



REQUEST FOR ZONING VERIFICATION LETTER

**Office of the City Planner
850 N. Hobbie Avenue
Kankakee, IL 60901
P: 815-436-9485**

A Zoning Verification Letter is a signed document that verifies the current zoning of a property. The letter acknowledges that a use, structure, building or lot either complies with or is legally nonconforming to the provisions of the Zoning Code To obtain a zoning verification letter please complete the form below. The fee is \$250 per address or parcel as determined by the City of Kankakee. All fees must be paid by check, made payable to the City of Kankakee, and are non-refundable. Payment is due upon application. Zoning Verification Letter requests are usually processed within seven (7) business days.

For questions, contact the Office of the City Planner at 815-436-9485. Mail the completed form and appropriate fee to:

*Office of the City Planner
850 N. Hobbie Avenue
Kankakee, IL 60901*

Applicant To Complete:

Date of Request:

Applicant Name:

Phone:

Email:

Applicant Address:

I hereby request a Zoning Verification Letter for (describe the request, including street address of the property):

PIN#(s):

Office Use Only:

Received Date:

Fees Due:

Date Paid:

Completion Date:

Completed By:

Signature:

Notes: