

Application Checklist

CHICAGO.GOV/BLOCKBUILDER



Application Checklist

CHI BLOCK BUILDER

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

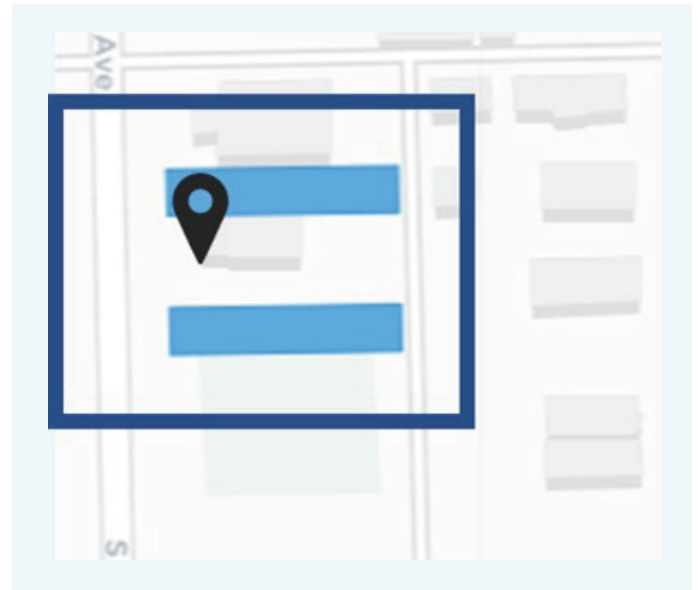
APPLICATION CHECKLIST

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

APPLICATION CHECKLIST

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.

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

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