



Village of Itasca Community Development Department

550 WEST IRVING PARK RD. ITASCA, IL 60143
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www.itasca.com

MEMORANDUM

TO: President Jeff Pruyn
Village Board of Trustees

RE: Zoning Certificate Request
Helix International, Inc.
950 Hollywood Ave.

FROM: Shannon Malik Jarmusz, AICP
CD Director

VB DATE: 04/02/19

CC: Jodi Conidi, Village Clerk
File

ENCL: Business License Application

I recommend approval of the following Zoning Certificate Request:

Company Name: Helix International, Inc.
Address: 950 Hollywood Ave.
Zoning: M Limited Manufacturing District

Helix International, Inc. specializes in machine tool manufacturing and production of filter tubes. They are consolidating two Elk Grove facilities into one within the Village of Itasca. The space will be used for machine design, engineering, assembly, production, and ancillary office, all permitted within the M Limited Manufacturing Zoning District. Parking appears to be adequate for the proposed use. There will not be any company vehicles parked overnight on site and the owner has been informed that outdoor business activities are not permitted by right in the M District.



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: 3/25/19 Move-In Date: 6/1/19 Date you assume(d) control of property through lease or purchase: lease

Business Name: Helix International, Inc

Proposed Itasca Address: 950 Hollywood Ave, Itasca IL 60143

Current Address: 1180 Pratt Blvd, Elk Grove Village IL 60007

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

Parent Company and Address (if applicable): _____

Phone: 847-378-8197 Fax: 847-258-4621 Illinois Business Tax Number: 1503-5115

Email: dnaismith@helixinternational.com Website: helixinternational.com

Does your business collect retail sales tax? Yes No

Complete Description of Business Activities: Machine tool manufacturing / Production of filter tubes

Owner/Principal/Site Manager Information

Name: Drew Naismith

Title: President

Phone: 847-378-8197 Ex - 102

E-mail: Dnaismith@helixinternational.com

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

Name: _____

Title: _____

Phone: _____

E-mail: _____

Site Information

Sq. Ft. of Retail Space: _____

Number of Company Vehicles Parked On-Site: 0

Sq. Ft. of Office Space: 2,398

Number of Vending Machines On-Site: _____

Sq. Ft. of Warehousing / Industrial Space: 39,362

Total # of Parking Spaces Assigned to Your Business: 45

Sq. Ft. of Other Space: NA

Total # of Employees at Location: 26

Total Sq. Ft. of Facility: 41,760

Number of Shifts: 2

Zoning: _____

Number of Employees On-Site During Peak Shift: 17

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

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

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. \$ 330

Business License Fee

2. Business License: Using the Fee Table, enter Business License Fee amount.	2. \$ 200
3. Live Entertainment License: If the business will have live entertainment, enter \$40 for an annual single-performer license or \$600 for an annual multiple performer license.	3. 0
4. Tobacco Seller's License: If the business will sell tobacco, enter \$100. Additionally, complete and submit a Tobacco's Seller's License Application form.	4. 0
5. Vending Machine License: If the facility will have vending machines onsite, enter \$25 per machine.	5. 0
6. Add lines 2 through 5. This is your Total Business License Fee. This fee is payable to the Village of Itasca.	6. \$ 530

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: Drew Naismith Title: President
Signature: [Signature] Date: 3/25/19

OFFICE USE ONLY			
Fee	Amount Paid	Date	Received By
New Tenant Inspection			
Total Business License			