



DEPT. OF PLANNING & CONSTRUCTION
CHICAGO PARK DISTRICT

RESEARCH ACCESS PERMIT OVERVIEW

All researchers conducting investigations on Park District property are required to obtain a Research Access Permit from the Chicago Park District Department of Planning & Construction before beginning any project. These research investigations, by nature, are to be completely non-invasive to the park, leaving no materials or equipment in the parks after a project has completed. If these stipulations do not apply to the nature of the project, a standard Access Permit is required.

CPD Contact Information:

Name: Claudine Malik

Address: Chicago Park District
Dept. Of Planning & Const.
541 North Fairbanks Ct.
Chicago, IL 60611

Phone: (312) 742-4660
Fax: (312) 742-5347

E-mail: claudine.malik@chicagoparkdistrict.com

Submittal Requirements

To apply for the CPD Research Access Permit, the researcher must submit the following to the CPD Department of Planning & Construction:

1. Exhibit A, consisting of:
 - a. a letter on the researcher's official letterhead requesting the permit, including:
 - i. a detailed description of the scope of research,
 - ii. anticipated start-of-research and end-of-research dates,
 - iii. whether there is intent to publicize project findings in any manner, and
 - b. a detailed site plan of each proposed work location; including:
 - i. proposed access routes to and from the site,
 - ii. the location of proposed alternate routes and signage for pedestrian and bicycle traffic which may be restricted or redirected due to research activities (if necessary),
 - iii. all trees located within the project area.
2. Exhibit B, consisting of **EITHER**
 - a. a written list of all the investigators/participants for the project, and an individual waiver signed by each investigator/participant, **OR**
 - b. a Certificate of Insurance, **and the CG 20 26 endorsement (or current equivalent)**, from the researcher complying with the requirements set forth in "Exhibit B: Research Access Permit Insurance Requirements", naming the Chicago Park District as the Certificate Holder and as Additionally Insured.

3. Exhibit C, consisting of the signature page of "Exhibit C: Research Access Permit Terms and Conditions" signed by the applicant.
4. A non-refundable permit fee in the amount of \$ 50.00, check made out to the Chicago Park District.

Please note: Researchers with outstanding or unpaid fines and/or monetary damages assessed from previous permitted (or non-permitted) work will not be issued permit extensions or permits for new work until the outstanding assessments are paid in full.