



## CERTIFICATE OF ZONING COMPLIANCE

Property Address \_\_\_\_\_

Circle One    First Floor                      Second Floor                      Third Floor                      Lower Level

Zoning District \_\_\_\_\_

Legal Property Owner \_\_\_\_\_

Owner Address \_\_\_\_\_

Current/Most Recent Use of Space \_\_\_\_\_

Proposed Use \_\_\_\_\_

Name of Business \_\_\_\_\_

Contact Person(s) for Business \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

(Both a daytime contact and 24-hour emergency contact is required.)

Reason for application (Example: New business, Change of use, Verification of compliance with zoning or general Code requirements. A legal survey of the property may be required.)

\_\_\_\_\_

### *Retail, Office and Institutional Properties*

Total # of Employees \_\_\_\_\_ # of Employees on site at any one time \_\_\_\_\_

Floor Area \_\_\_\_\_ Square Feet                      Attach existing and proposed floor plan

If alterations proposed: Building permit applied for \_\_\_\_ Yes \_\_\_\_ No

Signage permit applied for \_\_\_\_ Yes \_\_\_\_ No

Dedicated parking spaces \_\_\_\_ Yes \_\_\_\_ No # of spaces and location \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Approved with Conditions \_\_\_\_\_ (See Attached Exhibit)

Additional information may be requested if determined to be necessary by the Director of Community Development.

**Please submit completed form to the City of Lake Forest Community Development Department, 800 Field Drive, Lake Forest, IL 60045, attention Permit Coordinator.**