



REQUEST FOR LETTER OF ZONING VERIFICATION

VILLAGE OF NILES
1000 Civic Center Drive
Niles, Illinois 60714
847/588-8040
847/588-8050 (Fax)

The purpose of a zoning verification letter is to verify the current zoning of a property. Zoning verification letters detail adjacent property zoning classifications, information regarding variances and special uses and the conformance or non-conformance of existing uses. Zoning verification letters do not verify conforming status of buildings or structures on the subject site or parking regulations.

To obtain a letter of zoning verification please complete this form and provide the appropriate fee. The fee for a zoning verification letter is **\$150.00 per site** (a site is considered all adjoining PINs not separated by a public right of way). A completed application along with the appropriate fee must be paid at the time of the request. A minimum processing time of 10 days is required. Any changes to the letter will constitute a new request and will require a new fee to be paid.

Applicant's Name Phone Number Email Address

Address of Subject Property

PIN #

Name and address of person to whom the letter is to be addressed

Name and address of person to whom the letter is to be sent to

Signature of Applicant Date

Please send request to:

**Village of Niles
Planning and Zoning
1000 Civic Center Drive
Niles, IL 60714**

Request Fee (\$150.00) _____

Form must be complete to process. Any requests for building or fire code violation information or copies of certificates of occupancy can be obtained by submitting a Freedom of Information Act request which can be filled out online using the FOIA Request form.