



CITY OF CHICAGO – DEPARTMENT OF PLANNING AND DEVELOPMENT SUBMITTAL REQUIREMENT CHECKLIST FOR A PARKING DETERMINATION

To request a parking determination, all the following documents/information must be provided. To submit digitally, send clear, legible copies of all required documents to: DPD-PDL@CityofChicago.org and include in SUBJ: "PDL Request for (*PROPERTY ADDRESS*)" or mail to: City of Chicago-Dept. of Planning & Development, Zoning Bureau-Parking Determination, 121 N LaSalle Street, #905, Chicago, IL 60602

- ✓ **Parking Determination Letter (PDL) request letter** – PDL request must be submitted *in the form of a letter, on applicant's letterhead*, with applicant's name, title, name and address of business, phone number, and email address, and *include the following*:
 - ◆ Location (address or addresses) of the proposed use
 - ◆ Zoning District of the Subject Property; property zoning can be found via: <https://gisapps.chicago.gov/ZoningMapWeb/terms.html>
 - ◆ Description of the Property – *include sufficient detail to clearly explain all key aspects of site/property conditions*
 - Description of Site - e.g., existing 3-story building with detached garage, existing strip center with 12 stall parking lot, etc.
 - Description of All Uses - e.g., proposed children's day care on 1st floor with 6 existing residential units above; proposed community center in strip center which includes an existing sandwich shop, yoga studio, and dry cleaner; etc.
 - ◆ Description of Proposed Services/Project
 - Describe type of services rendered - e.g., children's day care, adult day care, transitional residence, funeral home, etc.
 - Describe proposed project (expansion, new construction, etc.) and explain how it affects applicant's proposed/existing use
 - Provide days and hours of operation
 - For residential storage warehouse, also provide total building area (in gross S.F.) of overall storage facility
 - ◆ Clients (*provide data for expected capacity, at peak times, and full future operation/capacity/build out*):
 - Description of the type of clients to be served, e.g., children, teens, elderly, homeless adult males, etc.
 - # of Clients – total # of clients served daily and peak # of clients on-site, at any given time
 - For children's day care – also provide age break-down quantities, including # of: infants, toddlers, two-year olds, three-to-four-year-olds, preschoolers, and/or school-aged children;
 - For grade/high schools – also clarify grades/ages of students served; clarify # of half-day students, if applicable
 - For community centers, adult day cares, business/trade schools, etc. – also provide details on programming/class schedule(s), peak number and type (adults vs teens vs. children, etc.) of clients served per program/class, etc.; clarify if any "special events" will be held, and if so, frequency, days/nights, hours, peak attendance, etc.
 - For funeral homes – provide total # of chapels/viewing rooms, peak seating capacity of each gathering space, peak number of different client services provided at any given time/day
 - ◆ Employees/Staff/Visitors (*provide proposed levels at full capacity, and at full future operation/capacity/build out*):
 - Employees – peak # of employees on-site any given time and proportion of full-time vs. part-time; *If there are more than one shift per day, also provide*: total # of shifts per day, hours of each shift, and peak # of employees on each shift
 - Supplemental Staff, e.g., visiting professionals (counselors, therapists, etc.), administrators, volunteers, etc. – provide peak # of supplemental staff by shift and frequency, e.g., 2 volunteers, every Thursday evening shift for family dinners; one therapist and one counselor, up to twice a month, during day shift, etc.
 - Visitors – for uses with on-site residents, e.g., assisted living centers, transitional residences, etc. - if visitors are allowed, provide peak # of visitors at any given time, days/hours when visitors allowed, etc.
 - ◆ Parking
 - On-site Parking: Total # of existing and proposed spaces, # of on-site parking spaces dedicated to applicant's use, if applicable;
 - For high schools, community centers, adult day cares, etc., provide # of students/clients who will drive own cars, daily
 - Provide details on any agency/applicant-owned vehicles including total # of vehicles, type (e.g., car, 14-seat passenger van, mini-bus, etc.) and purpose (e.g., to pick-up/drop-off # of client daily to/from adult day care, etc.)
 - For uses with on-site residents (e.g., assisted living, transitional residences, etc.), if residents allowed to have cars, provide peak # of resident vehicles, on-site, at any given time
 - ◆ Transportation (public transits, transport to/from facility, etc.)
 - Describe proximity to public transportation; describe location of any existing/proposed loading zone(s)
 - For grade/high schools, community centers, adult/senior day cares, business/trade schools, etc. - clarify what proportion of students/clients arrive/depart each day by: school bus, agency-owned vehicles, pick-up/drop-off via private vehicle (by family, guardian, ride-share, etc.), bicycle, public transportation and/or walking;
- ✓ **Review Comments** - Copy of BACP/zoning plan reviewer comments related to use classification(s) and parking determination requirement
- ✓ **Floor Plans** – Floor plans should be fully dimensioned, and all rooms/spaces clearly labeled; For day care uses – classrooms should also include proposed age group and proposed peak # of children, per room/space.
- ✓ **Site Plan or Survey** – Site Plan/Survey should be dimensioned and show location of building, on-site automobile and/or bicycle parking spaces, playground, etc., property line, adjacent public sidewalks, streets and/or alleys; if applicable, show location of loading zones

NOTE: Site/Floor Plans may be hand drawn but should accurately reflect layout of building/site. Floor plans should show all rooms, hallways, doors, etc., and include a north arrow and general location of street(s); Site Plan should include all the information/details listed above and a north arrow.

SEE ALSO: https://www.chicago.gov/city/en/depts/dcd/provdrs/admin/supp_info.html

(REV:2023.05.12)2