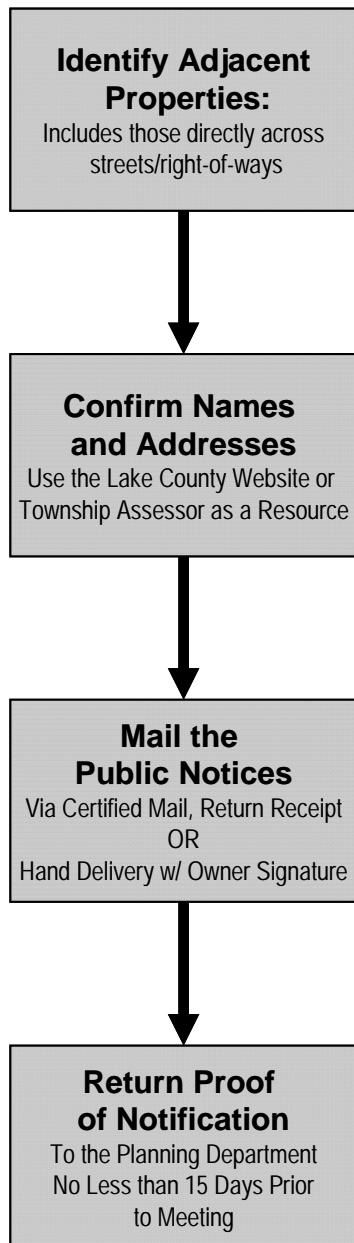


# Variations – Four Steps to Proper Legal Notification

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## **Step 1: Identify Adjacent Properties**

Adjacent property is defined as every neighbor that shares a property line with the subject property as well as those neighbors across any street or alley. We will supply you with the addresses of properties we have determined to be adjacent, but it is ultimately your responsibility to ensure that all adjacent neighbors are notified. If there is any question as to whether or not a property is adjacent, it is in your best interest to notify that neighbor. It's better to "over-notify" than "under-notify."

## **Step 2: Confirm the Names and Addresses**

Notices may not be addressed to generic names such as "Owner" or "Occupant." Ownership information can be obtained by submitting your address on the Lake County website at:

<http://www.lakecountyil.gov/Assessor/AssessmentInformation/PropertyTaxAssessmentInfo/Pages/Default.aspx>

Click on the link to "show other properties on the same street" to see the owner names with addresses.

*Please note that property owners do not necessarily live at properties they own. Tax billing/mailing information should be confirmed on the Lake County Treasurer's website at:*

<http://lakecountyil.gov/Treasurer/payments/Pages/CurrentPaymentStatus.aspx>

Alternatively, property information can be obtained from your township tax assessor's office. By calling and giving them your address, they can provide you the necessary information. See reverse for contact information.

## **Step 3: Mail the Public Notice**

We will send you a copy of the Public Notice sent to the local newspaper to use in your notification. No sooner than thirty (30) days and no fewer than fifteen (15) days prior before the meeting, do one of the following:

a) *Mail via Certified Mail with Return Receipt.* From the post office or the U.S. Post Office website ([www.usps.com](http://www.usps.com)), send each adjacent property owner a copy of the public notice via Certified Mail with a Return Receipt requested. The names obtained from the Township Assessor's Office or the Lake County website must be used (see Step 2). Retain proof of notification (the original, stamped certified mail receipts from the post office or the e-mail confirmation) for submittal to the Planning Division (Step 4).

b) *Hand Delivery.* Hand deliver a copy of the public notice to each adjacent property owner; make sure the owners sign, date and address their copies of the public notice. Submit these signed notices as your proof of notification (Step 4). Keep in mind, this option gives you the chance to discuss your Variation request with your neighbor prior to the public hearing.

## **Step 4: Return Proof of Notification to the Planning Division**

Whichever method of notification you choose, make sure that all certified mail receipts and/or signed copies of the Public Notice are returned to Planning Division at the Public Services Building at 1150 Half Day Road no later than fifteen (15) days prior to your scheduled hearing date. *Noncompliance with this requirement will force the Zoning Board of Appeals to continue your hearing until proof that all adjacent property owners have been notified in the timeframe specified.*

## Contact Information

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Moraine Township Assessor's Office  
777 Central Avenue  
Highland Park, IL 60035  
(847) 432-2100

web: <http://www.morainetownship.org/assessor.html>

West Deerfield Township Assessor's Office  
601 Deerfield Road  
Deerfield, Illinois 60015  
(847) 945-3020

web: [http://www.westdeerfieldtownship.org/property\\_assessment.htm](http://www.westdeerfieldtownship.org/property_assessment.htm)

Planning Division  
City of Highland Park  
Department of Community Development  
1150 Half Day Road  
Highland Park, IL 60035  
(847) 432-0867

web: <http://www.cityhpil.com>