



ZONING ANALYSIS APPLICATION

zoning office use only

Case Number: _____

I am applying for a zoning review of:

- a **construction project** of less than 10,000 sq ft
- a **construction project** of 10,000 sq ft or more
- a **change of use**

- a **proposed subdivision**
- an existing improved property **as is** (no construction)
- I am also requesting a "rebuild letter"

1. PROPERTY

Address _____

Residential

Non-Residential

Mixed

Narrative Summary of Project / Proposed Use(s), or Existing Use:

2. APPLICANT

Name: _____ Organization: _____

Address: _____ City, State, Zip: _____

Phone: Work: _____ Home: _____ Cell/Other: _____

Fax: Work: _____ Home: _____

E-mail: _____

Please circle the primary means of contact.

What is the relationship of the applicant to the property owner?

- same
- attorney
- builder/contractor
- lessee
- architect
- other: _____
- real estate agent

3. PROPERTY OWNER (if different than applicant)

Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

4. REQUIRED DOCUMENTS AND MATERIALS

You must submit the following:

- (This) Completed Application Form
- Two (2) Copies of Plat of Survey Date of Survey: _____
- Two (2) Sets of Building Plans* Date of Drawings: _____
- Application Fee Amount \$_____ (Check # _____)
(If applicable)

*For requests involving parking, loading or traffic:

- One (1) Additional Set of Building Plans (3 total)

Notes:

- **Plats of survey** must be drawn to scale and must accurately and completely reflect the current conditions of the property.
- **Building plans** must be drawn to scale and must include interior floor plans and exterior elevations.
- **Application Fees** may be paid by cash, check, or credit card.

5. PROPERTY INFORMATION

	EXISTING	PROPOSED
Lot Area		
Lot width/ frontage		
Number of: Dwelling units		
Rooming Units		
Open parking spaces		
Enclosed parking spaces		
Off-site parking spaces		
Loading berths (indicate open or enclosed)		
Employees		

6. BUILDING LOT COVERAGE (applicable to residential and transitional campus districts only)

	EXISTING	PROPOSED
Principal structure footprint		
Area of a <u>front</u> porch under a roof		
Unencl. roofed structures (porch, carport, etc)		
Detached garage footprint		
Shed		
Coach house		
TOTAL BUILDING LOT COVERAGE <small>(staff will compute porch exemption where applicable)</small>		

7. IMPERVIOUS SURFACE AREA (hard surfaced areas not under a roof: asphalt, gravel, concrete, paving, and pervious paver areas)

	EXISTING	PROPOSED
Patios		
Sidewalks		
Driveways		
Garage Aprons		
Stairs/Landings		
Deck		
Other		
SUB-TOTAL		
+ Building Lot Coverage		
TOTAL IMPERVIOUS SURFACE AREA (includes total building lot coverage plus the sub-total of the hard surfaced areas listed above)		

8. SETBACKS

	EXISTING	PROPOSED
Front yard (1)		
Front yard (2)		
Street side yard		
Interior side yard (1)		
Interior side yard (2)		
Rear yard		

9. BUILDING HEIGHT

	EXISTING	PROPOSED
Structure's highest point (parapet, chimney, air handling units, etc)		
From grade to the high point of flat roofed structure		
From grade to mid-pitch of highest gabled or hipped roof		
If there is a 1/2 story, what is the floor area of the 1/2 story having a vertical clearance of at least 7 1/2 feet?		
If there is a 1/2 story, what is the floor area of story immediately beneath the 1/2 story?		

10. GROSS FLOOR AREA (not required for properties located in residential or transitional campus districts)

	EXISTING								PROPOSED						
	Parking/ loading	Dwelling units	Hallways/ elevator/ stairs/lobby	Mechanical/ accessory space	Non residential gross leasable area	Other	Gross floor area***		Parking/ loading	Dwelling units	Hallways/ elevator/ stairs/lobby	Mechanical/ accessory space	Non residential gross leasable area	Other	Gross floor area***
Basement															
1st floor															
2 nd floor															
3 rd floor															
4 th floor															
5 th floor															
Total															

***GROSS FLOOR AREA: The sum of areas of all floors of a building measured from the exterior walls or from the center line of walls separating 2 buildings. The "gross floor area" of a building shall also include but not be limited to: basements, interior balconies and mezzanines, enclosed porches, attic space finished or unfinished, having minimum 5-foot floor to rafters height.

The following areas shall be excluded from the calculation of "gross floor area": elevator shafts, stairwells, space used solely for heating, cooling, mechanical, electrical and mechanical penthouses, refuse rooms and uses accessory to the building. Space devoted to required off-street parking or loading for the building shall not be included in "floor area."

11. SIGNATURE

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

Print Name

Applicant's Signature

Date

Please refer to the Zoning Ordinance or the City Code which are available, in their entirety, online at <http://www.cityofevanston.org> and follow the City Code link at the top of the page.

To find out which zoning district a property is located in, click the Resident link on the City's home page, then click on About My Place from the drop-down menu. Enter the house number in the field provided and select the street from the drop-down menu. Press the "Get Info" button. This will either take you directly to the information for property OR, if the property contains more than one tax parcel, the screen will instruct Click to Use for the various constituent tax parcels.

Community & Economic Development Department – Zoning & Planning Division
 2100 Ridge Avenue, Room 3700, Evanston, Illinois 60201
 P. 847.448.4311 F. 847.448.8126 E. zoning@cityofevanston.org www.cityofevanston.org/zoning