

# Information: Certificate of Compliance for Notice of Pending Land Use Relief

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Section 150.308 of the City of Highland Park Zoning Code requires that if a property is the subject of an application for a special use permit, variation, map amendment, Zoning Code text amendment, or plat of subdivision, there must be written disclosures made as part of any real estate sales contract or promotional sales literature. The seller must prove to the City that it has complied with the Code as well, before the relief can be granted.

If the subject property is subject to a real estate transaction while seeking a special use permit, variation, map amendment, Zoning Code text amendment, or plat of subdivision, the seller must sign the Certificate of Compliance Form and provide a written disclosure such as the template provided.

## **SEC. 150.308 PENDING LAND USE APPLICATION DISCLOSURE NOTICE.**

(A) Notice Required. A disclosure notice in the form and content set forth in this Section shall be required in connection with all applications seeking any of the following land use relief:

- (1) A variation from the regulations of this Chapter, in accordance with Article XII of this Chapter;
- (2) A Special Use Permit, in accordance with Article XIV of this Chapter; or
- (3) An amendment to either the text of this Chapter or the Official Zoning Map, in accordance with Article XV of this Chapter.

(B) Notice Location and Form. The applicant shall cause a disclosure notice of a pending application for land use relief, on a form to be provided by the City, to be attached to (1) any contract for the sale of any portion of the real property that is the subject of the pending application; (2) all promotional, sales, and advertising literature; and (3) all information packets distributed to prospective purchasers; provided, however, that no disclosure notice shall be required to be attached to, or made part of, advertisements in newspapers, magazines, and other similar forms of print media

(C) Notice Content. The disclosure notice shall, at a minimum, include the following information:

- (1) The existing zoning classification of the real property;
- (2) The name of, and contact information for, the applicant;
- (3) A brief description of the nature of the land use relief requested; and

(4) The following statement: “This property is the subject of an application for land use relief initially filed with the City of Highland Park on [DATE]. Unless and until the application is approved by the City of Highland Park, in accordance with its applicable codes and ordinances, the land use relief requested in the application shall not be allowed.”

(D) Demonstration of Compliance. Prior to the approval by the City Council or the Zoning Board of Appeals, as the case may be, of any or all of the land use relief requested, the applicant shall provide evidence of compliance with the requirements set forth in this Section to the City Director of Community Development.

(E) Responsibility for Compliance. The obligation set forth in this Section shall be the sole responsibility of the applicant for the requested relief. Nothing herein shall be deemed or interpreted as imposing upon the City any responsibility to satisfy the disclosure requirements set forth in this Section. (Section 150.308 added by Ord. 18-07, J. 33, p. 069-072, passed 2/12/07)

# Certificate of Compliance

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CERTIFICATE OF COMPLIANCE  
NOTICE OF PENDING LAND USE RELIEF

I, \_\_\_\_\_, am the (circle one: land owner, developer, other \_\_\_\_\_) of the property described herein as follows:

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I certify that all efforts have been made to comply with the applicable requirements of Section 150.308 of “The City of Highland Park Zoning Ordinance of 1997” and Section 151.112 of “The Highland Park Code of 1968”, and that the required notice has been provided in the following forms (check all that apply):

- Promotional Sales and Advertising Literature
- Attachments to Real Estate Contracts
- Other forms (please specify): \_\_\_\_\_

ATTACH EXAMPLES OF ALL FORMS OF DISCLOSURE NOTICE

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Title of Representative

Subscribed and sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(SEAL)

# Template: Pending Land Use Relief Disclosure Notice

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**CITY OF HIGHLAND PARK**  
**PENDING LAND USE RELIEF DISCLOSURE NOTICE**

Subject Property Address: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Land Use Relief Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This property is the subject of an application for land use relief initially filed with the City of Highland Park on \_\_\_\_\_, 20\_\_\_\_. Unless and until the application is approved by the City of Highland Park, in accordance with its applicable codes and ordinances, the land use relief requested in the application shall not be allowed.

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

State, City ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_