**Section 399.130 Manner of Payment**

a) Payment of the fee must be made by check, independently for each request application, payable to Northeastern Illinois Planning Commission, and shall be submitted, along with the request application, to:

 Northeastern Illinois Planning Commission

 222 S. Riverside Plaza

 Suite 1800

 Chicago IL 60606

b) Payment shall not include any fees due to the Commission for any purpose other than the fee due under Section 399.120 of this Part.

c) No application will be processed without full payment of the applicable fee. If the application does not include full payment, the Commission will promptly contact the applicant to inform the applicant of the incomplete application.