



ZONING ANALYSIS APPLICATION

Case Number: _____

I am applying for a zoning review of a:

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

PROPERTY

Address: _____

- Mixed-use
- Non-Residential
- Residential # of Units _____

For projects required to comply with Inclusionary Housing Ordinance:

- In TOD Area
- Outside of TOD Area

(for more information visit: <http://www.cityofevanston.org/IHO>)

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

REQUIRED DOCUMENTS AND MATERIALS

Please submit the following:

- (This) Completed Application Form**
- Completed Inclusionary Housing Plan Proposal Form**
If the project includes five (5) or more new residential units in TOD Areas or ten (10) or more residential units outside of TOD Areas. This includes new for sale, or rental developments, and condominium conversions.
- One (1) Copy 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.
- One (1) Set 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:** Once the application is received, a follow-up email will be sent to pay the application fee online.

Email this form and documents noted above to:

zoning@cityofevanston.org

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 Planning & Zoning Division directly at 847.448.8230 with any questions.

	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		

BUILDING SETBACKS

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

RESIDENTIAL & TRANSITIONAL CAMPUS DISTRICTS ONLY**BUILDING LOT COVERAGE**

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

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

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

BUILDING HEIGHT

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

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 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, 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 REGULATIONS

	EXISTING	PROPOSED
Principal Structure – Peak Height		
Principal Structure – Number of Stories		
Other Accessory Structures – Peak Height		
FAR (Floor to Area Ratio)		

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 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, 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.