



**Commercial Development Guidelines**

**To:**

**Date:**

Thank you for contacting RANCH Triangle Association Planning Committee. We look forward to meeting with you to discuss your interest in locating a new business or development within RANCH Triangle. In order to continue our discussions and make the best use of our time together, please reply the following questions with as much detail as possible. If a question does not relate to your specific use, kindly respond with “Does Not Apply” in the provided space. There are two different forms attached: for Restaurant Development, and for Commercial Development/Redevelopment. One or both may be applicable to your project.

**Please attach any drawings, graphics or plans that are now available.**

Address of project:

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Name of Business / Developer:

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Description of project:

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Please provide the names for the Principals of the business:

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Company Address, Web address and phone number:

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Property Management Contact Information:

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If property is leased, please provide name, address and contact information of property owner:

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Please provide a brief summary of the principals’ experience relating to your concept (existing or previous locations, prior experience in industry or development etc):

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**Restaurant Questionnaire**

**Date** \_\_\_\_\_

**Following are some documents which will be necessary for review of your project:**

- Signed Architectural Plans, including Exterior Elevations, Seating Plan showing kitchen, tables, bar and monitor installation on file or to be filed with the City of Chicago
  - Site Plan
  - Food service menu
  - Exterior signage and lighting

1. What is your relationship to this business? \_\_\_\_\_

2. Address of project: \_\_\_\_\_

3. What is current zoning designation of the space? \_\_\_\_\_

4. Is your proposed use permitted according to current zoning? \_\_\_\_\_

5. If not, please explain what you require \_\_\_\_\_

6. What Type of liquor license will be applied for? \_\_\_\_\_

7. If already completed, what is the date and number of the application?  
 \_\_\_\_\_

8. What Additional licenses will you apply for? (i.e. PPA): \_\_\_\_\_

9. If already completed, what is the date and number of the application?  
 \_\_\_\_\_

10. Will you seek a permit for outdoor seating? \_\_\_\_\_

11. What is the anticipated capacity and square footage of total establishment?  
 \_\_\_\_\_

12. What is your target opening date? \_\_\_\_\_

13. What are your planned hours of operation? \_\_\_\_\_

14. Do you plan to have live music, events or a deejay? \_\_\_\_\_

15. Please explain: \_\_\_\_\_  
 \_\_\_\_\_



# RANCH Triangle Community Conservation Association

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16. What parking arrangements will be implemented? \_\_\_\_\_  
\_\_\_\_\_

17. If arrangements include Valet parking, where will those cars be parked?  
\_\_\_\_\_

18. Do you need a loading zone, drive through or walk-up carryout window?  
\_\_\_\_\_

19. Please explain how and where deliveries will be made to the premises. (Include frequency and time of day) \_\_\_\_\_  
\_\_\_\_\_

20. Please explain how trash removal and rodent control will be addressed:  
\_\_\_\_\_  
\_\_\_\_\_

21. Will you have a grease-trap on premises or in the alley? \_\_\_\_\_

22. Please explain how fumes and/or kitchen exhaust will be vented:  
\_\_\_\_\_  
\_\_\_\_\_

23. Noise (from operations, patrons, televisions and speakers) is a concern to your residential neighbors. If you have outdoor seating or open windows, explain specific steps you are taking to address any potential noise problems:  
\_\_\_\_\_  
\_\_\_\_\_

24. Please explain what type of security you will have, especially for late hours and holidays: \_\_\_\_\_  
\_\_\_\_\_

25. Will employees and/or patrons be permitted to smoke outside? \_\_\_\_\_

26. Please explain where, and how this will be monitored:  
\_\_\_\_\_

27. Who will be the designated on-site contact person for any issues related to operations and emergencies?  
\_\_\_\_\_