



Alderman Harry Osterman

Summary of 48th Ward Zoning and Development Approval Process

To begin the approval process for developments and/or businesses that will affect the zoning or land use of a commercial or residential site proposed in the 48th Ward, Alderman Osterman has established the following procedures:

- 1) Carefully read the following documents: the 48th Ward Economic Development Strategy and the 48th Ward Zoning and Development Guidelines. Confirm that your proposed development, renovation project, and/or business is in compliance with those guidelines.
- 2) Carefully read the Developer/Owner Checklist for initial meeting with Alderman Osterman. For all proposals, a written description of the proposed development is required in addition to checklist items number 1-6. For larger proposals, additional items (7-10) are required.
- 3) Once you have delivered to Alderman Osterman's office the items required, you may then schedule an appointment to meet with the Alderman. Meetings will be scheduled within one to three weeks upon receipt of all of the items detailed on the developer/owner checklist. Please note: If you would like to schedule a preliminary meeting to discuss a development and/or business idea that may necessitate a zoning and/or land use approval, you may set up a meeting with a member of Alderman Osterman's staff.
- 4) In all cases, Alderman Osterman will seek input from the representative community groups and residents within 1,000 feet before determining whether to move forward with a request.
- 5) If you have any questions regarding this process, please contact Dan Luna, chief of staff, at 773-784-5277.

This process must be followed by any business owner, building owner, and/or developer seeking a change significant to the use and/or zoning or a specific site including special use permits, change of zoning, zoning variations, alley access for new developments, approval in a designated TIF area, or are Planned Developments or developments covered by the Lakefront Protection Ordinance. In most cases, this process is not needed for securing business licenses, public way permits, sign permits, sidewalk cafe permits, and loading zones.