



ZONING BOARD OF APPEALS  
CITY OF CHICAGO

VARIATION CHECKLIST

Please note that all pages of the application and any supporting documents must be **typed**. Only complete application packets will be accepted at the time of filing.

PROPERTY ADDRESS: \_\_\_\_\_

CALENDAR NUMBER (issued at time of filing): \_\_\_\_\_ - \_\_\_\_\_ - Z

Checklist Items:

- \_\_\_\_\_ Checklist
- \_\_\_\_\_ Official Denial of Zoning Certification signed by the applicant and the Department of Planning and Development, Bureau of Zoning and Land Use
- \_\_\_\_\_ Complete Application
- \_\_\_\_\_ \$525 check, payable to the "City of Chicago, Department of Revenue" (includes application and sign fees)
- \_\_\_\_\_ Affidavit of Notification of all Property Owners within Notification Boundary
- \_\_\_\_\_ Copy of Application Notification Letter sent to all Property Owners within Notification Boundary
- \_\_\_\_\_ Copy of Mailing Addresses for all Property Owners within Notification Boundary
- \_\_\_\_\_ Adhesive Mailing Labels for Property Owners within Notification Boundary (labels for condominium associations with 26 or more units, not individual units)
- \_\_\_\_\_ Economic Disclosure Statement(s) for Applicant and Property Owner (if different)
- \_\_\_\_\_ Site Plan, Landscape Plan, Building Elevations (with height and material call-outs), Floor Plans and Plat of Survey
- \_\_\_\_\_ Signed Consent of Property Owner (if applicable)

Public Notice Sign will be issued at the time of filing; a photo of posted sign and the associated affidavit must be returned to the Zoning Board of Appeals staff.

For further information, please call 312-744-5822 or email [patrick.murphey@cityofchicago.org](mailto:patrick.murphey@cityofchicago.org).

**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 100 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 variation is requested, a brief statement of the nature of the requested variation, the name and address of the legal and beneficial owner of the property for which the variation is requested, a statement that the applicant intends to file an application for a variation 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 100 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 PROPERTY OWNER NOTIFICATION

Date

Dear Property Owner:

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 \_\_\_\_\_, the undersigned will file an application with the City of Chicago Zoning Board of Appeals for a variation for the property located at \_\_\_\_\_.

(State nature of special use application and brief project description)

The undersigned is the owner of the subject property and my address and phone number is \_\_\_\_\_. (If subject property is held in trust, identify name and address of trustee and contact information of the beneficial owners of said trust).

Sincerely,

**Note to Applicant:** The name and address of the legal and beneficial owner(s) of the subject property must be contained in your notification letter. If you are not the owner of the subject property, then also state in the letter your interest in the property – i.e. contract purchaser, lessee, tenant etc.

**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 17-13-01-0107C6, 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