

COMMISSIONER'S ADJUSTMENT APPLICATION FOR SHARED HOUSING UNITS & VACATION RENTALS



A **"COMMISSIONER'S ADJUSTMENT"** is a waiver that allows the operation of a shared housing unit or vacation rental in three circumstances only:

1. The applicant's dwelling unit is located in a single family home that is not the applicant's primary residence;
2. The applicant's dwelling unit is located in a building containing two to four units, where the dwelling unit is not the applicant's primary residence;
3. To increase the number of units allowed to be used for short term residential rental activity in a building containing two to four dwelling units.

APPROVAL CRITERIA

A Commissioner's Adjustment will not be granted unless the BACP Commissioner determines that such an adjustment would eliminate an extraordinary burden on the applicant in light of unique or unusual circumstances and would not detrimentally impact the health, safety, or general welfare of surrounding property owners or the general public. The BACP Commissioner will review each factor enumerated below to determine whether the proposed short term residential rental provider and short term residential rental should be granted a Commissioner's Adjustment, in accordance with Section 4-14-100 (for shared housing units) or Section 4-6-300(l) (for vacation rentals). BACP will solicit a recommendation from the Alderman in whose ward the unit is located.

Applicants must use the same host name and host e-mail as used in the individual's original shared housing host application. Failure to do so may result in a denial of the request.

To advise the BACP Commissioner, please thoroughly discuss the following factors as they apply to your request. Applications submitted without any supporting documentation may be denied without further review:

- 1. Relevant Geography:** What kind of neighborhood do you live in? Tell us about your community and discuss any impacts or benefits a shared housing unit may cause.
- 2. Relevant Population Density:** Who are your neighbors? Do you live in a sparsely or densely populated neighborhood? What is the population?
- 3. Degree to which the sought adjustment varies from the prevailing limitations:** How much will a grant of this adjustment affect your community? How is your community zoned? Would a grant of this unit alter the established zoning?
- 4. The size of the relevant building and the number of units contemplated for the proposed use:** Tell us about your building. Are you applying for multiple units? You must state exactly which unit(s) you are applying for.
- 5. The legal nature and history of the applicant:** Discuss your legal background, including any violations of City ordinances or state law, criminal proceedings, or the like. Discuss the ownership of your building and your unit.
- 6. The measures the applicant proposes to implement to maintain quiet and security in conjunction with the use:** How will you maintain your guest's safety and security? What have you done to ensure your neighbors will not be adversely affected by your short term residential rental unit?
- 7. Would any extraordinary economic hardship to the applicant, due to special circumstances, result from a denial?*****
- 8. Are there any police reports or other records of illegal activity or municipal code violations at the location?**
- 9. Whether the affected neighbors support or object to the proposed use***:** How do your neighbors feel about having a short term residential rental in their building/ neighborhood? You will be required to prove that neighbors are in support if your application is to be approved. Additionally, you will need to prove that a copy of this application has been given to any neighbor who shares a wall with your unit. When considering such documentation, greatest weight will be given to immediate neighbors; in multi-unit buildings, this would be any adjoining units above, below, or next door to the proposed shared housing unit, as well as residents in neighboring buildings to either side or behind the building in question.

*** Please provide any documentation on these matters that you believe will be helpful for the Commissioner in making a decision. It is essential that you provide proof that your neighbors are in support of your application. Evidence of this can be submitted through petitions, signed letters of support, or e-mails of support from the affected neighbors. Application lacking this support will be denied.

Updated 03/2023



CITY OF CHICAGO
 DEPARTMENT OF BUSINESS AFFAIRS
 AND CONSUMER PROTECTION
 121 N. LaSalle St., Room 805
 Chicago, IL 60602

OFFICE USE

Date Received: _____

@ChicagoBACP

COMMISSIONER'S ADJUSTMENT APPLICATION SHARED HOUSING UNITS & VACATION RENTALS

INSTRUCTIONS

Completed Commissioner Adjustment applications must be submitted with supporting argument and any documentation as it relates to 4-14-100 and/or 4-6-300(l) to:

Department of Business Affairs and Consumer Protection (BACP)
 121 N. LaSalle St., Room #805
 Chicago, Illinois 60602

or

via email at houseshareadjustment@cityofchicago.org

- Applications are reviewed on a first come/first served basis.
- Applications must address the relevant approval criteria and include supporting documentation.
- Incomplete applications will be denied.
- BACP has 60 days to review and make a determination.

APPLICANT INFORMATION

Property Address: _____

PIN: _____

Applicant Name: _____

Applicant Phone: _____

Applicant E-mail: _____

Ward: _____ Vacation Rental Shared Housing Unit

Reason for Commissioner's Adjustment (Check one of the following statements):

- My unit is located in a single family home that is not my primary residence.
- My unit is located in a building containing two to four units, and the unit I want to register or license is not my primary residence.
- My unit is located in a building containing two to four units where the maximum allowable number of units have been licensed and/or registered.

ACKNOWLEDGEMENT

I hereby certify that the information supplied in this form is true and complete and hereby authorize the City of Chicago to make all necessary inquiries to verify its accuracy. A false statement of material fact made on this form may violate federal, state and/or local law, and may subject any person making such statement to a range of civil and criminal penalties, such as a period of incarceration, fines and an award to the City of Chicago of up to three times any damages incurred. In addition, persons who submit false information are subject to denial of the requested City action.

Signature of Applicant: _____ Date: _____