



## 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](mailto:cstrom@itasca.com)  
[www.itasca.com](http://www.itasca.com)

### MEMORANDUM

**TO:** President Jeff Pruyn  
Village Board of Trustees

**RE:** Zoning Certificate Request  
High Tech Auto Repair & Body Work  
220 W. Irving Park Road

**FROM:** Kon Savoy, AICP  
Senior Planning Consultant

**VB DATE:** May 7, 2019

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

**ENCL:** Business License Application

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I recommend approval of the following Zoning Certificate Request:

**Company Name:** High Tech Auto Repair & Body Work

**Address:** 220 W. Irving Park Road

**Zoning:** B-6 Irving Park Road District

High Tech Auto Repair & Body Work will occupy the space previously containing a similar auto repair business. The previous business operated as a non-conforming use without a special use permit. The zoning code allows for a continuation of the non-conforming use without a special use permit for a new, similar business if occupancy occurs within 6 months of the closing of the previous business. The Village attorney confirmed that no new special use is required. Three employees will occupy the building at any one time, and site has sufficient parking spaces for employees and storage of vehicles under repair.

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# 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: 4-10-19 Move-In Date: 4-15-19 Date you assume(d) control of property through lease or purchase: 3-22-19

Business Name: HIGH TECH AUTO REPAIR & BODY WORK

Proposed Itasca Address: 220 WEST IRVING PARK ROAD, ITASCA, IL 60143

Current Address: \_\_\_\_\_

Mailing Address (if different from Proposed Itasca Address): NONE

Parent Company and Address (if applicable): NONE

Phone: 630-696-3097 Fax: \_\_\_\_\_ Illinois Business Tax Number: 4317-7603

Email: AUTOREPAIR5@AOL.COM Website: NONE

Does your business collect retail sales tax?  Yes  No

Complete Description of Business Activities: AUTO REPAIR AND AUTO BODY WORK

## Owner/Principal/Site Manager Information

Name: KHAWAR RASHID

Title: MANAGER

Phone: 630-696-3097

E-mail: AUTOREPAIR5@AOL.COM

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Site Information

Sq. Ft. of Retail Space: 4000 SQ. FT Number of Company Vehicles Parked On-Site: \_\_\_\_\_

Sq. Ft. of Office Space: \_\_\_\_\_ Number of Vending Machines On-Site: \_\_\_\_\_

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

Sq. Ft. of Other Space: \_\_\_\_\_ Total # of Employees at Location: \_\_\_\_\_

Total Sq. Ft. of Facility: \_\_\_\_\_ Number of Shifts: ONE SHIFT

Zoning: \_\_\_\_\_ Number of Employees On-Site During Peak Shift: 3

Co-tenant Names and Uses (if any): NONE

**Tenant Information**

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

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

| Tenant Name | Use   | Phone Number |
|-------------|-------|--------------|
| 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.

| Address  | Square Feet |
|----------|-------------|
| 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.

|                                  |  |   |
|----------------------------------|--|---|
| <b>New Tenant Inspection Fee</b> | 1. Using the Fee Table, enter the <b>New Tenant Inspection Fee</b> amount. This fee is payable to the Village of Itasca.   | 1. <span style="border: 1px solid black; padding: 2px;">130.00</span> |
| <b>Business License Fee</b>      | 2. <b>Business License:</b> Using the Fee Table, enter Business License Fee amount.  | 2. <span style="border: 1px solid black; padding: 2px;">75.00</span>  |
|                                  | 3. <b>Live Entertainment License:</b> If the business will have live entertainment, enter \$40 for an annual single-performer license or \$600 for an annual multiple performer license. | 3. <span style="border: 1px solid black; padding: 2px;"> </span>      |
|                                  | 4. <b>Tobacco Seller's License:</b> If the business will sell tobacco, enter \$100. Additionally, complete and submit a Tobacco's Seller's License Application form.                     | 4. <span style="border: 1px solid black; padding: 2px;"> </span>      |
|                                  | 5. <b>Vending Machine License:</b> If the facility will have vending machines onsite, enter \$25 per machine.  | 5. <span style="border: 1px solid black; padding: 2px;"> </span>      |
|                                  | 6. <b>Add lines 2 through 5.</b> This is your <b>Total Business License Fee</b> . This fee is payable to the Village of Itasca.  | 6. <span style="border: 1px solid black; padding: 2px;">205.00</span> |

**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](http://www.itasca.com/comdev).

Name: KHAWAR RASHID Title: MANAGER  
 Signature: Khawar Rashid Date: 4-10-19

**OFFICE USE ONLY**

| Fee                    | Amount Paid  | Date    | Received By        |
|------------------------|--------------|---------|--------------------|
| New Tenant Inspection  | \$130 CK4110 | 4-10-19 | <i>[Signature]</i> |
| Total Business License | \$75 CK4110  | 4-10-19 | <i>[Signature]</i> |