

# Additional Dwelling Unit Notification Letter

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

To Property Owner:

In accordance with the notice requirement of **[17-9-0131 for conversion units OR 17-9-0201-F for coach houses]**, please be informed that the undersigned will file an application for a permit with the Department of Buildings to create \_\_\_\_\_ **[conversion units/a coach house]** at \_\_\_\_\_, Chicago, \_\_\_\_\_ **[full address of the property]**, **[on the property owner's behalf, if applicable]**.

**[If applicable, \_\_\_\_\_ is the property owner and applicant of the subject property. Their address is \_\_\_\_\_.]**

**I am the attorney for the applicant.]**

Please note that the applicant is required by law to send you this notice because you are an abutting property owner to the above-referenced property.

Sincerely,

\_\_\_\_\_ *(sign name)*

\_\_\_\_\_ *(print name)*

\_\_\_\_\_ *(mailing address)*