UTILITY SERVICE APPLICATION
The Village of Winnetka provides water, electric, sanitary sewer, and stormwater (sewer) service to our residents and businesses. To obtain utility service, a new business must submit a customer service application request. Those who lease, rather than own their location, will be required to pay a deposit.

For additional information, contact the Village Finance Department at 847-446-9550 or utilitybilling@winnetka.org. For questions specific to the Village’s stormwater utility, please contact 847-716-3549 or stormwatercomments@winnetka.org.

REFUSE

COLLECTION SCHEDULE
Village staff provide refuse collection services for the community—including residential and commercial customers. Refuse is collected from businesses via Village-provided dumpsters. The size of dumpsters and frequency of collection vary depending on the needs of the business, and the space available for dumpsters. New businesses should contact the Public Works Department at 847-716-3568 to discuss refuse collection needs and scheduling.

RECYCLING COLLECTION
Commercial district recycling services are provided as a contract service in recycling dumpsters located throughout the commercial districts. To see a map of container locations, please visit villageofwinnetka.org.

SNOW REMOVAL
The Public Works Department provides the critical services of snow and ice control in Winnetka. Plowing activities typically begin with snow accumulations of about 2 inches on the streets and sidewalks. As there are a limited number of plows and drivers, Public Works assigns priority to the main streets. These routes receive much of the traffic in the Village and must be kept clear for traffic safety and emergency access. Minor streets receive next priority. Public sidewalks are usually plowed after snowfalls of 3 to 4 inches or more, in tandem with the streets, unless the demands of clearing the streets take precedence. For more specific information on snow removal visit the Village website at villageofwinnetka.org or call 847-716-3568.

Office of the Village Manager

On behalf of the Village Council, I am honored to welcome you to the Village of Winnetka. We believe you will find Winnetka to be a unique, unrivaled, and prosperous place to do business. One of the greatest assets of Winnetka is its residents. People from all over the world have settled here, and their unique ideas and experiences have combined to solidify a vision for this community where they have chosen to live and raise their families.

Winnetka also boasts three thriving retail commercial districts, each located in close proximity to a Metra rail station—making Winnetka easy for commuters as well as a destination for a day of shopping and walking our pedestrian friendly streets. Our businesses are known for offering a unique array of products and services, and providing outstanding customer service. The Village of Winnetka is committed to promoting our businesses further contributing to the high quality of life for which we hold a strong reputation.

Stay up-to-date on all of the wonderful and exciting things happening in Winnetka by subscribing to E-Developments, E-Winnetka, and “liking” Winnetka on Facebook. The Village website (villageofwinnetka.org) is also a source of valuable information for residents and visitors alike. Our focus and primary goal is to partner with you as you establish your business here, and to support you as your business flourishes.

Robert M. Bahan, Village Manager
OPENING A BUSINESS

STEP 1:
Tell us what type of business you would like to open and where you would like to open it by completing a new business registry form. (Located at villageofwinnetka.org)
Staff will perform a zoning review to determine if the Village code allows your type of business in the location you desire.

STEP 2:
If the zoning is approved, schedule a free pre-occupancy walk through inspection.
This is an on-site meeting to inspect the property and discuss if any improvements need to be made before opening. It is a great opportunity to learn about building permit and sign regulations and the many ways the Village can help to promote and market your new business to the community.

To open a new business contact Cindy Plante, Economic Development Coordinator, at 847-716-3528 or email cplante@winnetka.org.

IMPORTANT CONTACTS

<table>
<thead>
<tr>
<th>Business Liaison</th>
<th>847-716-3528</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>847-716-3568</td>
</tr>
<tr>
<td>Community Development</td>
<td>847-716-3576</td>
</tr>
<tr>
<td>Police (non-emergency)</td>
<td>847-501-6034</td>
</tr>
<tr>
<td>Fire (non-emergency)</td>
<td>847-501-6029</td>
</tr>
<tr>
<td>Chamber of Commerce</td>
<td>847-446-4451</td>
</tr>
<tr>
<td>Village Hall</td>
<td>847-501-6000</td>
</tr>
</tbody>
</table>

