

(v.2 2021)

**COMMUNITY MEETING AFFIDAVIT**  
**[TO BE ATTACHED AS EXHIBIT E**  
**TO APPLICANT'S PROPOSED FINDINGS OF FACT]**

Date: \_\_\_\_\_

Zoning Board of Appeals  
City of Chicago  
City Hall, Room 905  
121 N. LaSalle Street  
Chicago, IL 60602  
zba@cityofchicago.org

To the Zoning Board of Appeals of the City of Chicago (the "Board"):

The undersigned, [INSERT NAME] \_\_\_\_\_, AN INDIVIDUAL, being first duly sworn under oath, deposes and states that they have personal knowledge of the facts set forth in this affidavit and if called to testify in this matter, they would swear the following facts are true and correct:

1. That the undersigned is an authorized representative of [INSERT NAME OF APPLICANT] \_\_\_\_\_ (the "Applicant"), which Applicant is seeking a special use for a cannabis business establishment (the "Proposed Special Use") to be located at [INSERT ADDRESS OF PROPOSED CANNABIS BUSINESS ESTABLISHMENT] \_\_\_\_\_, Chicago, Illinois (the "Proposed Location");

2. That the Applicant held a community meeting (the "Community Meeting"), the purpose of which was to discuss its Proposed Special Use at [INSERT LOCATION OF COMMUNITY MEETING] \_\_\_\_\_, Chicago, Illinois, which is located within the ward of the Proposed Location (the "Ward");

3. That the Community Meeting was held on [INSERT DATE AND TIME OF COMMUNITY MEETING] \_\_\_\_\_;

4. That any attendance records the Applicant collected from the Community Meeting are attached hereto as **EXHIBIT A**;

5. That the Applicant previously provided written notice to the chairman of the Board ("Chairman") in form prescribed by the Commissioner of the Department of Planning and Development ("Commissioner") of the time, place and purpose of the Community Meeting, a copy of which written notice is attached hereto as **EXHIBIT B**; that **SUCH WRITTEN NOTICE WAS PROVIDED TO THE CHAIRMAN NO LATER THAN TWO WEEKS PRIOR TO THE DATE OF THE COMMUNITY MEETING**;

(v.2 2021)

6. That the Applicant provided written notice to the alderman of the Ward (the “Alderman”) in the form prescribed by the Commissioner of the time, place and purpose of the Community Meeting, a copy of which written notice is attached hereto as **EXHIBIT C**; that **SUCH WRITTEN NOTICE WAS PROVIDED TO THE ALDERMAN NO LATER THAN TWO WEEKS PRIOR TO THE DATE OF THE COMMUNITY MEETING**;

7. That the Applicant published notice of the Community Meeting in a newspaper of general circulation within the Ward **NO LATER THAN TWO WEEKS PRIOR THAN THE DATE OF THE COMMUNITY MEETING**; that said published notice included the time, place and purpose of the Community Meeting; that a copy of such notice is attached hereto as **EXHIBIT D-1**; that the certificate of publication of such notice is attached hereto as **EXHIBIT D-2**;

8. That the Applicant has served written notice of the Community Meeting via United States Postal Service first class mail on the property owner of the Proposed Location and the property owners of all property within 250 feet in each direction of the lot lines of the Proposed Location, excluding the number of feet occupied by streets, alleys, and other public ways (collectively, the “Property Owners”), **NO LATER THAN TWO WEEKS PRIOR TO THE DATE OF THE COMMUNITY MEETING**; that said written notice included the time, place and purpose of the Community Meeting; that the Applicant made a bona fide effort to determine the address of the Property Owners to be notified; that a copy of such written notice is attached hereto as **EXHIBIT E**; that the list of names and addresses of the attached hereto as **EXHIBIT F** is a complete list of the Property Owners.

\_\_\_\_\_  
Signature

Subscribed and sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

(v.2 2021)

**Exhibit A**

*[ATTACH ANY ATTENDANCE RECORDS COLLECTED  
FROM THE COMMUNITY MEETING]*

(v.2 2021)

**Exhibit B**

*[ATTACH NOTICE PREVIOUSLY PROVIDED TO BOARD CHAIRMAN  
IN FORM PRESCRIBED BY COMMISSIONER OF PLANNING AND  
DEVELOPMENT]*

(v.2 2021)

**Exhibit C**

*[ATTACH NOTICE PREVIOUSLY PROVIDED TO WARD ALDERMAN  
IN FORM PRESCRIBED BY COMMISSIONER  
OF PLANNING AND DEVELOPMENT]*

(v.2 2021)

**Exhibit D-1**

*[ATTACH COPY OF PUBLISHED NOTICE]*

(v.2 2021)

**Exhibit D-2**

*[ATTACH CERTIFICATE OF PUBLICATION OF PUBLISHED NOTICE]*

(v.2 2021)

**Exhibit E**

*[ATTACH FORM OF WRITTEN NOTICE TO PROPERTY OWNERS]*



(v.2 2021)

**Exhibit F**

*[ATTACH LIST OF NAMES AND ADDRESSES OF PROPERTY OWNERS  
REQUIRING WRITTEN NOTICE]*