Application Checklist

ELIGIBLE USES

- Side Yard
- Housing
- Commercial
- Open Space

HOW IT WORKS

1. **See Available Lots at Chicago.gov/BlockBuilder**
   - Search by community area, ward, zoning, and more to find the lot you want to buy.

2. **Complete Pre-screener**
   - Ensure your project is eligible and you are ready to apply.

3. **Complete Application**
   - Share more details about your proposed project plans.

4. **Receive Application Response**
   - DPD will let you know whether your application has been approved.

5. **Complete DPD Review Process**
   - Depending on the project, your project designs may need to be approved.

6. **Get Permits & Close on Property**
   - When your project is approved and permits are in hand, the City will transfer the deed to you.

7. **Begin Your Project**
   - It’s all yours- activate your land!

Need help?
Email: info@chiblockbuilder.com
Phone: 312-935-1030

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APPLICATION CHECKLIST

Side Yards

ELIGIBLE BUYERS WILL

- Own and live in property directly next to vacant lot. This means the lot must be:
  - To the right or left of your property
- Be able to maintain and care for the lot
- Be able to pay property taxes on the lot

APPLICATION MATERIALS NEEDED

- Proof of ownership (copy of deed or title; mortgage documentation; homeowners insurance documentation; property tax receipt or bill)
- Proof of residence (copy of Photo ID, utility bill)

OTHER CONSIDERATIONS

- If you buy a side yard, you cannot sell it for at least five years

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Open Space

ELIGIBLE BUYERS WILL

☐ Be a resident, non-profit organization, or next-door business owner
☐ A site plan, budget, and program for the project
☐ Have support from the nearby community for the project
☐ Be able to maintain and care for the lot
☐ Be able to pay property taxes on the land
☐ Projects need to be completed within one year from closing

OTHER CONSIDERATIONS

☐ Make sure your project meets the current zoning requirements
☐ You must get any necessary permits for your project before the you can close on the property
☐ Consider how you will obtain water for your project if needed

APPLICATION MATERIALS NEEDED

☐ Detailed project description and site plan
☐ Project budget
☐ Description of impact on next door neighbors and surrounding community
☐ Proof of support for the project from neighbors, such as letters of support, presentations at community meetings, or consistency with neighborhood plans.

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APPLICATION CHECKLIST

Housing

ELIGIBLE BUYERS WILL

☐ Be a resident or developer
☐ Have a site plan and proposed budget for the project
☐ Have experience developing similar housing projects
☐ Have support from surrounding community for the proposed project
☐ Be able to maintain and care for the lot
☐ Be able to pay property taxes on the land

OTHER CONSIDERATIONS

☐ Consider the project zoning: if the land has a higher zoning (RM-5 or higher), there is a preference for purchasing adjacent parcels and building high-density housing over single family homes
☐ Review DPD's Neighborhood Design Guidelines and ensure you have a path to compliance
☐ Research the costs of building a home and ensure you have a path to fund the project
☐ Permits must be obtained prior to closing and the project must be completed within one year from closing.

APPLICATION MATERIALS NEEDED

☐ Detailed project description and site plan
☐ Project budget
☐ Representative image of proposed building design
☐ Description of impact on adjacent neighbors and surrounding neighborhood

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APPLICATION CHECKLIST

Commercial Development

ELIGIBLE BUYERS WILL

- Be a business owner, non-profit organization or developer with experience constructing similar projects
- Have a site plan and proposed budget for the project
- Have capacity to finance the project
- Identify proposed tenants
- Have experience developing similar housing projects
- Have support from surrounding community for the project
- Have capacity to maintain and care for the lot
- Have ability to pay property taxes on the land

APPLICATION MATERIALS NEEDED

- Detailed project description and site plan
- Project budget
- Representative image of proposed building design
- Description of impact on adjacent neighbors and surrounding neighborhood

OTHER CONSIDERATIONS

- Make sure your project meets the current zoning requirements
- Review DPD’s Neighborhood Design Guidelines. Ensure you have a path to compliance
- Permits for the development must be obtained prior to closing and within one year of your application being accepted

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