

# 2024 Designation Timeline for New and Renewing Special Service Areas (SSAs)

City of Chicago, Department of Planning and Development  
[www.cityofchicago.org/DPD](http://www.cityofchicago.org/DPD)

Due Date	Action
9/1/2022	DPD releases 2024 application documents
11/1/2022	Applicant submits Feasibility Study with exhibits to DPD
November	DPD reviews feasibility studies and meets with new applicants
12/1/2022	DPD notifies applicants of approval or denial to proceed
12/16/2022	Applicant issues RFP for consultant
1/6/2023	Applicant forms SSA Advisory Committee and provides list of Committee members to DPD
1/20/2023	Consultants submit proposals to Applicant
By 1/27/2023	SSA Advisory Committee meets to select Consultant
2/3/2023	Applicant notifies DPD of consultant selected and schedules “kick-off” meeting for DPD and consultant to present SSA overview and process to the Committee.
February	Consultant begins meeting with SSA Advisory Committee to collectively formulate a plan to collect data for required application documents to be submitted to DPD <b>by 6/10/22</b>
March-April	Applicant conducts <b>2 community meetings</b> to present proposed scope of services and budget to SSA stakeholders and begins collecting support signatures from taxpayers of record of at least 20% of the PINs within the proposed SSA boundaries as required by DPD
6/9/2023	<b>SSA Application Package Due.</b> Provide an electronic copy (thumb drive) of the SSA application documents, organized so that each section of the application is saved in folders and PDF files. <b>The application must include support signatures from taxpayers of record of at least 10% of the proposed PINs. DPD will not review applications if this initial signature requirement is not attained.</b>
June, July	DPD reviews application and may require the applicant to make corrections or provide additional information
8/1/2023	Applicant must submit remainder of support signatures from taxpayers of record of at least 20% of the proposed PINs. <b>DPD will not proceed if this requirement is not attained.</b>
August	DPD approves application and prepares a public hearing ordinance package
October	Public hearing conducted at City Hall. Applicant must attend and arrange testimony from five SSA stakeholders.
November	Final SSA establishment/extension ordinance introduced to City Council
December	Once SSA ordinance is approved by City Council, it is filed with Cook County Clerk before deadline on the last Tuesday in December.
1/1/2024	Service Provider can begin services if up-front funding has been arranged
January	SSA Commission meets to discuss and approve bylaws
March	SSA taxes collected and distributed to service providers of <b>existing</b> SSAs
August	SSA taxes collected and distributed to service providers of <b>new</b> SSAs