



SITE CONTROL TOOL KIT

SITE CONTROL

This toolkit will walk you through the documents you are required to submit for your grant program, to prove that you have Site Control of the physical location that your project is situated in.

If you still cannot find the answers you're looking for, don't hesitate to contact the DPD Inbox via Submittable - City of Chicago - Dept. of Planning and Development.

The City of Chicago will need to have the following details from your project before your Site Control documents are approved:

- ★ Dates
- ★ Signatures
- ★ Address
- ★ Important information requested

Careful attention to these details will ensure that your documents are fully completed. **Inaccurate or incomplete documents will be returned, and our team will request revisions from you, which will slow down the overall process of getting a contract.**

SITE CONTROL

Site control may be provided in the form of a Lease or Deed. However, **if the grant finalist owns the property in their personal name instead of the name of the legal entity, one must provide both the deed showing ownership, as well as an executed lease denoting the property owner (landlord) and the legal entity (the tenant business or organization).**

DEED

- Verify that document holder listed on the deed matches the legal entity identified for the grant
- Verify that the address on the deed matches the project site in the application

LEASE

If a lease is provided, verify the following:

- Tenant/Lessee matches grantee's legal name/entity
- Address matches the original application
- Use of the property matches the original application
- The Lease Contract is executed
- The lease term is for a minimum of 5 years (can include language of automatic renewals)
- Must authorize the proposed construction work. If not, the landlord will need to provide letter or lease addendum on company letterhead as noted under "Letter or Lease Addendum."

DEED

★ The following types of Deeds are acceptable to prove Site Control for this grant program:

- Warranty Deeds are commonly used when buying a property, guaranteeing that the seller legally owns the property, and that there are no encumbrances.
- Quit Claim Deeds renounce one's interest in a property, without promising clear title.
- Special Warranty Deeds are issued when purchasing a foreclosed property, guaranteeing the property's condition during the time it was owned by the bank.
- Deeds in Trust transmit property into a specific trust and can be either Quit Claim or Warranty Deeds.

ILLINOIS QUITCLAIM DEED

This Deed, made the _____ day of _____, 20____ between _____ (Grantor), with address at _____, party of the first part, and _____ (Grantee), with address at _____, party of the second part

The Grantor, for the consideration of _____\$, lawful money of the United States, paid by the Grantee, conveys and quitclaims to the Grantee all interest in the following described real estate situated in the County of _____ in the State of Illinois:

(Description of Property and Recital of Title)

together with the appurtenances and all the estate and rights of the Grantor in and to the said real estate.

To have and to hold the real estate herein granted unto the Grantee, and assigns forever.

In witness whereof, the Grantor has hereunto set its hand and seal the day and year first above written.

Grantor's Signature

Grantee's Signature

Grantor's Name

Grantee's Name

In the presence of:

Witness's Signature

Witness's Signature

Witness's Name

Witness's Name

LEASE



There are the following specific requirements that must be present in a lease for it to be sufficient under your Site Control documents:

- Ensure all required information is listed.
- The lease contract must be executed
- The lease term is for a minimum of 5 years (can include language of automatic renewals)
- Ensure it is noted in the contract that landlord authorizes the proposed construction work. If not, the landlord will need to provide separate document to approve proposed work
- In the case the grant finalist and the property owner are the same person, but separate legal entities, you will need to submit both the deed demonstrating ownership, along with a lease agreement executed between their tenant and landlord legal entities.

ILLINOIS COMMERCIAL LEASE AGREEMENT

I. **THE PARTIES.** This Commercial Lease Agreement ("Agreement") made on _____, 20____ by and between:

Landlord: _____, with a mailing address of _____ ("Landlord") who agrees to lease the Premises to:

Tenant: _____, with a mailing address of _____ ("Tenant"), who agrees to rent the Premises under the following terms:

Collectively the Landlord and Tenant shall be known as the "Parties."

II. **DESCRIPTION OF LEASED PREMISES.** The Landlord agrees to lease to the Tenant the following described space:

Street Address: _____
Square Feet: _____ SF
Type of Space: _____ (retail, office, industrial, etc.)
Other Description: _____

Hereinafter known as the "Premises."

III. **USE OF LEASED PREMISES.** The Tenant agrees to use the Premises for: (check one)

- ☐ - All purposes legal under law.
- ☐ - Only the following purposes: _____
Any change in the above-mentioned purposes of the Premises shall only be permitted upon the Landlord's prior written consent.

IV. **TERM OF LEASE.** The term of this Agreement shall be for a period of _____ commencing on _____, 20____ and expiring at midnight on _____, 20____ ("Initial Term").

V. **SECURITY DEPOSIT.** The Tenant is: (check one)

- ☐ - **Not Required to Pay a Deposit.** There shall be no deposit required for the successful performance of this Agreement by the Tenant ("Security Deposit").
- ☐ - **Required to Pay a Deposit.** The Tenant is required to pay \$_____ and shall be due and payable in advance of the

LETTER OR LEASE ADDENDUM

- If lease does not authorize construction work, please attach separate letter or lease addendum authorizing proposed construction work and/or overall project.
- This letter should come on company letterhead if an attached letter (see example).

John Doe's Leasing Company LLC
400 N Michigan Ave, Chicago IL 60611

I, John Doe, the lessor and Property owner, authorize the lessee, Community Development Grant Recipient LLC, to make any alterations or improvements to the premises and property site per the project construction for the City of Chicago Community Development Grant.

X 

John Doe
President and Property Owner



THANK YOU!