

2023 Designation Timeline for New and Renewing Special Service Areas (SSAs)

City of Chicago, Department of Planning and Development
www.cityofchicago.org/DPD

Due Date	Action
9/1/21	DPD releases 2023 application documents
11/1/21	Applicant submits Feasibility Study with exhibits to DPD
November	DPD reviews feasibility studies and meets with new applicants
12/1/21	DPD notifies applicants of approval or denial to proceed
12/16/21	Applicant issues RFP for consultant
1/7/22	Applicant forms SSA Advisory Committee and provides list of Committee members to DPD
1/21/22	Consultants submit proposals to Applicant
By 1/28/22	SSA Advisory Committee meets to select Consultant
2/4/22	Applicant notifies DPD of consultant selected and schedules “kick-off” meeting for DPD and consultant to present SSA overview and process to the Committee.
February	Consultant begins meeting with SSA Advisory Committee to collectively formulate a plan to collect data for required application documents to be submitted to DPD by 6/10/22
March-April	Applicant conducts 2 community meetings to present proposed scope of services and budget to SSA stakeholders and begins collecting support signatures from taxpayers of record of at least 20% of the PINs within the proposed SSA boundaries as required by DPD
6/10/22	SSA Application Package Due. Provide an electronic copy (thumb drive) of the SSA application documents, organized so that each section of the application is saved in folders and PDF files. The application must include support signatures from taxpayers of record of at least 10% of the proposed PINs. DPD will not review applications if this initial signature requirement is not attained.
June, July	DPD reviews application and may require the applicant to make corrections or provide additional information
8/1/22	Applicant must submit remainder of support signatures from taxpayers of record of at least 20% of the proposed PINs. DPD will not proceed if this requirement is not attained.
August	DPD approves application and prepares a public hearing ordinance package
October	Public hearing conducted at City Hall. Applicant must attend and arrange testimony from five SSA stakeholders.
November	Final SSA establishment/extension ordinance introduced to City Council
December	Once SSA ordinance is approved by City Council, it is filed with Cook County Clerk before deadline on the last Tuesday in December.
1/1/23	Service Provider can begin services if up-front funding has been arranged
January	SSA Commission meets to discuss and approve bylaws
March	SSA taxes collected and distributed to service providers of existing SSAs
August	SSA taxes collected and distributed to service providers of new SSAs