

# Zoning Verification Letter



A Zoning Verification Letter provides an assessment and interpretation of a property's compliance with all applicable sections of the North Chicago Zoning Ordinance. Once issued, a zoning verification letter is filed in the records of the Economic and Community Development Department and delivered to the requestor. The document provides the assessment of the Economic and Community Development Department regarding a property's compliance with zoning regulations as of the date of issuance.

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## Review Process

After receiving a request and payment for a Zoning Verification Letter, Economic and Community Development Department staff will review all current and past records on file for a property, including permit history, Lake County records, past letters to the property owner(s), past zoning petitions and city ordinances relating to the property, and the current provisions of the property's zoning district. Staff will use these records to determine the current compliance status of a property with the North Chicago Zoning Ordinance.

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## Supporting Documents

Economic and Community Development Department staff base their findings on property records on file with, or available to, the City of North Chicago. Any additional documents relating to the status, use, or history of a property that can be provided by the requestor or owner to staff may give additional insight into the current zoning compliance status of the property. Documents showing the layout of the property, including a site plan or plat of survey, will allow staff to more accurately determine compliance with lot, bulk, and yard regulations.

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## What to Include:

### Required:

Completed Request Form  
\$100 Fee

### Optional:

Plat of Survey  
Site Plan

**Department of Economic and Community Development**

1850 Lewis Avenue, North Chicago, Illinois | 847-596-8650 | [www.northchicago.org](http://www.northchicago.org)



# Zoning Verification Letter Request

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## Requestor Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Requestor Status: Owner Lessee Contract Purchaser Other \_\_\_\_\_

## Property Owner Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Property Information

Address: \_\_\_\_\_ Property Index Number(s) (PIN): \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Size of Property (sq. ft./acres): \_\_\_\_\_

Size of Building Space (sq. ft.): \_\_\_\_\_

Size of Space Utilized (sq. ft.): \_\_\_\_\_ Number of Units: \_\_\_\_\_

Type of Property: Residential Commercial Mixed-Use Industrial

Is the Property Vacant? Yes No

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# Additional Information

Please provide any additional information on the property that may be relevant in the determination of zoning status and compliance in the space provided below.

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