

COMMUNITY MEETING AND NOTICE AFFIDAVIT

Date: _____

City of Chicago
Department of Planning and Development
Attn: Zoning Administrator
City Hall, Room 905
121 N. LaSalle Street
Chicago, IL 60602

To the Zoning Administrator of the City of Chicago (the “Zoning Administrator”):

The undersigned, _____, AN INDIVIDUAL, being first duly sworn under oath, deposes and states that they have personal knowledge of the facts set forth in this affidavit and if called to testify in this matter, they would swear the following facts are true and correct:

1. That the undersigned is an authorized representative of _____ (the “Applicant”), which Applicant is seeking a site plan review for a use governed by Section 19-9-0117 of the Chicago Zoning Ordinance, Title 17 of the Municipal Code of Chicago (the “Proposed Use”) to be located at _____, Chicago, Illinois (the “Proposed Location”);

2. That the Applicant held a community meeting (the “Community Meeting”), for the purpose of explaining the Proposed Use, including the traffic study and air impact evaluation, and soliciting comments on it, at _____, Chicago, Illinois, which is located within the ward of the Proposed Location (the “Ward”);

3. That the Community Meeting was held on _____ at _____,

NO LATER THAN TWO WEEKS PRIOR TO THE DATE OF FILING APPLICATION FOR THE PROPOSED USE;

4. That any attendance records the Applicant collected from the Community Meeting are attached hereto as **EXHIBIT A;**

5. That the Applicant provided written notice to the alderman of the Ward (the “Alderman”) and the Zoning Administrator of the time, place and purpose of the Community Meeting, a copy of which written notice is attached hereto as **EXHIBIT B;**

6. That the Applicant published notice of the Community Meeting in a newspaper of general circulation within the Ward; that said published notice included the time, place and purpose of the Community Meeting; that a copy of such notice is attached

hereto as **EXHIBIT C-1**; that the certificate of publication of such notice is attached hereto as **EXHIBIT C-2**;

7. That the Applicant has served written notice of the Community Meeting via United States Postal Service first class mail on the property owner of the Proposed Location and the property owners of all property within 250 feet in each direction of the lot lines of the Proposed Location, excluding the number of feet occupied by streets, alleys, and other public ways (collectively, the "Property Owners"); that said written notice included the time, place and purpose of the Community Meeting; that the Applicant made a bona fide effort to determine the address of the Property Owners to be notified; that a copy of such written notice is attached hereto as **EXHIBIT D**; that the list of names and addresses of the attached hereto as **EXHIBIT E** is a complete list of the Property Owners.

Signature

Subscribed and sworn to me this

_____ day of _____, 20 ____.

Notary Public

Exhibit A

*[ATTACH ANY ATTENDANCE RECORDS COLLECTED
FROM THE COMMUNITY MEETING]*

Exhibit B

*[ATTACH NOTICE PREVIOUSLY PROVIDED TO WARD ALDERMAN
AND ZONING ADMINISTRATOR]*

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Exhibit C-1

[ATTACH COPY OF PUBLISHED NOTICE]

Exhibit C-2

[ATTACH CERTIFICATE OF PUBLICATION OF PUBLISHED NOTICE]

Exhibit D

[ATTACH FORM OF WRITTEN NOTICE TO PROPERTY OWNERS]

Exhibit E

*[ATTACH LIST OF NAMES AND ADDRESSES OF PROPERTY OWNERS
REQUIRING WRITTEN NOTICE]*