



OFFICE OF THE ZONING ADMINISTRATOR
CITY OF CHICAGO

ADMINISTRATIVE ADJUSTMENT CHECKLIST

Submit applications containing part 1 materials in person at the Department of Planning and Development, Bureau of Zoning, City Hall, Room 905 or by mail.

PROPERTY ADDRESS: _____

PART 1: APPLICATION REQUIRED ATTACHMENTS:

- _____ Official Denial of Zoning Certification issued by the Department of Planning and Development (not applicable for adjustments proposed under §17-13-1003-M)
- _____ Complete Application signed by the Applicant/Agent
- _____ \$500 check, payable to the "City of Chicago, Department of Finance"
- _____ 11" x 17" drawings including, where applicable: site plan, demo plans, floor plans, landscape plan, building elevations with height and material call-outs, and sections.
- _____ Plat of Survey
- _____ House Number Certificate (for new principal buildings and vacant lots)
- _____ Draft mailing list (containing last-known addresses of property owners abutting the subject property and Ward Alderperson)
- _____ Notification letter draft (see sample letter for examples)
- _____ Copy of Cook County tax records or deeds for abutting properties

Applicants may proceed with the notification requirements outlined in part 2 only *after* City staff reaches out to confirm receipt of the application. After acceptance of an application complete with part 1 attachments and City staff review, the applicant must comply with the Written Notice provisions set forth in §17-13-0107-A of the Chicago Zoning Ordinance, proceeding to part 2. To evidence compliance with these provisions the applicant must submit the following items.

PART 2: NOTIFICATION COMPLIANCE – REQUIRED DOCUMENTS:

- _____ Mailing labels
- _____ Notification letter (final)
- _____ Copy of a postmarked, Certified Mail (USPS) sender's receipt for each Notification Letter
- _____ Affidavit of Written Notification
- _____ Additional information requested specific to the Administrative Adjustment.

A decision cannot be rendered on an administrative adjustment application until all part 1 and part 2 required attachments are submitted to the Bureau of Zoning, City Hall, Room 905.

For information regarding review and approval policies and procedures consult the Chicago Zoning Ordinance: Authorized Administrative Adjustments (§17-13-1003) and General Approval Criteria (§17-13-1007). For additional questions, please call 312-744-5777 or email Anna.Robles@cityofchicago.org or Kyle.Bartlett@cityofchicago.org.



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ADMINISTRATIVE ADJUSTMENT APPLICATION

Application is hereby made for an Administrative Adjustment, pursuant to §17-13-1000 of the Chicago Zoning Ordinance.

Property Address: _____

Zoning District: _____ **Ward:** _____

Description of Case (Include all language provided in the descriptive statement of the official denial of zoning certification notice):

Applicant:

Name: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____
Email: _____

If Applicant is not the Property Owner, identify relationship to the Property Owner (such as: architect, contractor, expediter, tenant): _____

**Property
Owner:**

Name: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____
Email: _____

Attorney:

Name: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____
Email: _____



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ADMINISTRATIVE ADJUSTMENT APPLICATION

I hereby affirm that all of the statements on this application and those in the attachments submitted herewith are true, under penalty of law.

Applicant/Agent Signature

Applicant/Agent Name

Date: _____, 20____.