

**DEPARTMENT OF TRANSPORTATION  
CITY OF CHICAGO**

**NOT-FOR-PROFIT  
VACATION PROGRAM**

2 NORTH LASALLE STREET, SUITE 950, CHICAGO, ILLINOIS 60602

**Effective 10/1/2021**

# **NOT-FOR-PROFIT VACATION PROGRAM**

## **I. PROGRAM INTENT**

Jane Addams envisioned the charitable activities of Hull House as a chorus of voices “lifted by a high motive”. This tradition continues in Chicago with a wide ranging network of charitable organizations that have served its citizens in critical times of need. In the City’s effort to support and promote the activities of philanthropic organizations, the City of Chicago has established the Not-for-profit Vacation Program.

Under the Program, the City reviews proposals to vacate little-used streets and alleys to not-for-profit organizations located on adjacent sites. The vacated rights-of-way can then be used for expansion and modernization purposes, employee/client parking, improved security, truck staging, landscaping, the creation of a campus, or other accessory uses.

The benefits of the Not-for-profit Vacation Program are not exclusively realized by the participating charitable organization alone. The public good is also served through the expanded activities of the charity, and City expenditures on street and alley maintenance, as well as crime prevention, are reduced.

## **II. ELIGIBILITY GUIDELINES**

- A. The applicant must be the board of trustees or other governing authority of an operating not-for-profit corporation. Not-for-profit corporations are those that are primarily engaged in charitable, scientific, and educational pursuits as described by the Not for Profit Corporation Act of 1986. Applicant organizations must be able to show current 501 IRS standing, and current good standing with the Illinois Secretary of State. Intended use of the adjacent properties and the area to be vacated must be exclusively charitable. Projects that propose any element of commercial or residential use will be processed under the terms of the Commercial/Residential Program.
- B. The applicant must be able to demonstrate no less than five (5) years of continuous operation and service to the community and be the owner of the property directly abutting the area proposed for vacation. For new development projects, proof of funding will be required.
- C. The proposed right-of-way to be vacated must be used directly to support secular, charitable activities currently conducted by the applicant for the benefit of the community. Examples of these might be 1) building expansion to serve a larger

number of clients 2) installation of loading docks to improve means of distributing materials to the public 3) construction of parking facilities to serve clients and employees, or 4) similar activities that conform to the Chicago Zoning Ordinance.

- D. The proposed vacation must not have an adverse effect on the security, accessibility, or operations of nearby land users; and must meet basic design configuration requirements. Projects that purpose to vacated half the width of a street, vacate air rights, create and irregular right-of-way line, route street traffic into intersecting alleys, dead end the right-of-way in the middle of the block, or vacate right of way leading to a public amenity will not be granted.
- E. All property owners abutting the vacation area or deemed to be affected by the proposal, must concur in the vacation.

### **III. PROGRAM REQUIREMENTS**

- A. The beneficiary's property must be located in an area zoned for the proposed use and be adjacent to the area to be vacated.
- B. The beneficiary must pay all fees necessary to affect any utility relocations or removals as requested by the various agencies represented by the Office of Underground Coordination.
- C. The beneficiary must pay all fees associated with plat creation and review, title work, required appraisal, recording, and must pay other associated expenses necessary to ensure the success of the land conveyance. The beneficiary must also agree to and complete the required Restrictive Covenant.
- D. The beneficiary is responsible to constructing any new right-of-way (street or alley) that may be necessitated by the vacation. This will be at the beneficiary's expense, and the right-of-way shall be constructed to current City standards.
- E. The beneficiary (or subsequent owner) assumes responsibility for the maintenance of the vacated right-of-way, as specified in the Restrictive Covenant that must be recorded, along with the ordinance, with the County Recorder of Deeds, at the time of the vacation.
- F. The beneficiary agrees not to sell, transfer, or lease the area to be vacated, for a term to be specified in the Restrictive Covenant without City Council approval. Conveyance to a second party that is not qualified under the program will require appraised compensation to the City of Chicago.

