

### Zoning Amendment Application Instructions

1. The Zoning Amendment application must be filled-out in quadruplicate (5<sup>th</sup> application needed when seeking an Industrial Corridor Map Amendment or an amendment to a Planned Development) with original signatures and seals on all copies. Applications and supporting documents must be signed by the applicant or the attorney of record.
2. Two certified plats of survey must be filed with each application (one must measure 8.5" x 11" and one must measure at least 11" x 17"). The survey must be no older than six months at the time of application. The application and all supporting documents are to be filed with the Department of Planning and Development Bureau of Zoning and Land Use in room 905, City Hall, and must be submitted ***no later than 10 working days preceding the City Council meeting at which the applicant is seeking introduction***. The date of the next city Council meeting may be obtained online at [www.chicityclerk.com](http://www.chicityclerk.com).
3. The applicant for a zoning change must be the owner of the property to be rezoned or the applicant must provide a written authorization from the owner of the property.
4. Pursuant to Chapter 2-154 of the Municipal Code of Chicago, an Economic Disclosure Statement and Affidavit are required to be filed. If the applicant is not the owner of the property, a disclosure statement must be filed for both the applicant and the owner. An incomplete disclosure statement will cause the application to be returned.
5. There is a non-refundable fee of \$1,000.00 for a zoning change; the fee for a Planned Development is \$1,500.00; both are to be paid to the City of Chicago Department of Revenue. There is also a fee of \$25.00 for a sign furnished by the office of the Zoning Administrator to be posted by the applicant on the subject property. An additional fee of \$25.00 must be paid for each additional sign if the subject property abuts more than one public street. Please refer to the fee schedule in Section 17-13-0103 of the Chicago Zoning Ordinance for further details.
6. The Zoning Amendment Application includes an Ordinance Page which must be prepared by the applicant/owner, or the representing attorney, to include the zoning district and the grid map found on the zoning map available online at <https://gisapps.chicago.gov/ZoningMapWeb/>. The ordinance must also contain a complete description of the boundary lines starting at the north line of the said property, or planned development, to be rezoned.
7. Each applicant is required to send written notice to all property owners of all properties within 250' in each direction of the lot lines of the subject property, not more than 30 days before filing a Zoning Amendment Application. The notice is to be sent by First Class mail of the US Postal Service. See Section 17-13-0107 of the Chicago Zoning Ordinance for further details. A copy of the typed list (in label form on paper) of the names, addresses and PIN numbers of the property owners notified must be provided with each application.
8. Provide specific information with respect to the proposed development after rezoning. The 2004 Chicago Zoning Ordinance establishes specific submittal requirements for "TYPE 1" rezonings, as explained in Attachment A and in Section 17-13-0303-C of the Chicago Zoning Ordinance. Two copies of all plans must be submitted with each application; one must measure 8.5" x 11" and one must measure 11" x 17".
9. Provide specific information about any proposed development and rezoning within a designated industrial corridor. To determine whether your property is within an industrial corridor refer to "Corridors of Industrial Opportunity: A Plan for Industry in Chicago" adopted by the Chicago Plan Commission in November, 2004. Also, you may search online at the City of Chicago website to view the online interactive Zoning Map for the Industrial Corridors. Two copies of all plans must be submitted with each application; one must measure 8.5" x 11" and one must measure 11" x 17".
10. Provide specific information with respect to the proposed development when intended action is to create a Planned Development. The 2004 Chicago Zoning Ordinance establishes specific submittal requirements for Planned Developments, as explained in Attachment C and in Section 17-13-0602-B of the Chicago Zoning Ordinance. Two copies of all plans must be submitted with each application; one must measure 8.5" x 11" and one must measure 11" x 17".
11. Incomplete or stapled applications will be returned to the applicant.