

## Temporary Process for Filling Zoning Amendment Applications

The deadline to file all applications is by Noon one week prior to the City Council hearing date.

Next Scheduled City Council: April 15

Deadline for Filing: Noon - April 8

1. Applicants should send a copy of the application to the lead examiner by email for preliminary review to:
  - a. Type 1 and Type 2 Applications: [anna.robles@cityofchicago.org](mailto:anna.robles@cityofchicago.org)
  - b. PD Applications: [noah.szafraniec@cityofchicago.org](mailto:noah.szafraniec@cityofchicago.org)
2. The lead examiner reviews application for completeness and corresponds with the applicant.
3. Once the application is deemed to be complete the lead examiner will contact the applicant and instruct them to send the complete application as a PDF file via email to the lead examiner. In addition, the ordinance page(s) and any text attachments for publication (i.e. Type 1 narratives or PD statements) must also be sent as a Microsoft Word file. At the same time mail 4 sets (5 for PDs) of the application packet to the lead examiner with the related application fees.
  - a. Type 1 and Type2 Applications: \$1,000
  - b. PD Applications: \$1,500
  - c. Notice Sign(s): \$25 per sign
4. For PDs the lead examiner will assess the Chicago Plan Commission Zoning Review Fee Worksheet provided by the applicant. This fee will be made with a separate check and included with the application.
5. All final application packets will be mailed to:

Anna Robles  
Department of Planning & Development  
121 N La Salle Street  
City Hall - Room 905  
Chicago, IL 60602
6. Upon receipt of the PDF version of the application the lead examiner will submit the application to the Office of the City Clerk for introduction at the next City Council meeting.
7. Upon receipt of the original application packets the lead examiner will submit the invoices and payments to the revenue cashier in Room 107, get a receipt for each payment, and attach the receipt(s), to the invoice on one of the 4 (5for PDs) packets. For PDs a copy of the zoning review payment will be given to Mike Marmo in Room 905.

## **Contents of Zoning Amendment Application**

1. Three page Zoning Amendment Application (printed from DPD website).
2. Certified plat of survey (no older than six months).
3. Ordinance page (see sample in application packet).
4. Narrative zoning and development analysis (Type 1 Applications only see §17-13-0303-C).
5. Drawings, photographs and/or plans (Type 1 Applications only see §17-13-0303-C).
6. Planned Development (PD) Statements, Bulk Table and Exhibits (PD Applications only)
7. Written authorization from the owner to file (if applicant is not the property owner).
8. "Written Notice" Form of Affidavit to Chairman (see sample in application packet).
9. Written notice letter to surrounding property owners (see sample in application packet).
10. Economic Disclosure Statement(s).
11. Mailing list, in label format, of the Names, Addresses, and PINs of property owners to be notified.
12. Filing fee payment\*
13. Chicago Plan Commission Zoning Review Fee Worksheet with separate payment\* (PDs only).

\*All checks and money orders are paid to the order of The City of Chicago.

## Zoning Amendment Application Instructions

1. The Zoning Amendment application must be filled-out in quadruplicate (5th application needed when seeking a zoning amendment to a planned development) with original signatures and seals on all four (or five) copies. Applications and supporting documents must be signed by the applicant, not the attorney of record.
2. A certified plat of survey must be filed with each application (two such plats must measure 8.5" x 11" and one must measure 11" x 17"). The survey must be no older than six months at the time of application. The application and all supporting documents are to be filed with the Department of Planning and Development Bureau of Zoning and Land Use in room 905, City Hall, and must be submitted no later than 12:00 noon one week preceding the City Council meeting at which the applicant is seeking introduction. The date of the next city Council meeting may be obtained online at [www.chicityclerk.com](http://www.chicityclerk.com).
3. The applicant for a zoning change must be the owner of the property to be rezoned or the applicant must provide a written authorization from the owner of the property.
4. Pursuant to Chapter 2-154 of the Municipal Code of Chicago, an Economic Disclosure Statement and Affidavit are required to be filed. If the applicant is not the owner of the property, a disclosure statement must be filed for both the applicant and the owner. An incomplete disclosure statement will cause the application to be returned.
5. There is a non-refundable fee of \$1,000 for a zoning change; the fee for a Planned Development is \$1,500; both are to be paid to the City of Chicago Department of Revenue. There is also a fee of \$25 for a sign furnished by the office of the Zoning Administrator to be posted by the applicant on the subject property. An additional fee of \$25 must be paid for each additional sign if the subject property abuts more than one public street. Please refer to the fee schedule in Section 17-13-0103 of the Chicago Zoning Ordinance for further details.
6. The Zoning Amendment Application includes an Ordinance Page which must be prepared by the applicant/owner, or the representing attorney, to include the zoning district and the grid map found on the zoning map available online at <https://gisapps.cityofchicago.org/ZoningMapWeb/>. The ordinance must also contain a complete description of the boundary lines starting at the north line of the said property, or planned development, to be rezoned.
7. Each applicant is required to send written notice to all property owners of all properties within 250 feet in each direction of the lot lines of the subject property, not more than 30 days before filing a Zoning Amendment Application. The notice is to be sent by First Class mail of the US Postal Service. See Section 17-13-0107 of the Chicago Zoning Ordinance for further details. A copy of the typed list (in label form on paper) of the names, addresses and PIN numbers of the property owners notified must be provided with each application.

## Zoning Amendment Application Instructions

8. Provide specific information with respect to the proposed development after rezoning. The 2004 Chicago Zoning Ordinance establishes specific submittal requirements for “TYPE 1” zoning amendments, as explained in Section 17-13-0303-C of the Chicago Zoning Ordinance. Two copies of all plans must be submitted with each application; one set measuring 8.5” x 11” and one set measuring 11” x 17”.
9. Provide specific information about any proposed development and rezoning within a designated industrial corridor. To determine whether your property is within an industrial corridor refer to “Corridors of Industrial Opportunity: A Plan for Industry in Chicago” adopted by the Chicago Plan Commission in November, 2004. Also, you may search online at the City of Chicago website to view the online interactive Zoning Map for the Industrial Corridors.

**Incomplete applications will be returned to the applicant.**