

(v.2 2021)

**NOTICE TO ZONING BOARD OF APPEALS CHAIRMAN**

Date: \_\_\_\_\_

Chairman, Zoning Board of Appeals  
City of Chicago  
121 N. LaSalle Street, Room 905  
Chicago, IL 60602  
zba@cityofchicago.org

To the Chairman of the Zoning Board of Appeals (the "Chairman"):

The undersigned, [INSERT NAME] \_\_\_\_\_, AN INDIVIDUAL, being first duly sworn under oath, deposes and states the following:

1. That the undersigned is an authorized representative of [INSERT NAME OF APPLICANT] \_\_\_\_\_ (the "Applicant"), which Applicant is seeking a special use for a cannabis business establishment (the "Proposed Special Use") to be located at [INSERT ADDRESS OF PROPOSED CANNABIS BUSINESS ESTABLISHMENT] \_\_\_\_\_, Chicago, Illinois (the "Proposed Location");

2. That the undersigned certifies that the Applicant shall hold a community meeting (the "Community Meeting") the purpose of which shall be to discuss its Proposed Special Use at [INSERT LOCATION OF COMMUNITY MEETING] \_\_\_\_\_, Chicago, Illinois, which is located within the ward of the Proposed Location;

3. That the Community Meeting shall be held on [INSERT DATE AND TIME OF COMMUNITY MEETING] \_\_\_\_\_;

4. That the undersigned certifies **THAT THE DATE OF THIS AFFIDAVIT IS NO LATER THAN TWO WEEKS PRIOR TO THE DATE OF THE COMMUNITY MEETING AND THAT THIS AFFIDAVIT HAS BEEN PROVIDED TO THE CHAIRMAN NO LATER THAN TWO WEEKS PRIOR TO THE DATE OF THE COMMUNITY MEETING.**

\_\_\_\_\_  
Signature

Subscribed and sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public