



Todd Cagnoni
Director
Community and Economic
Development Department

January 8, 2015

Rockford Area Association of Realtors
Jackie Cozzi
6776 East State Street
Rockford, Illinois 61108

Reference: Zoning Confirmation Letter Fees

Dear Jackie:

Per our conversation earlier this week, please be informed that as of January 5, 2015, the fee for our Zoning Confirmation Letters has increased to \$73.70.

Each property code will require a separate application form to be completed and a separate fee, although the fees may be combined in one method of payment such as a check.

I am attaching a copy of the new application for a Zoning Confirmation Letter. Please note the only change is the cost. We wish to emphasize that we request a minimum of 5 business days in advance to do our background checks and prepare the letter. We encourage everyone to not wait until the day before a closing is scheduled or the day of as we cannot guarantee that quick of a turnaround.

If you could relay this information to area realtors in one of your publications we would greatly appreciate it. Forms are being updated for on-line printing and they should be available within a few days.

Thanks for your help with this, Jackie!

Very truly yours,

Sandra A. Hawthorne, Administrative Assistant
Construction & Development Services
Community and Economic Development Department

City of Rockford, Illinois

Community & Economic Development Department
Construction and Development Services
425 East State Street, Rockford, IL 61104
Phone: (815) 987-5585 Fax: (815) 967-4243 TDD (815) 987-5718
Web Site: rockfordil.gov



TO: City of Rockford, Zoning Department
425 East State Street
Rockford, Illinois 61104
PHONE: 815 / 987-5585
FAX: 815 / 967-4243

Date: _____ 2015

FROM:

Phone: _____

Fax: _____

E-mail: _____

Indicate if you wish the completed letter Faxed or Mailed: _____ **Fax Letter** _____ **Mail Letter** _____ **E-Mail Letter**

Please send a Zoning Confirmation letter for the follow property:

ADDRESS: _____

PROPERTY CODE: _____

PRESENT USE: _____

PROPOSED USE: _____

SIGNATURE: _____

There is a \$73.70 charge for verification of each property code.

Please be certain to order the letter a minimum of 5 business days in advance to allow proper time for research.
Payment must be received before this request is processed. Please make checks payable to the City of Rockford.