
Step 1.

The applicant must contact the Planning Director to receive a recommendation and a signature before continuing to Step 2.

Planning Director's Recommendation : _____

Planning Director Signature : _____

Step 2.

Once the Planning Director has given his recommendation and signed the request, the applicant is responsible for contacting the two Alderpersons of the Ward that the waiver is located. The Alderpersons should not sign until Step 1 is completed.

_____ _____
Alderperson Signature approve disapprove comments

_____ _____
Alderperson Signature approve disapprove comments

Step 3.

Once both Alderpersons have signed the request, the applicant is responsible for contacting the Mayor for his signature. Step 1 and 2 are to finished before contacting the Mayor. Once the Mayor has signed the request, the applicant is to deliver the original signed form to the Planning Department with attached maps.

_____ _____
Mayor's Signature approve disapprove comments
