



DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT
CITY OF CHICAGO

SPECIAL USE APPLICATION
(Application must be typed)

“Special Uses” are uses that because of their widely varying land use and operational characteristics require case-by-case review by the Zoning Board of Appeals (ZBA) to determine whether they will be compatible with surrounding uses and development patterns. Case-by-case review ensures consideration of the special use’s anticipated land use, site design and operational impacts.

Property Address:

Zoning District:

Ward:

Description of Case (Include all language stated in the denial of zoning certification notice)

Applicant: Name:
Address:
City, State, Zip Code:
Phone Number:
Email:

Owner: Name:
Address:
City, State, Zip Code:
Phone Number:
Email:

Attorney: Name:
Address:
City, State, Zip Code:
Phone Number:
Email:



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Approval Criteria

No special use application may be approved unless the Zoning Board of Appeals finds that the proposed use in its proposed location meets all of the approval criteria, in accordance with Section 17-13-0905 of the Zoning Ordinance. To advise the ZBA, please thoroughly explain how the proposed special use addresses the following criteria:

1. Complies with all applicable standards of the zoning ordinance:
2. Is in the interest of the public convenience and will not have a significant adverse impact on the general welfare of the neighborhood or community:
3. Is compatible with the character of the surrounding area in terms of site planning and building scale and project design:
4. Is compatible with the character of the surrounding area in terms of operating characteristics, such as hours of operation, outdoor lighting, noise, and traffic generation:
5. Is designed to promote pedestrian safety and comfort:



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Necessary Attachments

- A copy of the original 'Official Denial of Zoning Certification' signed by the applicant and the Bureau of Planning and Zoning.
- If the applicant is not the owner, written authorization of the property owner to file the application.
- Economic Disclosure Statement. 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, disclosure statements must be filed by both the applicant and the owner. Copies of Economic Disclosure Statement forms are available online at: http://www.cityofchicago.org/city/en/depts/dps/provdrs/comp/svcs/economic_disclosurestatementseds.html
- A copy of the letter sent to property owners within 250 feet of the subject property notifying them of the application filing. The notice must provide a detailed description of the detail of the proposed special use. An Affidavit verifying the letters have been sent and a sample letter must be submitted.
- Adhesive mailing labels for all property owners within 250 feet (Condominium Association address is required for a building of 26 units or more).
- Public notice sign requirement. Please provide photographs of the sign on the building and of the subject site and an affidavit confirming the sign has been posted at the location (to be submitted after the application is accepted and the sign is issued).
- Check in the amount of \$525.00 payable to 'City of Chicago, Department of Revenue'.
- Photographs depicting the front, rear and sides of the subject property, as well as photographs of subject property in relation to abutting properties.
- Three sets of 11" X 17" drawings including, where applicable: site plan, floor plans, landscape plan, building elevations and sections, and a plat survey (do not include electric, plumbing, ventilation and mechanical plans). Note: four sets, including elevations, are required for parking lot applications.
- Project Narrative – Written summary of proposed project – Including but not limited to – current land uses on the site, surrounding/adjacent buildings and land uses, size of building and/or site, hours of operation, estimated project costs, number of proposed construction and permanent jobs, and evidence of community support for the proposed project.
- If applicable, a certified copy of the zoning map amendment published in the Chicago City Council *Journal of Proceedings*.

An application will not be considered complete – and a public hearing will not be scheduled – until all of the required materials are completed and submitted.



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

Applicant signature

Applicant name

Sworn to me, this _____ day of _____ of 20 _____

Notary Public