- G. The beneficiary (or subsequent approved owner) must occupy the vacated right-of-way and the abutting property continuously. Failure to actively occupy for a period of 12 consecutive months will constitute abandonment and the City will move to retake. The lack of company property, use, and/or company signage on the site will constitute abandonment. Failure to secure the area against illegal use, and failure to develop the site per the agreed upon plan, will also serve as grounds for reversion to the City.
- H. The beneficiary should understand that failure to comply with the above conditions and those set forth in the Restrictive Covenant will allow the City, at its option, to recover the vacated property, or require the owner to pay fair market value in order to release the Restrictive Covenant.

#### **IV. APPLICATION AND REVIEW**

- A. The applicant should complete and return the application to the following address:

CDOT/Division of Project Development  
Attn: Vacations Program  
2 N. LaSalle St., Suite 950  
Chicago, IL 60602

- B. Applications will be reviewed by CDOT staff to ensure that they qualify under the Program guidelines and meet basic configuration criteria. CDOT reserves the right to reject any application not meeting the burden of documentation, program/configuration criteria, or not judged to be in the best interest of the City.
- C. A set of comments from the members of the Office of Underground Communication will be sent by CDOT to the beneficiary or her representative. The representative will coordinate, complete, and submit proof of mutually satisfactory negotiations with involved utilities. Proof will be requested.
- D. The beneficiary is given 180 days after the date of City Council passage to pay any required fees and record a certified copy of the ordinance with the Recorder of Deeds, accompanied by the covenant that restricts the use of the vacated right-of-way, to the proposed purposes.

**NOTE: PLEASE KEEP A COPY OF YOUR SUBMISSION IN YOUR FILES**

**APPLICATION  
NOT FOR PROFIT VACATION**

**(A nonrefundable application fee of \$2,000.00 will be invoiced to you)**

1. Name on title (if a trust, list company name): \_\_\_\_\_

Company contact: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

2. Other Contact: \_\_\_\_\_

Company: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Note: we must have full contact information for 2 reps

3. Describe the general location with boundaries (ex: "S. Smith St, between W. Riley St & W. George Street"; or "the north-south alley in the block bounded by S. Smith St., W. Riley St., S. Jane St. and W. George St.")

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning: \_\_\_\_\_ Ward: \_\_\_\_\_

4. Description of intended use of area proposed for vacation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Will the street/alley to be 1) used as a driveway OR 2) built over

6. What is the estimated cost to the beneficiary to develop the overall site including the area proposed for vacation? \$ \_\_\_\_\_

7. Size of applicant's current operation in square feet: \_\_\_\_\_

8. Number employees: full-time \_\_\_\_\_ part-time \_\_\_\_\_ total \_\_\_\_\_

9. Length of time applicant has been at current address: \_\_\_\_\_

The below certifies that their site is being/will be used exclusively for charitable or educational use. Projects with any commercial or market residential components must be handled under the Commercial/Residential Vacation Program. The below also certifies that any zoning change, or ownership change that occurs on the applicant's property, or that if any neighbor adjacent to the area to be vacated, will be reported promptly to the program manager prior to ordinance.

Applicant's Name  
(printed): \_\_\_\_\_

Applicant's Signature (not attorney): \_\_\_\_\_

Date: \_\_\_\_\_

Notary:

**IMPORTANT:**

Larger development projects will require simultaneous review by the CDOT Plan Review Committee. Call (312) 744-4996 for submission requirements (or provide a copy of your stamp approved plans to prove prior acceptability)

A reapplication fee will be assessed if the file is closed due to inactivity

## **DETERMINING PROPERTY OWNERSHIP IF UNKNOWN**

Each property in the City of Chicago has been assigned a unique Permanent Index Number (PIN). This PIN can be used to identify the owner of the property. If the PIN is unknown, it can be determined with a visit to Room 403 of the County Building located at 118 N Clark.

