



**OFFICE OF THE ZONING ADMINISTRATOR
CITY OF CHICAGO**

ADMINISTRATIVE ADJUSTMENT CHECKLIST

Submit applications in person at the Department of Planning and Development, Bureau of Zoning and Land Use, City Hall, Room 905.

Please note that only complete applications including all required attachments will be accepted at the time of filing. Additional documentation may be requested by the Zoning Administrator at any time during the review process.

PROPERTY ADDRESS: _____

Application Required Attachments:

- _____ Checklist
- _____ Official Denial of Zoning Certification issued by the Department of Planning and Development (not applicable for adjustments proposed under §17-13-1003-M)
- _____ Complete Application signed by the Applicant/Property Owner
- _____ \$500 check, payable to the "City of Chicago, Department of Revenue"
- _____ 11" x 17" drawings including, where applicable: site plan, floor plans, landscape plan, building elevations (with height and material call-outs), and sections
- _____ Plat of Survey
- _____ House Number Certificate (for new principal buildings and vacant lots)

After acceptance of an application by the Zoning Administrator, the applicant must comply with the Written Notice provisions set forth in §17-13-0107-A of the Chicago Zoning Ordinance.

Notification Compliance Required Documents:

- _____ Copy of the Notification of Administrative Adjustment Application Letter sent to the property owners of lots abutting the subject property and to the Alderman of the Ward
- _____ Copy of a postmarked Certified Mail sender's receipt for each Notification Letter
- _____ List containing the names and last-known addresses of each party provided with notice
- _____ Affidavit of Written Notification

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