



OFFICE OF THE ZONING ADMINISTRATOR
CITY OF CHICAGO

SAMPLE LETTER OF PROPERTY OWNER NOTIFICATION

(This letter must be re-typed and submitted for City staff review before being mailed)

Date

Dear [Full name of tax paying entity/Aldersperson]:

In accordance with Section of 17-13-0107-A of the Chicago Zoning Ordinance, Title 17 of the Municipal Code of Chicago, on _____, 20____, the undersigned has filed an application with the City of Chicago Zoning Administrator for an Administrative Adjustment pursuant to Section 17-13-1003-___ for the property located at _____.

[Provide the descriptive statement of the official denial of zoning certification notice]

[For Owner Applicant]

I, the undersigned, am the owner of the subject property and my address is _____ . For further information regarding this application, please contact _____ at _____. [Provide the name and phone number of source for additional information].

Or (please only choose one)

[For Non-Owner Applicant/Agent]

I, the undersigned, am the agent of _____, the property owner/applicant, whose address is _____. I serve as the [indicate relationship to property owner/applicant such as: **architect, attorney, contractor, expediter**] for the project proposed at the subject property. My address is _____. For further information regarding this application, please contact me at _____.

I have left preliminary drawings in the Office of the Zoning Administrator, Room 905 in the City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602, as part of my application for the Administrative Adjustment sought. You are free to examine them within ten business days of the postmark date of this letter. Should you have any concerns with the proposal, you may file a written response (either in person, via email, or USPS) with the Office of the Zoning Administrator within ten business days of the postmark date of this letter.

Sincerely,

Applicant/Agent Signature