



# 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.*

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|           | Zoning | Health | Fire Safety |
|-----------|--------|--------|-------------|
| Comments  |        |        |             |
| Signature |        |        |             |
| Date      |        |        |             |

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