



City of Waukegan

Planning & Zoning Department
100 N. Martin Luther King Jr. Avenue
Waukegan, Illinois 60085-4395
☎ (847) 625-6878
☎ Fax (847) 625-6880

Russ Tomlin
Director Planning & Zoning

APPLICATION FOR ZONING LETTER

This application must be completed *prior to or at the time of* listing a single or two-family property for sale in Waukegan. **You may fax it to 847-625-6880 or mail it to City of Waukegan Planning & Zoning, 100 N. Martin Luther King Jr. Avenue, Waukegan, IL 60085.** Once we receive your application, we will contact you to schedule an inspection. After the inspection is complete, we will issue your Zoning Letter and poster. You must display the poster in a window or storm door in the front of the property, so that it is visible from the street. It must remain displayed during the entire time the property is listed for sale. You must present the letter (with the attachments) to the buyer at closing. The buyer must sign and return the letter to the City. It is the seller's responsibility to apply for and obtain the letter, however, the application may be completed by a representative of the seller. **The cost is \$100.** Please print, except where a signature is required.

Property Address: _____

Waukegan, IL (circle one) 60085 60087 60083 60048 60099 other _____

Property Index Number (PIN) (*can be found on tax bill*) _____

Lot size (*can be found on plat of survey*) Length _____ x Width _____ = Area _____ sf.

Date property listed for sale _____

Is the property vacant? ___ no ___ yes – since when? _____

Property type: _____ single family (house) _____ condominium
_____ two-family (duplex or two-flat) _____ townhouse

Seller Name: _____

Address _____ City _____ St ___ Zip _____

Telephone (h) _____ (c) _____ (w) _____

Applicant Name: _____

Address _____ City _____ St ___ Zip _____

Telephone (h) _____ (c) _____ (w) _____

Relationship to seller: realtor attorney other _____

Person with whom to schedule inspection: seller applicant other

If "other," Name _____ Phone number _____

When complete, _____ I will pick up the Zoning Letter and poster

_____ Please mail the Zoning Letter and poster (paid in advance)

Mail to: _____ seller _____ applicant

Seller or Applicant signature _____ Date _____

FOR OFFICE USE ONLY

Date Received

Date paid

Zoning Classification

Lockbox code

Inspection Date

Date Mailed/Picked Up

Notes