



# ZONING ANALYSIS APPLICATION

ZONING OFFICE USE ONLY

Date Received: \_\_\_\_\_  
 Ward: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_  
 Preservation: \_\_\_\_\_  
 Case Number: \_\_\_\_\_

**I am applying for a zoning review of a:**

- Construction project of less than 10,000 sq. ft.       Determination of Use  
 Construction project of 10,000 sq. ft. or more       Other

## PROPERTY

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

- Residential                       Non-Residential                       Mixed

Proposed Project:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## APPLICANT

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please circle the primary means of contact.

## PROPERTY OWNER (if different than applicant)

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

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

## REQUIRED DOCUMENTS AND MATERIALS

Please submit the following:

- (This) Completed Application Form**
- Two (2) Copies of Plat of Survey** Date of Survey: \_\_\_\_\_  
Plat of survey must be completed by a licensed surveyor and must be current so that it displays every structure, patio, deck, walkway, etc. that is currently on the property. Copies must be legible for all dimensions and details.
- Two (2) Sets of Building Plans** Date of Drawings: \_\_\_\_\_  
Building plans must be drawn to scale and must include interior floor plans and exterior elevations. For simple projects such as flat-work patios, plans may be hand drawn to scale directly onto the Plat of Survey.
- Determination of Use Description**  
If you are applying for a Determination of Use, skip to the end of the application, sign and date, include a simple site plan of the proposed use (interior floor layout, seating, parking, etc.) and a one page letter that describes all aspects of the use (employees, hours of operation, loading/unloading, deliveries, parking, noise, etc.).
- Application Fee** Amount \$ \_\_\_\_\_  
Application Fees may be paid by cash, check, or credit card.

Zoning Analysis Applications take up to 10 business days for initial review. Alterations or modifications that require re-review may take longer. Feel free to contact the Zoning Office directly at 847.448.8230 with any questions. Complete applications may be submitted in person or by mail to:

City of Evanston  
Zoning Division, Room 3202  
2100 Ridge Avenue  
Evanston, IL 60201

## PROPERTY INFORMATION

	EXISTING	PROPOSED
Lot Area		
Lot Width (frontage)		
Dwelling Units / Rooming Units		
Open Parking Spaces		
Enclosed Parking Spaces		
Off-site Parking Spaces		
Loading Berths - Short		
Loading Berths - Long		
Employees		

## SETBACKS

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

## RESIDENTIAL & TRANSITIONAL CAMPUS DISTRICTS ONLY

### BUILDING LOT COVERAGE

	EXISTING	PROPOSED
<b>Principal Structure Footprint</b> (excluding front porch)		
<b>Roofed Front Porch</b> (receives 50% credit)		
<b>Detached Garage Footprint</b>		
<b>Other Accessory Structures' Footprints</b>		
<b>Other Roofed Areas</b>		
<b>TOTAL BUILDING LOT COVERAGE</b>		

### IMPERVIOUS SURFACE COVERAGE (hard surfaced areas not under a roof: asphalt, concrete, decks, brick pavers, etc.)

	EXISTING	PROPOSED
<b>Patios &amp; Terraces</b> (brickwork receives 20% credit)		
<b>Sidewalks</b>		
<b>Driveways</b>		
<b>Decks</b>		
<b>Stairs/Landings</b>		
<b>Other Impervious Areas</b>		
<b>SUB-TOTAL</b>		
<b>+ Building Lot Coverage</b>		
<b>TOTAL IMPERVIOUS SURFACE AREA</b>		

### BUILDING HEIGHT

	EXISTING	PROPOSED
<b>Principal Structure – Peak Height</b>		
<b>Principal Structure – Number of Stories</b>		
<b>Detached Garage – Peak Height</b>		
<b>Other Accessory Structures – Peak Height</b>		

**ALL OTHER DISTRICTS (Business, Commercial, Downtown, Industrial, Mixed Use, University)**

	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 <sup>nd</sup> floor															
3 <sup>rd</sup> floor															
4 <sup>th</sup> floor															
5 <sup>th</sup> 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, and 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, off-street parking and loading.

**BUILDING HEIGHT**

	EXISTING	PROPOSED
Principal Structure – Peak Height		
Principal Structure – Number of Stories		
Other Accessory Structures – Peak Height		

**AUTHORIZING 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 at [www.cityofevanston.org/zoning](http://www.cityofevanston.org/zoning) for all City of Evanston zoning regulations.

To determine which zoning district a property is located in, visit the City’s website at [www.cityofevanston.org](http://www.cityofevanston.org), click on 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 the property, or a list of all tax parcels at the inputted address that may be selected for information on the property.