Date: _____

NEW BUSINESS INQUIRY REQUEST FORM

The Village of Morton Grove strives to create strong working relationships with our businesses to support the local business climate of our community. The goal of the Village is to promote a business friendly atmosphere while maintaining the Village's residential integrity. Please fill out this form completely and return in to Village Hall so Staff may better service your request. ***You will be contacted within 2 business days for a follow-up discussion.*** If you have any questions please call the Department of Economic Development at 847-663-3061.

CONTACT INFORMATION:

Contact Name(s): _____

Are you the: Business Owner ☐ Property Owner ☐ Both ☐

Phone: _____ Email: _____

INFORMATION ABOUT THE PROPOSED LOCATION:

Business Name: _____

Proposed Business Location: _____

Square Footage of new tenant space/building: _____

What was the recent past use/business in this space: _____

_____

Are there dedicated parking spaces on site for you tenant space/building? _____

If yes, how many parking spaces exist? _____

Are the parking spaces shared with other businesses? Yes ☐ No ☐

PROPOSED BUSINESS / USE: (Please refer to Title 12, Chapter 17 for definitions)

☐ Automobile Service Station

- ☐ With Car Wash
- ☐ With Minimart
- ☐ With Restaurant or "Fast Food" Establishment

☐ Catering

- ☐ Accessory Retail (Sale of Food etc.)
- ☐ Accessory Rental Kitchen

☐ Day Care

- ☐ # of children at peak hour(s): _____
- ☐ Age Range of Children: _____
- ☐ Max of employees at peak hour(s): _____

☐ Drive Thru Facility (Associated with other principal use described herewith)

☐ Dry Cleaning Establishment (retail)

☐ Entertainment Venue (Theatre, live music, etc.)

☐ Financial Institution

☐ Garden Supply / Green House

☐ General Office Space

- ☐ Max # of employees: _____
- ☐ Ave. daily # of onsite customers: _____

☐ Grocery / Supermarket

☐ Industrial / Manufacturing - Please Describe Type: _____

- ☐ # of Employees: _____

☐ Medical / Dental Office

☐ Personal Service (***Check all that apply***)

- ☐ Beauty Parlor
- ☐ Barber
- ☐ Massage Therapy (Full Body)
- ☐ Massage Therapy (Limited Service – Hand, Foot, etc.)
- ☐ Manicure / Pedicure
- ☐ Other: _____

☐ Pet Store (Check all that apply)

- ☐ Accessory Grooming
- ☐ Accessory Kennel

☐ Restaurant (Check all that apply)

- ☐ Carry Out
- ☐ Drive-in
- ☐ "Fast Food"
- ☐ Sit Down
- ☐ With Beer/Wine/Alcohol

☐ Retail - Describe primary and accessory merchandise: (Clothing, appliances, art supplies, hardware store. Etc.): _____

☐ Commercial School – Please descript type of school/activities (dance, martial arts, etc.): _____

_____

- ☐ Age of Students (provide age range): _____
- ☐ Hours of operation: _____
- ☐ Expected # of classes/day: _____

☐ Specialty Food (Bakery, ice cream, meat market, Coffee/Tea Shop, etc.)

- ☐ With on-site food preparation?

☐ Tavern / Bar

- ☐ With food as accessory use

☐ Undertaking Establishment

☐ Upholstery

☐ Other: _____

Please use the section below to provide a overview of the principal business and all accessory uses:

_____

_____

_____

_____

_____