WATER & ELECTRIC SERVICE:
Request Service       847-446-9550
Utility Billing       847-446-9550
Power/Water Outage (24x7 emergency) 847-501-2531

OTHER UTILITIES:
North Shore Gas       866-556-6004
Comcast               866-647-6516
AT&T                  888-944-0447

ZONING

The current Zoning Ordinance establishes standards to control the development and use of land in a way which promotes community welfare and protects the health and safety of residents. Zoning requirements are intended to insure compatibility with existing development. The Zoning Ordinance is one of the tools used to implement the Comprehensive Plan, which is the long range plan for the Village. The Zoning Ordinance is drafted in accordance with State law governing land use.

The Village is divided into a series of different zones which control both the use of property and the standards for development; including five single family residential districts, two multiple family residential districts, two commercial zoning districts and one industrial zone.

The majority of land in Winnetka is zoned for single family use, with commercial and multiple family zones located along the Green Bay Road Corridor and clustered near each of the Village’s three commuter rail stations. Each zoning district is depicted in the Village’s official Zoning Map. You may also contact the Community Development Department at 847-716-3527 to determine the zoning classification of a property.

SPECIAL USES
Certain uses, because of their unique characteristics, require evaluation on a case-by-case basis in order to permit consideration as to the impact on neighboring land and/or the public need. Such uses are classified as “special uses.” A public hearing before the Zoning Board of Appeals and a favorable vote by the Village Council is required prior to the establishment of a special use, or prior to modifications to existing special uses. As is the case with variations, specific standards for special uses are outlined in the Zoning Ordinance. It is highly recommended that a pre-application meeting be scheduled before proceeding with any request for special use permit; such a meeting can be scheduled by calling 847-716-3525.

TAXES

The Village collects and administers a variety of taxes to fund services, but is able to avoid charging taxes many other communities require.

- Home Rule Sales Tax: **NONE**
- Food & Beverage Tax: **NONE**
- Real Estate Transfer Tax: **NONE**
- Sales Tax: 9.00%
- Telecommunications Tax: 13.00%
- Property Tax: 1.162% of property equalized assessed valuation
TEMPORARY POP-UP STORE

A “pop up store” is a retail store that is opened temporarily to take advantage of a trend or a seasonal product. This use allows the Fire Chief to approve a temporary pop-up store (up to 90 days) without invoking sprinkler requirements under the “Change of Use” provisions in the code. In order to take advantage of this provision, the applicant must agree to the following:

- Only one 90-day pop-up provision will be permitted for the same building over a 365-day period
- Sign a Temporary Occupancy Compliance Agreement
- Any uses deemed hazardous by the Fire Chief or his designee will not be permitted

An application can be found at villageofwinnetka.org.

VEHICLE LICENSES

The Village of Winnetka requires the purchase of an annual vehicle sticker for vehicles registered to an address within the Village limits. To purchase a sticker call 847-501-6000.

BUSINESS EMPLOYEE PARKING PERMITS

The purpose of these permits is to facilitate parking at a discounted price of $10 per year for employees who work for local businesses. Employee parking permits can be obtained in person at Village Hall. Employees are required to provide the following documentation in order to receive a permit:

- Completed signed employee parking permit application
- Proof of employment (including a paycheck stub dated within the last 60 days, items mailed to the applicant at a Winnetka business address within the last 60 days or a letter from the employer on company letterhead listing all current employees. Business cards or name tags are NOT sufficient proof of employment)

The purchase of a permit does not guarantee that a spot will be available in the most convenient location. Employers have the option of sending the Finance Department a list of all employees on their company letterhead and a completed employee parking permit application for each employee. The Village will then process these permits together—saving time for both the business’ employees and the Village.

Note: Business Employee Parking Permits expire on June 30 annually. New applications should be completed prior to July 1.

MARKETING OPPORTUNITIES- LET US HELP PROMOTE YOUR SUCCESS

- Are you celebrating an anniversary?
- Expanding your business?
- Hosting a new event?

If you have exciting news or an upcoming photo opportunity, please contact Liz Dechant at 847-716-3528 to share this information. The Village can help draw attention to your business through its many communication channels and by working with the media. Schedule a free ribbon cutting or request the Village to issue a press release to the media for a new event, interesting story, charitable act, or special occasion.

