



DEPT. OF PLANNING & CONSTRUCTION
CHICAGO PARK DISTRICT

COMMUNITY ACCESS PERMIT OVERVIEW

All independent homeowners or community groups who wish to access CPD property to self-perform work either on adjacent, private property, or directly on CPD property are required to obtain a Community Access Permit from the Chicago Park District Department of Planning & Construction before beginning any project.

These community-based projects are to be accomplished without engaging the services of a professional company, either for compensation or pro-bono. If this stipulation does not apply to the project, a standard Access Permit is required.

CPD Contact Information:

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Submittal Requirements

To apply for the CPD Community Access Permit, the homeowner or community group must submit the following to the CPD Dept. of Planning & Construction:

1. Exhibit A, consisting of:
 - a. a letter requesting the permit, including:
 - i. a detailed description of the scope of work,
 - ii. anticipated start-of-work and end-of-work dates,
 - b. a detailed site plan of each proposed work location; including:
 - i. proposed access routes to and from the site,
 - ii. the location of proposed alternate routes and signage for pedestrian and bicycle traffic which may be restricted or redirected due to work activities (if necessary),
 - iii. all trees located within the project area.
2. Exhibit B, consisting of **EITHER**
 - a. An individual Homeowner Waiver and Release Form, signed by each person performing work on adjacent private property, **OR**
 - b. a written list of all the participants for the project, and an individual Community Group Waiver and Release Form signed by each participant.

3. Exhibit C, consisting of the signature page of "Exhibit C: Community Access Permit Terms and Conditions" signed by the applicant.
4. A non-refundable permit fee in the amount of \$50.00, check made out to the Chicago Park District.
5. A fully-refundable security deposit in the amount of \$100.00, check made out to the Chicago Park District.

Please note: Persons with outstanding or unpaid fines and/or monetary damages assessed from previous permitted (or non-permitted) work will not be issued permit extensions or permits for new work until the outstanding assessments are paid in full.