



The Village of
Glenview

Community Development Department
1225 Waukegan Road
Glenview, IL 60025
(847) 904-4307

LAND USE & ZONING CONFIRMATION REQUEST

Note: This form is optional and informational and will result in a confirmation letter prepared for the Applicant. It does not replace either the Business License/Registration or the Certificate of Occupancy permit. A Business License/Registration is required of all businesses upon establishment, change of location, or change of ownership. A Certificate of Occupancy (CO) is required of all businesses except home occupations. Both must be obtained prior to opening or relocating in Glenview.

BUSINESS NAME & DBA NAME (if different): _____

PROPOSED BUSINESS ADDRESS: _____

Street Address

_____, IL _____
City Zip Code

PROPOSED LAND USE: ☐ Retail ☐ Personal Service ☐ Other Services ☐ Medical ☐ Business Office
☐ Restaurant ☐ Specialty School ☐ Auto Sales/Service ☐ Warehouse ☐ Manufacturing ☐ Other

BRIEFLY DESCRIBE THE PROPOSED OPERATIONS: _____

PROPOSED DAYS & HOURS OF OPERATION: Su____ M____ Tu____ W____ Th____ F____ Sa____

EMPLOYEES: # of Full Time _____ # of Part Time _____ maximum # onsite at any one time _____

SQUARE FOOTAGE OF FLOOR AREA TO BE OCCUPIED: _____ in a multi-tenant building? __yes__no

BUSINESS LOCATION (Check One): ☐ Ground Floor ☐ Above/Below Ground Floor ☐ Stand Alone

OFF-STREET PARKING STALLS: # dedicated for sole use _____ # shared with other tenants _____

SERVICE & DELIVERY VEHICLES: # in daily use _____ # stored on the premises overnight _____

NAME OF PROPERTY OWNER OR MANAGEMENT COMPANY: _____

PROPERTY OWNER/MGR CONTACT INFO: _____
Primary Phone # Email Address

This is not a Business License/Registration or Certificate of Occupancy permit application.

A Land Use & Zoning Confirmation letter, for informational purposes only, will be prepared for the Applicant based upon the information provided herein, such letter being nonbinding upon the Village and its agents/officers/assigns and subject to confirmation via a Business License/Registration. No business is permitted to operate anywhere in the Village without a Business License/Registration (renewed annually) and, except in the case of home occupations, a Certificate of Occupancy permit. All licenses and permits shall be subject to all applicable laws, ordinances, rules, and regulations of the Village of Glenview, including but not limited to those detailed in Chapter 22 and 98 of Municipal Code of the Village of Glenview, Illinois, as amended.

I hereby swear that all of the information provided within this application is true and correct to the best of my knowledge.

_____/_____/_____
Applicant's Printed Name Applicant's Signature Date

Please specify where confirmation letter should be sent: _____

Do not write below this line.

	Zoning	Health	Fire Safety
Comments			
Signature			
Date			

Is a Certificate of Occupancy required for this business? ____ Yes ____ No