashier's Check

Amount of Deposit: _____

The following documentation must be attached:

- Full Final Certificate of Occupancy from the Department of Buildings (if applicable)
- Verification of inspection approval from the Department of Buildings (if applicable)

Certification:

I, _____, certify that the information supplied in this document is true and complete, and hereby authorize the City of Chicago to make all necessary inquiries to verify its accuracy. Any false statement will subject the property owner to potential penalties under the City of Chicago False Statement Ordinance per Section 1-21-010.

Signature: _____

Do NOT write below –Department of Housing and Economic Development Staff Only

Verified by: _____

Notes: _____

Voucher # _____

Check # _____

date to comptroller: _____

date from comptroller: _____

Certified Mail # _____

date mailed / pick up: _____

Processor signature: _____