

**TIF INTERESTED PARTIES REGISTRATION FORM**

**NOTE: DO NOT USE THIS FORM TO REQUEST TIF FUNDING.**

Registration: If you would like for register on the Interested Parties Registry for one or more tax increment financing (TIF) redevelopment project areas, please complete Part A of this form.

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**PART A: REGISTRATION (Please Print)**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email or Home Phone \_\_\_\_\_

Please list the TIF(s) you want to register for below (if blank registration will be for TIF(s) nearest to address)

Registration for Organizations: If your organization is active in the City of Chicago and would like to register on the Interested Parties Registry for one or more tax increment financing (TIF) redevelopment project areas, please complete Part B of this form. Please attach a one-page statement which describes the organization's current operations in the City to this form. Note: existing organizational documents that provide this information will also be accepted.

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**PART B: REGISTRATION FOR ORGANIZATIONS (Please Print)**

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

Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email or Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Attach statement or documents describing your organizations current operations in Chicago.

Please list the TIF(s) you want to register for below (if blank registration will be for TIF(s) nearest to address)

Please return to: TIF Interested Parties Registry  
Department of Planning and Development  
121 N. LaSalle Street, Room 1000  
Chicago, IL. 60602

## TIF INTERESTED PARTIES REGISTRY REGISTRATION RULES

As required by the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-, et seq., as amended (1999), the City of Chicago's Department of Planning and Development (DPD) has established an interested parties registry for each tax increment financing (TIF) redevelopment project area. An "interested party" may be either (1) a resident of the city (2) an owner of property in the city, (3) an organization active within the city or (4) a person or organization who wants to stay informed regarding a particular TIF or TIFs. Those interested parties that register will be entitled to receive specific information (see Notifications below) about activities relating to the TIF redevelopment project areas for which they register.

### **A. Registration**

An individual seeking to register as an interested person with respect to a TIF redevelopment project area must complete and submit a registration form to DPD. An organization seeking to register as an interested person with respect to a TIF redevelopment project area must also complete and submit a registration form to DPD. Such organization should submit a copy of a one-page statement describing the organization's current operations in the city. Completed forms can be mailed or brought in to the location identified on the registration form. At this time, the form cannot be completed online.

All individuals and organizations whose registration forms and supporting documentation complies with these registration rules and who submit such documentation, either in person or by mail, to the Department of Planning and Development, 121 N. LaSalle Street, Room 1000, Chicago, Illinois 60602, shall be registered in the applicable registry within ten (10) business days of DPD's receipt of all such documents. DPD shall provide written notice to the registrant confirming such registration. If DPD determines that a registrant's registration form and/or supporting documentation is incomplete or does not comply with these registration rules, DPD shall give written notice to the registrant specifying the defect(s). The registrant shall be entitled to correct any defects and resubmit a new registration form and supporting documentation.

### **B. Renewal and Termination**

Registration shall remain effective for a period of three years. At any time after such three year period, DPD may provide written notice by regular mail to the interested person stating that such registration shall terminate unless the interested person renews such registration written thirty (30) days of DPD's mailing of written notice. To renew such registration, the interested person shall, within such thirty (30) day period, complete and submit the same registration form and supporting documentation then required of initial registrants in order to permit DPD to confirm such person's residency or such organization's operations in the City. The registration of all individuals and organizations whose registration form and supporting documentation is submitted in a timely manner and complies with these registration rules shall be renewed for an additional, consecutive three year period. If DPD determines that a registrant's renewal registration form and/or supporting documentation is incomplete or does not comply with these registration rules, DPD shall give written notice to the registrant at the address specified in the renewal registration form submitted by such registrant, specifying the defect(s). The registrant shall be entitled to correct any defects and resubmit a new registration form and supporting documentation within thirty (30) days of receipt of DPD's notice. If all defects are not corrected within 30 days of the interested person's receipt of DPD's notice, the interested person's registration shall be terminated. Any interested person whose registration is terminated shall be entitled to register again as if a first-time registrant.

### **C. Amendments to Registration**

An interested party may amend its registration by giving written notice to DPD by certified mail of any of the following: (i) a change in address for notice purposes; (ii) in the case of organizations, a change in the name of the contact person; and (iii) a termination of registration. Upon receipt of such notice, DPD shall revise the applicable registry accordingly.

### **D. Availability of Registries for Public Inspection**

Each registry shall be available for public inspection at DPD during normal City of Chicago business hours. The registry shall include the name, address and telephone number of each interested person and, for organizations, the name and phone number of a designated contact person.

## **E. Notifications**

Interested Parties shall be sent the following notices and any other notices required under the Act with respect to the applicable redevelopment area:

- (i) notice of the availability of a proposed redevelopment plan and eligibility report, including how to obtain this information; such notice shall be sent by mail within a reasonable period of time after the adoption of the ordinance fixing the public hearing for the proposed redevelopment plan;
- (ii) notice of changes to the proposed redevelopment plan that do not (1) add additional parcels of property to the proposed redevelopment project area, (2) substantially affect the general land uses proposed in the redevelopment plan, (3) substantially change the nature of or extend the life of the redevelopment project, or (4) increase the number of low or very low income households to be displaced from the redevelopment project area, provided that measured from the time of creation of the redevelopment project area the total displacement of the households will exceed 10; such notice shall be sent by mail no later than 10 days following the city's adoption by ordinance of such changes;
- (iii) notice of amendments to previously approved redevelopment plans that do not (1) add additional parcels of property to the redevelopment project area, (2) substantially affect the general land uses in the redevelopment plan, (3) substantially change the nature of the redevelopment project, (4) increase the total estimated redevelopment project costs set out in the redevelopment plan by more than 5% after adjustment for inflation from the date the plan was adopted, (5) add additional redevelopment project costs to the itemized list of redevelopment project costs set out in the redevelopment plan, or (6) increase the number of low or very low income households to be displaced from the redevelopment project area, provided that measured from the time of creation of the redevelopment project area the total displacement of households will exceed 10; such notice shall be sent by mail not later than 10 days following the City's adoption by ordinance of any such amendment;
- (iv) for redevelopment plans or projects that would result in the displacement of residents from 10 or more inhabited residential units or that contain 75 or more inhabited residential units, notice of the availability of this information, including how to obtain the report required by subsection (d) of Section 5111-74.4-5 of the Act; such notice shall be sent by mail within a reasonable period of time after completion of the certified audit report;
- (v) notice of the preliminary public meeting required under the Act for a proposed redevelopment project area that will result in the displacement of 10 or more inhabited residential units or which will contain 75 or more inhabited residential units; such notice shall be sent by certified mail not less than 15 days before the date of such preliminary public meeting.

Registration forms are available:

Online at [cityofchicago.org/TIF](http://cityofchicago.org/TIF)

City of Chicago  
Department of Planning and Development  
121 N. LaSalle Street, Room 1000  
Monday- Friday 9:00 AM - 4:00 PM

If you have questions or need additional information, please contact the TIF Interested Parties information line at **312-744-4389**.