



**ZONING BOARD OF APPEALS  
CITY OF CHICAGO**

**SPECIAL USE CHECKLIST  
Only completed applications will be accepted**

**All Special Use applications require expert testimony of a certified real estate appraiser or an urban planner at the time of the hearing. Your application can not be heard without expert testimony**

Premises Affected: \_\_\_\_\_

Please submit the following with your application:

- \_\_\_\_\_ Checklist
- \_\_\_\_\_ Typewritten Application
- \_\_\_\_\_ Official Denial of Zoning Certification
- \_\_\_\_\_ Project Narrative
- \_\_\_\_\_ Check or money order for \$1,025.00, made payable to “City of Chicago - Department of Revenue”
- \_\_\_\_\_ Form of Affidavit
- \_\_\_\_\_ Copy of Property Owner Notification Letter
- \_\_\_\_\_ **Applicant must provide written notice of special use filing to the Alderman/Alderswoman’s office in the ward of the subject site.**
- \_\_\_\_\_ Adhesive mailing labels for all property owners within 250 feet of premises affected. (If a condominium building has more than 25 units, also include a label addressed to the Condominium Association)
- \_\_\_\_\_ Copy of Adhesive mailing labels for surrounding property owners
- \_\_\_\_\_ Economic Disclosure Statements for Applicant and Property Owner
- \_\_\_\_\_ Site Plan, Landscape Plan, Building Elevations (provide heights and list materials used), Floor Plans and Plat of Survey
- \_\_\_\_\_ Color Photographs (Pictures **must be current** and original, Google Maps, Google Earth or other on-line photos **will not be accepted**. The pictures should include front, side and rear views of the property.)
- \_\_\_\_\_ Signed Authorization of Property Owner (if different from applicant)
- \_\_\_\_\_ **COMPLETED** Findings of Fact AND Affidavit of Posting and photo must be submitted together. No hearing will be scheduled without these documents being submitted **TOGETHER**
- \_\_\_\_\_ (If applicable) Certified copy of the zoning map amendment as published in the Chicago City Council Journal of Proceedings.

If you require further assistance, please call 312-744-3888



# Zoning Board of Appeals City of Chicago

( Application must be typewritten)

## Special Use Application

**Premises Affected:**

**Zoning District:**

**Ward:**

**Applicant:**

Name:

Address:

City:

Phone:

State:

Zip:

Email:

**Property Owner:**

Name:

Address:

City:

Phone:

State:

Zip:

Email:

**Attorney:**

Name:

Address:

City:

Phone:

State:

Zip:

Email:

**Description of Case:** ( Include all language as stated on denial of zoning certification):

121 N. La Salle Street Room 905 Chicago, IL 60602

312-744-3888

**Zoning Board of Appeals  
City of Chicago**

I hereby affirm that all of the statements contained on this application and those in any attachments submitted herewith are true, under penalty of law.

Applicant name \_\_\_\_\_

Applicant signature \_\_\_\_\_

Sworn to me, this \_\_\_\_\_ day of \_\_\_\_\_ of 20\_\_

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

**FORM OF AFFIDAVIT**

Date

City of Chicago – Zoning Board of Appeals  
City Hall – Room 905  
121 N. LaSalle St.  
Chicago IL 60602

Zoning Board of Appeals:

The undersigned, \_\_\_\_\_, being first duly sworn under oath, deposes and states the following:

That the undersigned certifies they have complied with the requirements of Section 17-13-0107A of the Chicago Zoning Ordinance, Title 17 of the Municipal Code of Chicago, by serving written notice, either in person or by USPS first class mail, on the owners of all property within 250 feet, excluding the number of feet occupied by streets, alleys, other public ways and property owned by the applicant, in each direction of the lot lines of the subject property located at \_\_\_\_\_, that the notice contained the address of the location for which the special use is requested, a brief statement of the nature of the requested special use, the name and address of the legal and beneficial owner of the property for which the special use is requested, a statement that the applicant intends to file an application for a special use on approximately \_\_\_\_\_, that the applicant made a bona fide effort to determine the address of the parties to be notified under the above ordinance, that the applicant certifies that the accompanying lists of names and addresses of surrounding property owners within 250 feet is a complete list containing the names and last known addresses of the owners of the property required to be served and that the applicant has furnished in addition to a list of the last known owner and addresses, a list of the method of service (in person or by first class mail).

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

TYPICAL LETTER OF NOTIFICATION TO SURROUNDING PROPERTY OWNERS  
( Please retype and provide information regarding your application)

SAMPLE

Date \_\_\_\_\_

Dear Property Owner:

LETTER

In accordance with Section 17-13-0107-A of the Chicago Zoning Ordinance, Title 17 of the Municipal Code of Chicago, please be informed that on or about (insert date you intend to file) \_\_\_\_\_, the undersigned will file an application with the City of Chicago, Zoning Board of Appeals for a special use for the property located at \_\_\_\_\_.

( Insert language as stated in the descriptive statement section of the Official Denial of Zoning Certification).

I, \_\_\_\_\_ am the applicant for variation in the nature of a special use. My contact information is as follows:

Address \_\_\_\_\_ Phone Number: \_\_\_\_\_

The owner of the property is \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number \_\_\_\_\_

SAMPLE

Sincerely,

LETTER

**AFFIDAVIT OF POSTING**

Affidavit of Compliance – Section 17-13-0107-C6

I hereby certify that \_\_\_\_\_ posted a public notice sign on the property commonly known as \_\_\_\_\_.

This sign was furnished by the City of Chicago Zoning Board of Appeals pursuant to Section 17-13-0107-C2, in connection with a Zoning Board of Appeals case filed on \_\_\_\_\_.

This sign was installed within five (5) days of filing the application, in such a way as to be plainly visible from each roadway or right of way abutting the property. It will remain posted on the property until the scheduled hearing date.

Attached hereto is a picture(s) of said sign, posted on the subject property and building.

I understand that pursuant to Section 17-13-01-0107 C6, no hearing will be scheduled or conducted until I comply with the above regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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