

# 2019 Designation Timeline for New and Renewing Special Service Areas (SSAs)

City of Chicago, Department of Planning and Development  
[www.cityofchicago.org/DPD](http://www.cityofchicago.org/DPD)

Due Date	Action
6/9/17	DPD releases 2019 application documents
11/1/17	Applicant submits Feasibility Study with exhibits to DPD
November	DPD reviews feasibility studies and meets with applicants
12/1/17	DPD notifies applicants of approval or denial to proceed
12/15/17	Applicant issues RFP for consultant
1/9/18	Applicant forms SSA Advisory Committee and provides list of Committee members to DPD
1/23/18	Consultants submit proposals to Applicant
1/30/18	SSA Advisory Committee meets to select Consultant
2/2/18	Applicant notifies DPD of consultant selected
February	Consultant begins meeting with SSA Advisory Committee to collectively formulate a plan to collect data for required application documents to be submitted to DPD <b>by 6/15/18</b>
March-April	Applicant conducts <b>2 community meetings</b> to present proposed scope of services and 2019 budget to SSA stakeholders and begins collecting support signatures from taxpayers of record of at least 20% of the PINs within the proposed SSA boundaries as required by DPD
6/15/18	<b>SSA Application Due and SSA Designation Packet Due.</b> Provide two sets of hard-copies contained in three-ring binders, organized so that each section of the application is identified by tabs. Existing Service Providers shall also upload a digital copy of the application package to SharePoint. New applicants shall submit a digital copy on a flash drive to the attention of your assigned DPD staff person. <b>The application must include support signatures from taxpayers of record of at least 10% of the proposed PINs. DPD will not review applications if this initial signature requirement is not attained.</b>
June, July	DPD reviews application and may require the applicant to make corrections or provide additional information
8/1/18	Applicant must submit remainder of support signatures from taxpayers of record of at least 20% of the proposed PINs. <b>DPD will not proceed if this requirement is not attained.</b>
August	DPD approves application and prepares a public hearing ordinance package
October	Public hearing conducted at City Hall. Applicant must attend and provide testimony.
November	SSA ordinance introduced to City Council
December	SSA ordinance tentatively approved by City Council and filed with Cook County Clerk and Recorder of Deeds
1/1/19	Service Provider can begin services if upfront funding has been arranged
January	SSA Commission meets to discuss and approve bylaws
March	SSA taxes collected and distributed to service providers of existing SSAs
August	SSA taxes collected and distributed to service providers of new SSAs