



847-931-5920



permits@cityofelgin.org



www.cityofelgin.org/business



150 Dexter Court, Elgin, IL, 60120



# Z O N I N G I N Q U I R Y F O R M

All businesses located in the City of Elgin, whether developing a new property or opening a business in an existing location, need to have the proper permits and licenses. The first step in our permit process is to review the zoning allowances for your proposed business location. The City of Elgin’s Municipal Code regulates development within the City. Our zoning regulations govern land use, building height and density, parking requirements, signage regulations, and the character of development on private property, as well as other property uses. While zoning ordinances may vary from city to city, areas are typically designated for residential, business and commercial, mixed-use, or industrial uses. Once you complete the Zoning Inquiry Form, you will be notified within 3 business days of the options available to you.

## C O N T A C T I N F O R M A T I O N

NAME

PHONE NUMBER

EMAIL

## O F F I C E U S E O N L Y

PROJECT ADDRESS

DATE

PERMIT NUMBER

INFO NEEDED

# INTENDED / EXISTING BUSINESS ADDRESS

STREET ADDRESS

ADDRESS LINE 2

CITY

STATE

POSTAL ZIP

IS THIS AN EXISTING BUSINESS?  Yes  No

## PLEASE SELECT ONE OF THE FOLLOWING:

Mark all boxes that apply to your inquiry. For example: if you operate an existing business and want to check if a new service is permitted at the location, or if you are interested in opening a business and want to see if that business type is permitted at the location.

- Open a new business
- Modify my business
- Move my existing business
- Change business ownership

- Expand my business
- Know permitted uses at property
- Know site restrictions at property
- Other (explain) \_\_\_\_\_

## ADDITIONAL DETAILS

The more detailed information you provide, the better it enables us to provide a clear and detailed response.

Example: I want to open up a bicycle shop. I plan to rent and sell bicycles while also offering work shops. I want to sell prepackaged snacks and drinks. In the next year or so I want to build a cafe where I plan to sell coffee and baked goods.

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APPLICANT SIGNATURE

DATE

City staff will contact you within 3 business days after receiving your completed form and advise you on the next steps.

For assistance in completing this application, please call 311.