

Summary of City of Chicago Zoning Relief

	Administrative Adjustment	Variance / Special Use - Zoning Board of Appeals	Map Amendment (Zoning Change)
Decision Authority	Zoning Commissioner	Zoning Board of Appeals	Alderman – Committee on Zoning – City Council
Typical Types of Relief	Side /Rear / Front Setbacks, # of Dwelling Units, Open Space, Expansion of Non-Conforming Use	Floor Area (up to 15%), Height, Parking, Special Uses, Drive Thru, Residential vs. Commercial Use	Increases in Zoning Density to Accommodate Increased Floor Area and / or Height, Allowable Uses
Recommended First Step	File Application with Dept. of Zoning	Contact Alderman's Office	Contact Alderman's Office
Submission to Alderman's Office	Site Plan and Survey	Site Plan, Survey, Written Description of Request	Architectural Plans, Survey, Completed Applicant's Checklist (Available on Website)
Neighborhood Community Group Review	Not Typically Required	At Discretion of Each Group	Group Review Required
Notification by Mail	Adjacent Property Owners and Alderman	Variance-Property Owners w/n 100 Feet, Special Use-250 or 500 Feet (depending on type)	Property Owners within 250 Feet

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Concerned Citizens Should	Contact Alderman's Chief of Staff	Contact Alderman's Chief of Staff, Neighborhood Community Group, and Write Letter to ZBA and/or Testify at Hearing	Contact Alderman's Chief of Staff, Neighborhood Community Group, and Testify at Committee on Zoning Meeting
Public Hearing	None	Monthly Zoning Board of Appeals Hearing	Monthly Committee on Zoning Meeting
Notification Sign	Not Required	Required	Required
Fee	\$250	Variance \$250 Special Use \$250 or \$500 Depending on Type	\$1,000
Do Applicants Need an Attorney	No	Not Required, but Most Hire an Attorney	Not Required, but Almost All Hire an Attorney
Timing for Potential Approval	One Month	Two to Three Months	Three Months Plus