### **EITHER**

1. Bring PIN to the lower level Recorder's Office-Tract Book Section and enter this into computer.
2. Computer will reveal the name of the Taxpayer of Recording with a document deed recorded.
3. Take the information to the Retrieval Vault across the hall from the Tract Book Section
4. Bring the Document # to microfilm room (next door). Fill out an order form and get the microfilm reel or jacket that contains the deed that you are seeking.
5. Pay fee (menu posted) and obtain a certified copy of the deed.

### **OR**

#### **(FEE REQUIRED)**

1. Contact a title company with the PIN and request a copy of the last deed.

**Instructions:** This below document must be reproduced on the applicant's letterhead, initialed/executed by same, and notarized:

**DUTY TO BUILD AGREEMENT FOR CREATION OF NEW STREET/ALLEY**

In support of my current application with the Chicago Department of Transportation's Public Way unit, for a dedication of my private property for new public way, I hereby state that I am the applicant or the company agent for the applicant company involved in the project, and that I have the authority to agree to the below terms of the dedication.

**PLEASE INITIAL AGREEMENT:**

\_\_\_\_\_ I am aware that I am responsible for the construction of all public and private rights of way (streets, alleys, etc) described on the Plat of Subdivision/Dedication associated with unique

CDOT FILE: \_\_\_\_\_

\_\_\_\_\_ I further understand that all rights of way (both public and private) must be built to City specifications as detailed in the most current version CDOT's Regulation for Openings, Construction and Repair in the Public Way.

\_\_\_\_\_ Lastly, I understand that construction deposits will be required to assure that the work is done correctly. An inspection will be conducted by the City upon completion of the work. The City of Chicago reserves the right to require demolition and reinstallation of any facilities that are judged to be sub par or that do not adhere to the City's standards.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: Title: \_\_\_\_\_

Full Address: \_\_\_\_\_

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

Phone/fax: \_\_\_\_\_

Email: \_\_\_\_\_

Notary:



## **FINAL APPLICATION CHECKLIST**

### **NOT-FOR-PROFIT VACATION**

**Note that incomplete packages will be returned.**

- Completed program application (3 copies)
- An invoice for the nonrefundable application fee of \$2,000 will be sent to you
- Be aware that Economic Disclosure forms will be requested electronically by the Law Department prior to legislation. Send no documents now.
- Current title policy showing PINs, legal descriptions of land, and ownership to ALL lots adjacent to the vacation\*. No tract searches or pro-forma titles.\*
- City of Chicago Indebtedness Check Form
- Letter on applicant's letterhead agreeing to pay for an appraisal to value the land\*\* (although no compensation will be required) and agreeing to pay for the legal fees associated with plat review.
- Recorded quit claim deed and proof of ownership from each non-applicant neighboring property owner (if applicable)
- Completed Duty to Build Agreement for any new dedications (if applicable)
- Phase I Environmental Site Assessment (ESA) conducted in accordance with ASTM E1527-13 standards and conducted/dated within 180 days of the application
- Recently certified copy of any land trusts (if applicable) naming the beneficiary
- Proof of 501C tax status and current good standing with the Illinois Secretary of State
- 1 copy of each: by laws or the organization, list of board of directors, and articles of incorporation or charter
- Full, quantified description of secular activities occurring on the site
- Certified copy of a plat of vacation that adheres to the Plat Requirements (in 8.5X11, 11X17, and full size if necessary) (one copy of each)
- If new development, submit proof of funding and proof of CDOT Review Committee approval. (A traffic study may be required)
- 8.5x11 diagram depicting the intended use of the area to be vacated

\*Any changes in ownership that occurred before the vacation has been recorded must be reported immediately, or the ordinance will be nullified. Changes before recording will cause delay.

\*\* Please be aware that all appraisals are completed by MAI certified appraiser and average from \$2,000 for small residential projects, to \$10,000 for larger or more complex sites