



## Village of Itasca Community Development Department

550 WEST IRVING PARK RD. ITASCA, IL 60143  
PHONE: 630/773-5568 FAX: 630/773-0852  
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[www.itasca.com](http://www.itasca.com)

### MEMORANDUM

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

**RE:** Zoning Certificate Request  
Phoenix Binding Corp.

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

**VB DATE:** June 18, 2019

**CC:** Shannon Malik Jarmusz, AICP,  
Community Development  
Director

**ENCL:** Business License Application

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I recommend approval of the following Zoning Certificate Request:

**Company Name:** Phoenix Binding Corp

**Address:** 690 Hilltop Drive

**Zoning:** M – Manufacturing

Founded in 2005, Phoenix Binding has been operating in Elk Grove Village. This company specializes in mechanical binding and print finishing services for commercial print customers in the Chicago area, Wisconsin, and Northwest Indiana. They are moving to a smaller facility (38,000 sq. ft.) from their current 50,000-square-foot facility in Elk Grove.

The proposed business is a permitted use in the M-Limited Manufacturing District. The business will employ 33 people and will operate with one shift. The site provides 55 parking spaces, which is sufficient for employees and visitors.

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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: 6/5/19 Move-In Date: 6/24/19 Date you assume(d) control of property through lease or purchase: 6/7/19

Business Name: Phoenix Binding Corp

Proposed Itasca Address: 690 Hilltop DR Itasca IL

Current Address: 1100 Pratt Blvd Elk Grove IL 60007

Mailing Address (if different from Proposed Itasca Address): \_\_\_\_\_

Parent Company and Address (if applicable): \_\_\_\_\_

Phone: 630-775-1111 Fax: N/A Illinois Business Tax Number: 20 327 9293

Email: CHRIS @ phoenixbinding.com Website: phoenixbinding.com

Does your business collect retail sales tax?  Yes  No

Complete Description of Business Activities: Book binding

## Owner/Principal/Site Manager Information

Name: Henry Isbell

Title: Owner

Phone: 312 415 3913 cell

E-mail: hank @ phoenixbinding.com

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

Name: Ron Stanfield

Title: Site Mgr

Phone: 630-337 1941

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

## Site Information

Sq. Ft. of Retail Space: Ø Number of Company Vehicles Parked On-Site: 55

Sq. Ft. of Office Space: 6234 Number of Vending Machines On-Site: 2

Sq. Ft. of Warehousing / Industrial Space: 31,649 Total # of Parking Spaces Assigned to Your Business: 55

Sq. Ft. of Other Space: Ø Total # of Employees at Location: 33

Total Sq. Ft. of Facility: 37,883 Number of Shifts: 1

Zoning: \_\_\_\_\_ Number of Employees On-Site During Peak Shift: 33

Co-tenant Names and Uses (if any): \_\_\_\_\_

M-TDIA  
 Printing & Publications B-1000

**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.

Tenant Name	Use	Phone Number
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.

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: 5px;">280</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: 5px;">200</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: 5px;"> </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: 5px;"> </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: 5px;">50</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: 5px;">530</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: Henry Isbell Title: OWNER  
 Signature: HENRY ISBELL Date: 6/5/19

**OFFICE USE ONLY**

Fee	Amount Paid	Date	Received By
New Tenant Inspection	\$280 CK16228	6-5-19	<i>[Signature]</i>
Total Business License & Vending	\$250 CK1627	6-5-19	<i>[Signature]</i>