



Village of Itasca Community Development Department

550 WEST IRVING PARK RD. ITASCA, IL 60143
PHONE: 630/773-5568 FAX: 630/773-0852
e-mail: cstrom@itasca.com
www.itasca.com

MEMORANDUM

TO: President Jeff Pruyn
Village Board of Trustees

RE: Zoning Certificate Request
Michael Niehaus Insurance Agency
927 W. Irving Park Road

FROM: Shannon Malik Jarmusz, AICP
Director of CD

VB DATE: March 19, 2019

CC: Jodi Conidi, Village Clerk
Shannon Malik Jarmusz, Director
File

ENCL: Business License Application

I recommend approval of the following Zoning Certificate Request:

Company Name: Michael Niehaus Insurance Agency

Address: 927 W. Irving Park Road

Zoning: B-3 Service Business District

Michael Niehaus Insurance Agency provides financial insurance services. The business will be moving from 921 W. Irving Park to the subject address, which is a smaller tenant space within the same shopping center. Office use in the B-3 District is ordinarily a special use, but Mr. Niehaus has operated his insurance business within this shopping center for over a year and requested a smaller tenant space from his landlord. The occupancy of a smaller space does not significantly change the overall use of this commercial center. The tenant will be occupying 1,000 square feet and parking appears to be adequate for the current tenant mix.



Village of Itasca New Business Application

Return completed form with applicable fees to:
Village of Itasca, Community Development Department
550 W. Irving Park Road
Itasca, Illinois 60143
Phone: 630-773-0835 Fax: 630-773-2505

Please Note: The business name, address, phone, fax, e-mail, website, and description will be listed in the Itasca Online Business Directory.

General Information

Application Date: 3/6/19 Move-In Date: 2/28/19 Date you assume(d) control of property through lease or purchase: LEASE

Business Name: MICHAEL NIEHAUS INSURANCE AGENCY

Proposed Itasca Address: 927 W IRVING PARK

Current Address: 921 W IRVING PARK

Mailing Address (if different from Proposed Itasca Address): _____

Parent Company and Address (if applicable): _____

Phone: 630-775-8755 Fax: _____ Illinois Business Tax Number: _____

Email: MNIEHAUS@FARMERSAGENT.COM Website: _____

Does your business collect retail sales tax? Yes No

Complete Description of Business Activities: INSURANCE & FINANCIAL SERVICES

Owner/Principal/Site Manager Information

Name: MICHAEL NIEHAUS

Title: OWNER

Phone: 630-775-8755

E-mail: MNIEHAUS@FARMERSAGENT.COM

Contact Information (if different from owner/principal/site manager)

Name: _____

Title: _____

Phone: _____

E-mail: _____

Site Information

Sq. Ft. of Retail Space: 0 Number of Company Vehicles Parked On-Site: 1

Sq. Ft. of Office Space: 1000 Number of Vending Machines On-Site: 0

Sq. Ft. of Warehousing / Industrial Space: 0 Total # of Parking Spaces Assigned to Your Business: _____

Sq. Ft. of Other Space: 0 Total # of Employees at Location: 1

Total Sq. Ft. of Facility: 1000 Number of Shifts: 1

Zoning: _____ Number of Employees On-Site During Peak Shift: 1

Co-tenant Names and Uses (if any): _____

Tenant Information

Do or will you sub-lease a portion of your space to another company at the proposed Itasca location? Yes _____ No X

If yes, please provide the name and phone number of each company. Please attach additional sheets if necessary.

<u>Tenant Name</u>	<u>Use</u>	<u>Phone Number</u>
1. _____	_____	_____
2. _____	_____	_____

Other Itasca Sites (if applicable)

Do you occupy more than one location in Itasca? Yes _____ No X

If yes, please list the other addresses and square footage. Please attach additional sheets if necessary.

<u>Address</u>	<u>Square Feet</u>
1. _____	_____
2. _____	_____

Fee Calculator

Please use the table below to calculate the inspection and licensing fees for your new business. Please note: Additional fees may be required if the facility requires reinspection(s) and/or requests a Temporary Occupancy Certificate.

New Tenant Inspection Fee	1. Using the Fee Table, enter the New Tenant Inspection Fee amount. This fee is payable to the Village of Itasca.	1. 130
Business License Fee	2. <u>Business License</u> : Using the Fee Table, enter Business License Fee amount.	2.
	3. <u>Live Entertainment License</u> : If the business will have live entertainment, enter \$40 for an annual single-performer license or \$600 for an annual multiple performer license.	3.
	4. <u>Tobacco Seller's License</u> : If the business will sell tobacco, enter \$100. Additionally, complete and submit a Tobacco's Seller's License Application form.	4.
	5. <u>Vending Machine License</u> : If the facility will have vending machines onsite, enter \$25 per machine.	5.
	6. <u>Add lines 2 through 5</u> . This is your Total Business License Fee. This fee is payable to the Village of Itasca.	6. 130

Certification

Under the penalties as provided by law, I declare that to the best of my knowledge and belief, the information on this form is true, correct, and complete, and the proposed use(s) is/are in full compliance with Section 11.02 of the Itasca Zoning Ordinance, a copy of which is available online at www.itasca.com/comdev.

Name: Michael Niehaus Title: OWNER

Signature: [Signature] Date: 3/6/19

OFFICE USE ONLY

Fee	Amount Paid	Date	Received By
New Tenant Inspection	\$130 858	3-6-19	<u>[Signature]</u>
Total Business License			