



State the reasons for requesting the rezoning:

**THE LEGAL TITLEHOLDER MUST SIGN THIS PETITION.** Where the property is held in trust, the trust officer must sign the petition and include a letter naming all beneficiaries of the trust and authorizing the beneficiaries to act on the matters related to this petition request. The undersigned acknowledges and agrees that this application and all documentation submitted becomes public record and may be viewed by the public.

Owner's Name(s) \_\_\_\_\_ Dated Signature(s) \_\_\_\_\_

Address(es) \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

Petitioner Name(s) \_\_\_\_\_

Address(es) \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Agent or Attorney Information

Name \_\_\_\_\_ Firm \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

### SUBMITTAL REQUIREMENTS

- \_\_\_ Current proof of ownership – current title policy or tract search (dated less than 3 months from application)
  - If legal title is in trust, the names of the beneficiaries
  - If legal title is in a corporation, the names of the principal officers and directors
  - Length of time title has been held as represented
- \_\_\_ Letter of authorization from the titleholder – when someone other than the owner (or beneficiaries) or the owner's attorney presents the principle testimony at the public hearing
- \_\_\_ Check made payable to "Village of Skokie" for application fees and applicable recording fees. A hearing transcript fee may be required after the public hearing to cover the cost of transcripts over 50 pages
- \_\_\_ Photographs of the area and parcel involved
- \_\_\_ 1 electronic copy in .TIF format – all required final plans, renderings, and elevations as approved by the Appearance Commission and the Plan Commission
- \_\_\_ 3 full size plans and 3-11"x17" copies of current plat of survey by an Illinois Licensed Surveyor showing all site improvements and easements

**NOTE: Evidence of notice to surrounding taxpayers of record within 250 feet of the subject site and other occupants of the subject site will be required by the Plan Commission. The notice shall be delivered by certified mail with return receipt properly addressed not more than 45 days not less than 15 days prior to the hearing. It is recommended that the notice list be reviewed by Staff at least 17 days prior to the public hearing. The Village of Skokie is not responsible for an incomplete or incorrect notice.**