



Date _____

Dear Property Owner or Resident:

Please be advised that the undersigned individuals (“Applicants”) will be filing an application for an amendment to the Chicago Zoning Ordinance for the Property situated at _____ (address), Chicago, Illinois (“the Property”). The Applicants are seeking a change in zoning from _____ (Example: RS-3 General Residence District) to that of _____ (Example: RT-4 General Residence District).

The Applicants intend to use the Property to construct _____ (Example: a three (3) unit residential condominium building). The building shall have three (3) gated parking spaces to the rear of the building. The footprint of the building will be _____ feet by _____ feet, and the building will be _____ feet to the actual highest point (include parapet if applicable).

An open meeting is being held at the _____ (building name and address) on _____ (day), _____ (date), beginning at ____ p.m. The Applicants will be in attendance at the meeting, along with a representative from Alderman Manual Flores’ office and the West Bucktown Neighborhood Association. At the meeting you will be able to ask any questions or address any concerns you may have regarding this proposed project. In addition, more detailed information, including architectural drawings of the proposed project, will be available for viewing at the meeting.

The Applicants are represented by _____ (builders attorney name, address, and phone number). The contact individual is _____ (contact name at attorney’s office).

Very truly yours,

(builder name)