



Village of Itasca Community Development Department

550 W. Irving Park Road, Itasca, IL 60143
PHONE: 630-773-5568 | E: COMMDEV@ITASCA.COM
www.itasca.com

REQUEST FOR ZONING VERIFICATION LETTER

The purpose of a Zoning Verification Letter is to verify the current zoning of a property. A Zoning Verification Letter does not verify the status of buildings or uses on the property; it does not certify conformance of non-conformance of existing uses or structures. If such information is required, you may research a property at the Itasca Village Hall located at 550 West Irving Park Road, Itasca, IL 60143

To obtain a Zoning Verification Letter please complete the below form. All fields must be correctly completed or your request will be rejected and fee(s) forfeited. It is the applicant's responsibility to determine the correct township and PIN number(s), the Village will not provide this information. Should you have any questions regarding the required fee or form, please call (630) 773-5568. If you are a resident of the Village of Itasca, please call (630) 773-5568 before requesting a Zoning Verification Letter.

All fees must be paid by check, made payable to *Village of Itasca*, and are non-refundable. Failure to include the appropriate fee and fully completed form will result in rejection of your request. Illegible requests will be rejected. Any changes or addendums to the request constitute a new request and will require a new form to be completed and fee to be paid. Each address requested must: have a separate request form; have the appropriate fee paid; and be mailed separately. **Mail the completed form and appropriate fee to: Village of Itasca, Community Development Department, Attn: Zoning Verification; 550 West Irving Park Road; itasca, IL 60143 OR to commdev@itasca.com.** Forms e-mailed to any other Staff member directly will NOT be accepted.

PROPERTY INFORMATION:
ADDRESS:
PIN(S):

APPLICANT INFORMATION:	
NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
E-MAIL:	PHONE#:

REQUESTED SERVICE: Upon Receipt of Completed Form & Applicable Fees (<i>Select One Only</i>)	
<input type="checkbox"/>	Standard 10-Day Processing (\$75)
<input type="checkbox"/>	Expedited 5-Day Processing (\$100)
<input type="checkbox"/>	Priority 2-Day Processing (\$200)

OFFICE USE ONLY:	
DATE RECEIVED:	DATE DUE:
DATE LETTER SENT:	SENT BY: