



**OFFICE OF THE CITY CLERK  
CITY OF CHICAGO**

**INSTRUCTIONS FOR COMPLETION AND SUBMISSION  
OF THE NOTICE OF INTENT FORM:**

**PLEASE NOTE: The Notice of Intent Form can be found on Page 4 of this packet or on [www.chicityclerk.com/houseshare](http://www.chicityclerk.com/houseshare)**

1. **Submit a complete and accurate description of the precinct you wish to restrict.** The *Notice of Intent* must correctly: (i) identify the precinct number and Ward to be restricted, and (ii) describe the complete legal boundaries of the precinct as the precinct existed on the date of the last General Election.

If the Petitioner is **unsure of their Ward or precinct number** the Petitioner may obtain this information by:

- Referencing their Illinois Voter Registration Card; OR
- Contacting the Chicago Board of Elections at [www.chicagoelections.com](http://www.chicagoelections.com)

If the Petitioner is **unsure of their precinct's legal boundaries:**

- The Office of the City Clerk may assist the Petitioner in identifying the precinct's boundaries; OR
- The Petitioner may obtain this information by contacting the Chicago Board of Elections at: <http://www.chicagoelections.com/en/ward-maps-and-aldermen.html>

If the Petitioner is **unsure whether their precinct contains residentially zoned property** (Note: zone must contain an RS1, RS2, or RS3 designation to qualify):

- The Petitioner may obtain this information by viewing the Chicago Zoning and Land Use Map at: [gisapps.cityofchicago.org/ZoningMapWeb/](http://gisapps.cityofchicago.org/ZoningMapWeb/); OR
  - In certain instances, the Office of the City Clerk may assist the Petitioner in identifying whether the precinct contains residentially zoned property.
2. **Select the scope of the restriction.** Check the box of the desired restriction. Only one restriction can be selected per *Petition* (see Page 2 for restriction type definitions).
  3. **Submit the completed *Notice of Intent Form* IN PERSON to the City Hall Office of the City Clerk, located at 120 North LaSalle Street – Room 107, Chicago, IL 60602.**



OFFICE OF THE CITY CLERK  
CITY OF CHICAGO

**TYPES OF RESIDENTIAL RESTRICTIONS EXPLAINED**

Prior to circulating a *Petition* to create a *Restricted Residential Zone* in a precinct that contains residentially zoned RS1, RS2 or RS3 property, the Petitioner must first identify the nature of the restriction being sought. Chapter 4-17 of the Municipal Code of Chicago authorizes six options for establishing a *Restricted Residential Zone*, each of which are described below. The Petitioner must pick **only one** of the six options. Depending on the option chosen by the Petitioner, the City Clerk has prepared an appropriate *Petition* to reflect that option.

**PETITION OPTIONS<sup>1</sup>**

**Option #1:** “Petition restricts *all* new or additional *shared housing units* AND *vacation rentals* within the precinct.”

**Option #2:** “Petition restricts *all* new or additional *shared housing units* within the precinct.”

**Option #3:** “Petition restricts *all* new or additional *vacation rentals* within the precinct.”

**Option #4:** “Petition restricts *all* new or additional *shared housing units* AND *vacation rentals* within the precinct that ARE NOT their owner’s or tenant’s primary residence.”

**Option #5:** “Petition restricts *all* new or additional *shared housing units* within the precinct that ARE NOT their owner’s or tenant’s a primary residence.”

**Option #6:** “Petition restricts *all* new or additional *vacation rentals* within the precinct that ARE NOT their owner’s or tenant’s a primary residence.”

---

<sup>1</sup> For more detailed descriptions of each restriction option see the FAQ page at [www.chicityclerk.com/houseshare](http://www.chicityclerk.com/houseshare) or page three of the Overview Process Packet.





**OFFICE OF THE CITY CLERK  
CITY OF CHICAGO**

**NOTICE OF INTENT FORM**

**1. Submit a complete and accurate description of the precinct you wish to restrict.**

The description of the precinct boundaries of the \_\_\_\_ Precinct of the \_\_\_\_ Ward of the City of Chicago in the County of Cook and the State of Illinois, as such precinct existed as of the last General Election, is as follows:

**2. Please select the scope of restriction sought for the \_\_\_\_ Precinct of the \_\_\_\_ Ward:**

**A: Restricting Shared Housing Units and Vacation Rentals**

- Restrict all new or additional *shared housing units AND vacation rentals*.
- Restrict all new or additional *shared housing units*.
- Restrict all new or additional *vacation rentals*.

**OR**

**B: Restricting Shared Housing Units and Vacation Rentals that are NOT their owner's Primary Residence:**

- Restrict all new or additional *shared housing units AND vacation rentals* that **ARE NOT** their owner's or tenant's primary residence.
- Restrict all new or additional *shared housing units* that **ARE NOT** their owner's or tenant's primary residence
- Restrict all new or additional *vacation rentals* that **ARE NOT** their owner's or tenant's primary residence.

\_\_\_\_\_  
Petitioner Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date