



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
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Last Updated: February 28, 2019

www.villageofglencoe.org

Address Change Request

This is a fillable PDF form. You may complete the form electronically, then save and print, mail or deliver your completed application to the department listed at the end of this form.

Section A: Policy

Village staff will consider requests of property owners to modify street addresses under limited and specific circumstances. Because street addresses are the primary method used as identifying property for Village-based routine and emergency data bases, and the delivery of routine and emergency Village services, address changes should be granted only under limited circumstances when the request will not cause undue disruption to, or confusion in, the delivery of Village services. Any costs related to such a change are fully borne by the requestor.

Section B: Process

Address Change Requests are to be submitted in writing defining the specific basis for the request.

Only the current property owner may file an Address Change Request. An Address Change Request requires the submission of an executed Address Change Hold Harmless Agreement (page 2).

An Address Change Request will require the posting of a non-refundable \$500 fee to review the matter. In addition, if an Address Change Request is granted, the applicant will pay \$1,500 for the cost of modification, revision, and dissemination of the address change in the various data sources contingent upon the delivery of Village services.

A Village staff interdepartmental committee will review the Address Change Request. Modification may be granted based on the determination of the interdepartmental committee. Examples of specific circumstances warranting consideration include, but are not limited to:

- Existing number is out of sequence
- Current address does not match the front door location (such as on corner lots)
- Address modification based on subdivision or consolidation

All Address Change Requests are to be filed with the Building & Zoning Administrator who will coordinate the review process and notification of determination. If an address change request is approved, the Village will provide the applicant a letter directed to the U.S. Postal Service - Glencoe, indicating the approval of the address change. The applicant is required to make all address change notifications.

Under no circumstances may an address change be requested within five years after the granting of a previous address change request. In addition, the Village reserves the right to alter further an address, at the Village's cost, if the Village determines that the public health, safety and welfare will be advanced by such further revision.

Section C: Address Change Hold Harmless Agreement

To the fullest extent permitted by law, I, _____ (“Owner”), as owner of the property presently addressed as _____, Glencoe (the “**Property**”), Illinois agree to defend, indemnify, and hold harmless the Village of Glencoe, its officials, officers, agents, employees, attorneys, and representatives (the “**Village Parties**”) against any and all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, decrees, orders, costs, and expenses (collectively, “**Claims**”), which may in anyway accrue against any of the Village Parties arising in whole or in part out of, in consequence of the modification of the street address for the Property as requested by Owner.

Owner shall, at Owner’s sole expense, appear, defend, and pay all charges and fees of attorneys and all cost and other expenses arising as a result of or incurred in connections with any such Claim. If any judgment shall be rendered against any of the Village Parties in connection with any Claim, Owner shall, at Owner’s sole expense, satisfy and discharge the same.

Section D: Acknowledgement and Signature

IN WITNESS THEREOF,
this agreement is executed on this _____ day of _____, 20 _____

Name (print): _____

Address: _____

Phone Number: _____

Signature: _____

Witness: _____

Please mail or deliver this form with any supporting material to:

Building and Zoning
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4111 | Fax: (847) 835-4234 | E-mail: publicworks@villageofglencoe.org



CHANGE OF TAXPAYER NAME OR MAILING ADDRESS

Date: _____

Property Index Number (PIN):

Do not exceed the spaces on this form. Leave a space in between names, streets, abbreviations, etc.

NAME(S)

MAILING ADDRESS (Include Unit Number, if needed)

CITY

STATE

ZIP + 4

PHONE

EMAIL

PROPERTY LOCATION (If different from above):

Upon oath, and under penalties of perjury as provided by law, I hereby affirm, represent, warrant and certify to the Office of the Cook County Treasurer that I am the legal, beneficial or equitable owner, trustee or agent for the owner or trustee for the above captioned real property, and that I possess the actual legal, equitable or actual authority to execute this instrument.

(Signature of applicant)

(Printed name of applicant)

SUBMIT BY MAIL (THE APPLICATION MUST BE NOTARIZED)

S.S.: State of _____ County of _____

I, a notary public, in and for the state and county aforesaid, do hereby certify that _____ personally known to me to be the same person who executed the foregoing Application for Change of Name or Address of Cook County Real Estate Tax Bill, appeared before me this day in person, and executed the foregoing document, under oath, as his/her free and voluntary act for the uses and purposes therein set forth.

Notary Public

Date

My Commission Expires

IMPRINT NOTARY STAMP HERE

Cook County Treasurer
Name Change Department
118 N. Clark Street – Room 112
Chicago, IL 60602

SUBMIT IN PERSON

A notary's signature is not required if you apply at the Treasurer's Office, but identification is required. Last Revised 7/2018



Property Location Correction Form

Please use this form if a change in the property location address is required.

Property Index Number(s) _____

Owner / Taxpayer _____

Daytime Phone Number _____

Property Street Address _____

Township _____

City _____ State _____ Zip _____

Requested by _____

Date _____

THIS FORM WILL NOT CHANGE THE MAILING ADDRESS.

FOR OFFICE USE ONLY

City _____

Street Code _____