



12 S Center Street, Bensenville, IL 60106  
(630) 350-3413  
[www.bensenville.il.us](http://www.bensenville.il.us)

## REQUEST FOR ZONING VERTIFICATION LETTER

The purpose of a Zoning Verification Letter is to verify the current zoning of a property. A Zoning Verification Letter does not verify the status of buildings or uses on the property; it does not certify conformance or non-conformance of existing uses or structures. If such information is required, you may research a property at the Bensenville Village Hall located at 12 S Center Street, Bensenville, IL 60106.

To obtain a Zoning Verification Letter please complete the below form. All fields must be correctly completed or your request will be rejected and fee(s) forfeited. It is the applicant's responsibility to determine the correct PIN number(s), the Village will not provide this information. An example of the Zoning Verification Letter is attached to this form.

All fees must be paid by check, made payable to *Village of Bensenville*, and are non-refundable. Failure to include the appropriate fee and fully completed form will result in rejection of your request. Illegible requests will be rejected. Any changes or addendums to the request constitute a new request and will require a new form to be completed and fee to be paid. Each address requested must: have a separate request form; have the appropriate fee paid; and be mailed separately. Mail the completed form and appropriate fee to: Village of Bensenville, Community & Economic Development Department, Attn: Zoning Verification; 12 S Center Street, Bensenville, IL 60106. Should you have any questions regarding the required fee or form, please call (630) 594-1005. If you are a resident of the Village of Bensenville, please call (630) 594-1005 before requesting a Zoning Verification Letter.

### PROPERTY INFORMATION:

ADDRESS:

PIN(S):

### APPLICANT INFORMATION:

NAME:

ADDRESS:

CITY, STATE, ZIP:

E-MAIL:

PHONE#:

### REQUESTED SERVICE: Upon Receipt of Completed Form & Applicable Fees

Standard 10-Day Processing (\$75)

### OFFICE USE ONLY:

DATE RECEIVED:

DATE DUE:

DATE LETTER SENT:

SENT BY: