

Dear Interested Party:

During the 2015 Budget process, the City Council of the City of Chicago increased the Planned Development Part II Review Fee to \$0.50 per square foot in a renewed effort to offset review costs. The increased Part II Review Fee took effect on January 1, 2015.

After an initial review of the Planned Development project, the Part II Review Fee is calculated by Part II Review staff. A Part II Review Fee Notification letter is then generated by staff and sent to the applicant or to the applicant's agent/designee.

As before, the Planned Development filing fee of \$1,500 (for all new Planned Developments) will be due upon filing an application for review with the Zoning Administrator, per Section 17-13-0103-A of the Chicago Zoning Ordinance.

The Part II Review Fee (as determined by staff and detailed in the above referenced Part II Review Fee Notification letter) must be paid and a date/stamped receipt submitted by the applicant or the applicant's agent/designee to the Part II Review staff. The receipt can be submitted in person or a scanned copy can be sent via e-mail before any Part II Review can resume and any approval can be issued for the project. Please follow the instructions below.

Payment Instructions:

1. Payment must be made in person at the Department of Revenue's (DOR) Payment Center, Room 107A of City Hall, 121 N. LaSalle St., between 8 a.m. and 5 p.m., or at the DOR window in Room 905 of City Hall, between 8:30 a.m. and 4:30 p.m.
2. Make checks payable to the City of Chicago.
3. If you have experienced an 'NSF' (Non-Sufficient Funds) hold, you must pay by Cash, Cashier's Check or Certified Check.
4. At least two copies of the Part II Review Fee Notification letter must be submitted to the DOR with payment - one copy will be retained by DOR and one is for Part II Review staff.
5. DOR will provide you with a receipt. You may request a duplicate receipt for your records.
6. Return one copy of the Part II Review Fee Notification letter and proof of payment (receipt) to the Part II Review staff in Room 905 of City Hall to continue the review. **A scanned copy can be sent via e-mail to the associated reviewer.**

If you have any questions or comments concerning the PD filing fee, please contact Patricia Scudiero, Zoning Administrator at (312) 744-5777. Questions related to the Part II Review Fee should be directed to Erik Glass, Department of Planning and Development. Mr. Glass can be reached via e-mail Erik.Glass@cityofchicago.org or at (312) 744-4179. Thank you for your attention to this matter.

PLEASE FEEL FREE TO SHARE THIS INFORMATION WITH COLLEAGUES AND OTHER INTERESTED PARTIES IN THE DEVELOPMENT COMMUNITY.