AVAILABLE SITES

If you are considering expanding or opening a business in Winnetka, we can provide you with a complimentary list of available properties that closely match your needs.

To facilitate business development the Village maintains an Available Commercial Properties Database. This is a complimentary service to local property owners and the business community. As the Village receives information about properties, the database will be updated to reflect current status.

The database offers property images, space details, zoning information, and much more.

Call 847-716-3528 or email: ldechant@winnetka.org
STAYING CONNECTED

Winnetka is on Facebook. Keep current on events and sales in the Village by “Liking” Winnetka.

Visit facebook.com/winnetka.il

Also, make sure to receive the Village’s monthly E-Developments newsletter by clicking “Subscribe” in the lower left corner of the Village’s homepage. Subscribers to E-Winnetka must subscribe separately to E-Developments and may unsubscribe at any time.

PERMITS/LICENSES

SPECIAL EVENT PERMIT
If you are interested in hosting a special event please complete a special event permit application (available at villageofwinnetka.org). There is a $35 application fee; you will also need to submit a certificate of insurance and complete an indemnification and hold harmless agreement. Applications should be submitted at least 15 days prior to the event. For questions about hosting a special event contact Keri Kaup, Public Safety Analyst – Police, 847-716-3440, kkaup@winnetka.org.

FOOD LICENSE
Businesses intending to sell or serve food and/or drink items are subject to compliance with health and sanitation requirements. The Village employs a licensed Sanitarian to administer standards and code requirements. Licenses for both food dealers and restaurants are available for download on the Village website at villageofwinnetka.org.

LIQUOR LICENSE
Businesses which intend to sell or serve beer, wine, or liquor are subject to compliance with the Village’s liquor control requirements. Detailed information on the classes of licenses as well as the application are available from the Police Department or on the Village’s website at villageofwinnetka.org.

EXTERIOR BUILDING DESIGN CHANGES
A Certificate of Appropriateness of Design is required when work affects or involves an external architectural feature of a building, structure or site, whether or not such work requires a building permit. While a certificate is not required for single family residences, it is required for any exterior building alterations, site alterations or additions to multiple family residences, institutional uses, and commercial buildings.

Design Guidelines and an application are available online at villageofwinnetka.org.

OUTDOOR SEATING
To apply for an outdoor seating permit please complete an application available on the Village website at villageofwinnetka.org. The application will also require submittal of the following items:

1. A Certificate of Insurance with minimum $1,000,000 per occurrence and $2,000,000 aggregate coverage and the Village of Winnetka named as additional insured.
2. A simple drawing of the table and chair placement plan.

If you have questions about outdoor seating please contact Kathie Scanlan, Executive Assistant at 847-716-3541 or kscanlan@winnetka.org.

BUILDING PERMIT
In order to assure that work is performed in compliance with Village code requirements, permits are required for most construction activity, including many repair or replacement projects. Codes adopted by the Village establish minimum requirements for the safety and well-being of the property owner, occupants, and the general public.

For assistance in determining whether your project requires a permit, review this document, or contact the Permit Coordinator at 847-716-3520.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Fee</th>
<th>Permit Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fence</td>
<td>$65</td>
<td></td>
</tr>
<tr>
<td>Shed</td>
<td>$30/$1,000 of construction cost</td>
<td>$70 minimum</td>
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<tr>
<td>Impermeable Surface</td>
<td>$75</td>
<td>Driveway, sidewalks, patios</td>
</tr>
<tr>
<td>Remodeling</td>
<td>$30/$1,000 of construction cost</td>
<td></td>
</tr>
<tr>
<td>New Construction</td>
<td>$1.30/square foot of new gross floor area</td>
<td></td>
</tr>
<tr>
<td>Plumbing</td>
<td>$70/5 plumbing fixtures</td>
<td>Over 5, additional $10/fixture</td>
</tr>
<tr>
<td>Furnace and AC</td>
<td>$70 base fee</td>
<td>Additional $90 per unit</td>
</tr>
<tr>
<td>Deck</td>
<td>$30/$1,000 of construction cost</td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
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