

SAMPLE LETTER OF PROPERTY OWNER NOTIFICATION

Date

Dear Property Owner:

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 for the property located at _____.

[State nature of administrative adjustment application and brief project description]

[For Applicant-Owners]

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

[For Applicant-Agents]

I, the undersigned, am the agent of _____, the property owner, whose address is _____. I serve as the [*indicate relationship to property owner 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 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 days of the postmark date of this letter.

Sincerely,

Applicant Signature