

CITY OF EVANSTON
DEPARTMENT OF COMMUNITY DEVELOPMENT, ZONING DIVISION

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CITY WEB SITE: [HTTP://WWW.CITYOFEVANSTON.ORG](http://WWW.CITYOFEVANSTON.ORG)

REACH CITY STAFF WITH COMPUTER ACCESS AT: FIRSTINITIALLASTNAME@CITYOFEVANSTON.ORG.
THE CITY'S WEBSITE AT [HTTP://WWW.CITYOFEVANSTON.ORG](http://WWW.CITYOFEVANSTON.ORG) PROVIDES ACCESS TO THE ENTIRE CITY CODE, INCLUDING THE ZONING ORDINANCE.

ZONING HEARINGS NEIGHBORS' INFORMATION

1. The **Zoning Board of Appeals** conducts public hearings on applications for variations, special uses, appeals, and time extensions. The **Plan Commission** conducts public hearings on applications for planned developments, text and map amendments, and unique uses. The type of application filed for each case is indicated on that case's notice.
2. The **City Council** is the final determining body for all special uses, planned developments, text and map amendments, unique uses, and some variances. The City Council may act only after receiving the recommendation made at the end of the hearing by the Zoning Board of Appeals or Plan Commission.
3. The **purpose of a public hearing** for an application is to determine, on the basis of testimony and evidence presented at the public hearing, if the applicant has satisfied the standards applicable to the type of relief requested. This determination is not based upon the number of persons for or against a proposal, rather it is based on the Zoning Board of Appeals' or the Plan Commission's finding that the proposal meets the standards applicable to the type of relief requested as outlined within the Zoning Ordinance.
4. The **applicant bears the burden** to demonstrate that the proposal meets each of the standards applicable to the type of relief requested.
5. Any person **testifying at a public hearing** should present specific evidence at the public hearing demonstrating that the applicant meets or fails to meet a specific standard or standards applicable to the type of relief requested. The rights of those persons wishing to testify are set forth in Chapter 3 of the Zoning Ordinance. Generally, a court reporter is present at Zoning Board of Appeals or Plan Commission hearings to make a transcript. All persons testifying must give their name and address and speak so that the court reporter can record their words.
6. The Zoning Board of Appeals and the Plan Commission take all **testimony** at a public hearing **under oath**. Neither the Zoning Board of Appeals nor the Plan Commission follows strict rules of evidence; however, neither body will accept hearsay evidence. A person may testify only to that which that person has first-hand knowledge. The Zoning Board of Appeals and the Plan Commission may exclude repetitious or irrelevant testimony or testimony that does not address one of the standards applicable to the type of relief requested. The Zoning Board of Appeals and the Plan Commission might not accept letters into evidence unless the writer is present at the public hearing to testify and answer questions from the applicant, the Zoning Board of Appeals, and/or the Plan Commission.
7. Any person interested in an application should **review the file** for that case **at the Office of the Zoning Division**, Suite 3700 of the Evanston Civic Center, 2100 Ridge Avenue, during normal business hours – 8:30 a.m. to 5:00 p.m., Monday through Friday, except holidays. Generally, a file will contain plans of the proposal and the applicant's response to the standards applicable to the type of relief requested. Any person may schedule an appointment to review a file, or seek additional information, by contacting the Zoning Division.