



APPEAL APPLICATION

CASE #: _____



1. PROPERTY

Address _____

Permanent Identification Number(s):

PIN 1: ---- PIN 2: ----

2. APPELLANT

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

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

Fax: Work: _____ Home: _____

E-mail: _____

Please circle the primary means of contact.

3. 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."

Applicant Signature – **REQUIRED** _____

Date _____

4. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

(This) Completed and Signed Application Form

Application Fee Amount \$ _____ Check # _____ (if applicable)

Notes:

- **Incomplete applications will not be accepted.** Applications lacking any required documents or materials will not be accepted.
- **Application Fees:** Once the complete application is received a follow-up email will be sent with a link to pay the application fee online.
- **Email this form to** zoning@cityofevanston.org

5. Address (or location) of property to which pertains the decision you are appealing:

6. Describe the Zoning Administrator's decision that you are appealing:

7. Describe what you believe to be the correct zoning ordinance interpretation or what you believe to be the correct facts related to this particular zoning decision:

8. Describe in what manner you believe yourself aggrieved or harmed by this zoning interpretation and/or determination:



APPEALS INFORMATION

INFORMATION ABOUT APPEALS

6-3-11: APPEALS:

(A) An appeal may be taken to the Land Use Commission (LUC) from any order or final decision made by the Zoning Administrator by any person aggrieved or by an officer, department, board or bureau of the City. Such appeal shall be taken by filing with the Zoning Administrator a notice of appeal, specifying the grounds therefore. All of the papers constituting the record upon which the action appealed from was taken shall forthwith be transmitted to the Land Use Commission.

(B) The appeal procedure is provided as a safeguard against arbitrary, ill-considered, or erroneous administrative decisions. It is intended to avoid the need for legal action by establishing local procedures to review and correct administrative errors. It is not, however, intended as a means to subvert the clear purposes, meanings, or intent of this Ordinance or the rightful authority of the Zoning Administrator to enforce the requirements of this Ordinance. To these ends, the reviewing body should give all proper deference to the spirit and intent embodied in the language of this Ordinance and to the reasonable interpretations of that language by those charged with the administration of this Ordinance.

(C) The filing of an appeal shall stay all proceedings in furtherance of the action appealed from, unless the Zoning Administrator certifies to the Land Use Commission, after the notice of appeal has been filed, that by reason of facts stated in the certificate, a stay would cause, in his opinion, imminent peril to life or property, in which case the proceedings shall not be stayed otherwise than by a restraining order that may be granted by the Land Use Commission or by a court of record, on application of notice to the Zoning, Administrator and on due cause shown.

(D) The Land Use Commission may reverse or affirm, wholly or partly, or may modify the order or final decision as in its opinion ought to be made in the premises, and to that end has all the powers of the officer from whom the appeal is taken.

6-3-11-1: PUBLIC HEARING; NOTICE; FINDINGS:

The findings of the Land Use Commission on appeals from rulings or orders or final decisions of the Zoning Administrator shall be in writing and shall be arrived at in each specific case after a public hearing, noticed and held in accordance with the Commission's adopted Rules and Procedures. A report of the Commission's findings with the terms of the relief granted specifically set forth in a conclusion or separate statement, shall be transmitted to the appellant or applicant, with copies to the City Council within a reasonable time.

6-3-11-2: RIGHT TO GRANT VARIATION IN DECIDING APPEALS:

In any case where the application for appeal is accompanied by an application for variation in accordance with Section 6-3-8 of this Ordinance, the Land Use Commission shall have the authority to grant, as part of the relief, a variation pursuant to the authority granted in Section 6-3-8-2 but only when in strict compliance with each provision of Section 6-3-8 hereof.

6-3-11-3: CONDITIONS AND LIMITATIONS ON RIGHTS GRANTED BY APPEAL:

In any case where this Ordinance imposes conditions and limitations upon any right, any such

right granted by the Land Use Commission on appeal shall be subject to such conditions and limitations in the same manner and to the same extent as if secured without the necessity of an appeal.

6-3-11-4: FEES:

An applicant for an appeal shall pay fees in connection with the submittal of the application in accordance with fee schedules adopted, from time to time, by the City Council upon recommendation of the Zoning Administrator.

COMMUNITY DEVELOPMENT DEPARTMENT — Planning & ZONING OFFICE

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🌐 www.cityofevanston.org/zoning