



Appeal of a Zoning Administrator Determination Application

City of Park Ridge

Community Preservation and Development Department . 505 Butler Place . Park Ridge, IL . 60068
Phone: (847) 318-5291 . Fax: (847) 318-6411 . www.parkridge.us

Case Number: _____

Applicant Information:

Name: _____

Phone: _____

Address: _____

E-mail: _____

Summary of Proposed Appeal of a Zoning Administrator Determination (refer to Section 4.3

of the Zoning Ordinance): _____

Subject Property Information (if applicable):

Address: _____

Zoning District: _____

Legal Description (can attach separate sheet): _____

I hereby certify, as the undersigned applicant, that the above statements and attached documentation are true and correct to the best of my knowledge.

Signature of Applicant

Date

Minimum Filing Requirements

The application must be completed in accordance with the provisions in Section 3.2 of the Zoning Ordinance and Section 4.3 for Appeals of a Zoning Administrator Determination. The application must be accompanied by the following, unless specifically waived by the Zoning Administrator.

1. **Application.** Provide all required information and the appropriate signature(s).
2. **Statement.** Provide a statement, in accordance with Section 4.3 of the Zoning Ordinance, indicating the nature of the request for appealing a Zoning Administrator determination, as well as the rationale for the request. Statements shall also reference the specific property address, if necessary, and the section(s) of the Ordinance related to the request.
3. **Applicant Disclosure Statement.** Complete this statement regarding ownership interest located in the Zoning Ordinance Appendices (based on Municipal Code Article 2, Chapter 24, Section 1).
4. **Other Documents.** Provide any other statements, documents or plans deemed necessary to support the request.
5. **Section 3.3 – Notice for Public Hearings.** The applicant will prepare a legal notice to be published in the local newspaper between 15 and 30 days prior to the hearing, in accordance with Section 3.3.A, and submit notice to the City. If the appeal is related to a specific subject property, the applicant is required to prepare a mailed notice to send to all properties within 250 feet of the subject property also within 15 to 30 days of the hearing.
6. **Fee.** A check for \$300, payable to the City of Park Ridge, shall accompany the application
7. **Copies.** Submit the original application (with the original signature) and all supporting documents, along with 15 copies of each item submitted with the application. All documents must be on 8.5" x 11" or 11" x 17" paper, except where specified by the Zoning Administrator.
8. Any other information or documentation, as may be required by the Zoning Administrator.

**FLOWCHART 1: APPEALS OF ZONING ADMINISTRATOR DETERMINATION
(Section 4.3)**

