



ZONING BOARD OF APPEALS OF THE CITY OF CHICAGO CANNABIS SUPPLEMENTAL PACKET

Community Meeting Overview (§17-13-0905-G). Before a public hearing is held by the ZBA to consider a special use application for a cannabis business establishment, the Applicant must hold at least one community meeting in the ward in which the cannabis business establishment is proposed to be located for the purpose of explaining the proposal and soliciting comments on it.

Timing and Notice of Community Meeting. Such community meeting must be held no later than two weeks prior to the date of the anticipated special use hearing before the ZBA. Notice for such community meeting must be issued, no later than two weeks prior to such community meeting. The applicant must publish notice of the community meeting in a newspaper of general circulation within the ward and the applicant must send written notice by USPS first class mail to the property owner of the subject property and to all property owners within 250 feet of the property lines of the subject property.

Additional Notice Requirements. The applicant must also provide notice to the Chair of the ZBA and the Alderman of the ward in which the cannabis business establishment is proposed to be located in writing of the time, place and purpose of the community meeting.

Proof of Notice and Meeting. The applicant must furnish a copy of the written notice, a complete list of the names and last known addresses of the persons provided with such written notice as well as a written affidavit certifying compliance with such written notice (COMMUNITY MEETING CERTIFICATION) to the Chair of the ZBA on or before the public hearing is held by the ZBA. Further, the Applicant must provide the ZBA with attendance records from the community meeting.

Copy of State Application. Pursuant to § 17-14-0303-G of the Chicago Zoning Ordinance, the Applicant must also provide the ZBA with copies of all information submitted to the State of Illinois in application for a license to operate.

No special use application for a cannabis business establishment may be approved unless the ZBA finds that the Community Meeting requirements have been satisfied.

CONTENTS	
P. 2	COMMUNITY MEETING WRITTEN NOTICE
P.3	COMMUNITY MEETING CERTIFICATION
P.4	CANNABIS STATE APPLICATION CERTIFICATION

If you require further assistance, please call 312-744-3888



SAMPLE COMMUNITY MEETING WRITTEN NOTICE
Please retype and provide information regarding the meeting

Date

Dear Property Owner:

[insert name of Applicant] (the “Applicant”) is seeking a special use for a cannabis business establishment. The type of establishment will be a(n) [insert establishment type (such as Adult Use Cannabis Dispensary, Cannabis Craft Grower, etc.)]. The proposed establishment will be located at [insert full address].

In accordance with Section 17-13-0905-G of the Chicago Zoning Ordinance, please be informed that the Applicant will hold an in-ward community meeting to discuss the proposed special use.

The community meeting will be held at [insert address of the meeting] on [date] at [time]

The following is a source for additional information on the application or proposal: [insert here]

NOTE: notice will be mailed to you by the ZBA Office notifying you of the scheduled public hearing. This notice will contain additional information about this application, how to view the application, the hearing date, and your ability to participate in the hearing if you so choose. There is no requirement for you to participate in this matter.

Sincerely,

If you require further assistance, please call 312-744-3888



COMMUNITY MEETING CERTIFICATION

The undersigned certifies that they have complied with the requirements of §17-13-0905-G of the Chicago Zoning Ordinance by providing **written notice** to:

- (a) The property owner of the subject property.
- (b) All property owners within 250 feet of the property lines of the subject property, excluding the number of feet occupied by streets, alleys, other public ways, and property owned by the applicant.
- (c) The Chair of the ZBA
- (d) The Alderman of the ward in which the cannabis business establishment is proposed to be located in.

The undersigned certifies that they have complied with the requirements of §17-13-0905-G of the Chicago Zoning Ordinance by **publishing notice** of the community meeting in a newspaper of general circulation within the ward. Notice was published in the _____ [insert publication] on _____ [insert date].

The undersigned certifies that they have complied with the requirements of §17-13-0905-G of the Chicago Zoning Ordinance by **holding a community meeting** for the purpose of explaining the proposal and soliciting comments on it. The community meeting was held at _____ [address], on _____ [date], at _____ [time]. The attendance records collected from the community meeting are attached to this certification.

Under the penalty of perjury pursuant to Section 1-109 of the Illinois Code of Civil Procedure, I certify that all of the above statements are true as of the date signed to the best of my knowledge and belief.

Print Name: _____

Signature: _____

Date: _____

If you require further assistance, please call 312-744-3888



CANNABIS STATE APPLICATION CERTIFICATION

Pursuant to §17-14-0303-G of the Chicago Zoning Ordinance, cannabis business establishments shall include, as a part of any special use application to the Zoning Board of Appeals, copies of all information submitted to the State of Illinois in application for a license to operate under the State of Illinois' Cannabis Regulation and Tax Act (410 ILCS 705/1-1 et seq.) or the State of Illinois' Compassionate Use of Medical Cannabis Program Act (410 ILCS 130/1 et seq.).

The undersigned certifies that the Applicant has provided, in conjunction with this special use application, a copy of all information submitted to the State of Illinois in application for a license to operate a proposed cannabis business establishment.

In the event that the Applicant supplements its State Application after the date of the certification, but prior to the ZBA's ruling on the Applicant's Special Use application, the Applicant must provide a copy of such supplemented State application to the ZBA.

Failure to provide a copy of the above referenced information will render the application for Special Use incomplete, and consequently, any Special Use granted by the ZBA will be rendered null and void.

Under the penalty of perjury pursuant to Section 1-109 of the Illinois Code of Civil Procedure, I certify that all of the above statements are true as of the date signed to the best of my knowledge and belief.

Print Name: _____

Signature: _____ Date: _____

If you require further assistance, please call 312-744-3888