



**Code: 1293**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

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## **CLASS TITLE: SENIOR ZONING PLAN EXAMINER**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, the class performs at the fully functional level where the positions work independently in reviewing moderately complex construction plans and applications for building permits to determine conformance to the Chicago Zoning Ordinance, and performs related duties as required

### **ESSENTIAL DUTIES**

- Reviews building permit applications, architectural drawings, construction plans of moderate complexity and related documents to determine if intended property and land use is in compliance with designated zoning classifications
- Checks zoning maps and ordinance to determine the appropriate classification and district of plans under review
- Checks building size, occupancy, and off-street parking plans for zoning code compliance
- Reviews sign permits for compliance with sign and billboard regulations
- Forwards applications to other city departments to review for compliance with planned development projects or special certification or licensing requirements
- Reviews court orders and documents granting variations from the zoning ordinance to ensure stipulations correspond to plans submitted for review
- Prepares zoning certification denial forms identifying code violations and explaining to customers why their application was denied
- Approves applications found to be in compliance with the zoning ordinance
- Calculates fees for the plan review
- Interprets the zoning ordinance to applicants and the general public
- Reviews appeals submitted to the Zoning Board of Appeals for appropriateness of documentation and to ensure criteria is met for appeal cases
- Maintains records of applications reviewed and prepares related reports.
- Maintains and updates computerized zoning maps to reflect amendments to the zoning ordinance, as required
- May assign and monitor the activities of staff in the absence of the Supervising Zoning Plan Examiner

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Two years of work experience in the review and evaluation of legal descriptions of property and construction or building plans; or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal computers and peripheral equipment (e.g., desktop computer, laptop computer, hand-held computer, computer terminals, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- \*Chicago Zoning Ordinance
- \*zoning classifications, principles and concepts
- \*survey plats and deed restrictions
- \*construction plan and architectural drawing review

Some knowledge of:

- \* personal computer operations and applicable software (e.g. Microsoft Office Suite)

Knowledge of applicable City and department policies, procedures, rules and regulations

Other knowledge as required for successful performance in the Zoning Plan Examiner class

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- MATHEMATICS – Use mathematics to solve problems

Other skills as required for successful performance in the Zoning Plan Examiner class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
  - WORK WITH NUMBERS – Add, subtract, multiply, or divide quickly and correctly
- Other abilities as required for successful performance in the Zoning Plan Examiner class

**Other Work Requirements**

- INITIATIVE – Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Zoning Plan Examiner class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

November, v2012