



Village of Itasca
Community Development Department

550 W. Irving Park Road, Itasca, IL 60143
PHONE: 630-773-5568 | FAX: 630-773-0852
www.itasca.com

MEMORANDUM

TO: President Jeff Pruyn
Village Board of Trustees

RE: Zoning Certificate Request
Integrated Packaging & Fastener, Inc.
1211 Norwood Avenue

FROM: Mo Khan
Village Planner

VB Date: September 17, 2019

CC: Jodi Conidi, Village Clerk
Shannon Malik Jarmusz,
Director of Community Development

ENCL: Business License Application

I recommend approval of the following Zoning Certificate Request:

Company Name: Integrated Packaging & Fastener, Inc.

Zoning: M- Limited Manufacturing District

Integrated Packing & Fastener, Inc. is a Packing Company that sorts and packages individual sealed bags of fasteners, screws, and other products. The products are delivered from manufacturing companies that produce these parts. Integrated Packing & Fastener, Inc. will be occupying 1211 Norwood Avenue, which is approximately 17,500 square feet. The building has a total of three dock doors, one on Norwood Avenue and one on each of the west and north facades of the building. The site provides a total of 34 off-street parking spaces and the business will be parking one company vehicle on the site. They will be utilizing the tenant space for their packaging operations as well as having office space for their administrative team. Integrated Packing & Fastener, Inc. has 48 employees that work on two shifts, with a maximum number of 25 employees during the peak shift. Deliveries of the products will be through multiple methods, including delivery by freight trucks, which is common for businesses located in the Manufacturing (M) Zoning District.

The proposed use is consistent with the Zoning District the business will be located in and will be compatible with the surrounding area and existing businesses and any potential future businesses to be located in this area.



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: 9/4/2019 Move-In Date: 10/1/2019 Date you assume(d) control of property through lease or purchase: 10/1/2019

Business Name: INTEGRATED PACKAGING & FASTENER, INC.

Proposed Itasca Address: 1211 W. NORWOOD AVE.

Current Address: 1678 CARMEN DRIVE, ELK GROVE VILLAGE, IL 60007

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

Parent Company and Address (if applicable): N/A

Phone: (847) 439-5730 Fax: (847) 640-8529 Illinois Business Tax Number: 3265-5525

Email: TIM@ASSOCIATEDFASTENING.COM Website: WWW.INTEGRATEDPACK.COM

Does your business collect retail sales tax? Yes No

Complete Description of Business Activities: BAGGING AND PACKAGING SERVICES

Owner/Principal/Site Manager Information

Name: JILL LEWIS

Title: PRESIDENT

Phone: (847) 640-8500

E-mail: JILL@ASSOCIATEDFASTENING.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: 2,850 Number of Vending Machines On-Site: 2

Sq. Ft. of Warehousing / Industrial Space: 14,691 Total # of Parking Spaces Assigned to Your Business: 34

Sq. Ft. of Other Space: 0 Total # of Employees at Location: 48

Total Sq. Ft. of Facility: 17,541 Number of Shifts: 2

Zoning: M- Manufacturing Number of Employees On-Site During Peak Shift: 25

Co-tenant Names and Uses (if any): N/A

#29319

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.

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.

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. 180.00 ✓
Business License Fee	2. <u>Business License</u> : Using the Fee Table, enter Business License Fee amount.	2. 100.00 ✓
	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. 0
	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. 0
	5. <u>Vending Machine License</u> : If the facility will have vending machines onsite, enter \$25 per machine.	5. 50.00 ✓
	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. 330.00 ✓

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: TIMOTHY SMITH Title: C.F.O.
 Signature: [Signature] Date: 9/4/2019

OFFICE USE ONLY

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