



WAUKEGAN

City of Progress *Illinois*

100 N. MLK Jr. Ave. - Waukegan, IL 60085
 ☎847-599-2500 - www.waukeganil.gov

APPLICATION FOR ZONING CERTIFICATE

This application must be completed *prior to or at the time of* listing a three (3) or more unit property for sale in Waukegan. You may mail or bring the application along with payment of \$150.00 and a copy of the Plat of Survey to the above address c/o Licensing and Collections. Checks made payable to the "City of Waukegan." The Waukegan Fire Department will contact you to schedule an inspection once we receive your application, payment, and copy of the survey. When the inspection is complete, we will issue your Zoning Certificate for the multi-unit residence. Documents can be picked up in the office, mailed, or e-mailed to you. It is the seller's responsibility to apply for and obtain the Certificate. However, the application may be completed by a representative of the seller. The seller/agent must present the Certificate to the buyer at closing along with any requirements from all City of Waukegan Departments.

Property Address:

60085 60087 60083 60048 60099 other

Attachment: Plat of survey of the property showing lot size, location of all structures, setbacks and other features such as fences, parking spaces, and legal description must be provided with this application.

Property Index Number (PIN): - - -

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|--|---|
| <p>Existing Use:</p> <p>Multi-Family Residence</p> <p>Commercial/Residential</p> <p>Other</p> | <p>Type of Dwelling Units by number:</p> <p>Efficiency</p> <p>One Bedroom</p> <p>Two Bedroom</p> <p>Three Bedroom</p> <p>Other (specify)</p> |
|--|---|

| | | | | |
|--|------|-------------|---|----------------|
| Lot Size: Length: | x | Width: | = | Area (sq. ft.) |
| Total area of building including all floors: | | square feet | | |
| Height of building: | feet | | | |
| Existing number of parking spaces: | | | | |

Name of Applicant:

Address of Applicant:

Phone Number:

Email Address:

Signature of Applicant: _____

FOR OFFICE USE ONLY

Date Received

Payment Information

Zoning Classification

Lockbox code

Inspection Date

Date Mailed/Picked Up

Notes

7 TO 10 DAYS ARE REQUIRED FOR PROCESSING. APPLICATION MUST BE COMPLETED IN FULL ALONG WITH A COPY OF THE PLAT OF SURVEY AND PAYMENT OF \$150.00 PRIOR TO PROCESSING YOUR APPLICATION.