



**CITY OF CHICAGO DEPARTMENT OF HOUSING AND ECONOMIC  
DEVELOPMENT REQUEST FOR PARKING DETERMINATION**

Property Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant: \_\_\_\_\_

Name

Home Address

( )

Contact Phone #

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For all land uses requiring a parking determination by the Department's Bureau of Planning and Zoning, the following information and materials must be submitted with the applicant's request for determination. Information should be provided in the form of a letter on the applicant's letterhead.

- Location (address) of proposed use.
- Zoning District of Subject Property.
- Description of services rendered (e.g. day care, transitional residence, community center, etc.).
- Description of property.
- Maximum number of employees on any one shift.
- Description of clients (e.g. children, teens, elderly, homeless, etc.).  
If **day care**, please include age break-down, # of: infants, toddlers, two-year-olds, three- to four-year-olds, pre-school & school aged.
- Other uses in building (if applicable).
- Anticipated number of clients.
- ~~Seating capacity (if applicable):~~
- Days and hours of operation.
- Proximity to public transportation.
- Number of any **existing off-street** parking spaces **on-site** (parking spaces that are on the property).
- Floor Plans with measurements.
- Site Plan or Plat of Survey with measurements.