

**SIDE YARD ACQUISITION PROGRAM
INITIAL INTAKE
NEIGHBORHOOD INSPECTIONS CHECKLIST**

Today's Date: _____
Initial Intake by : _____

***Please complete this entire page and return to address shown below.
Incomplete sheets cannot be processed and will be returned for completion.***

• **Applicant's Information:**

Applicant's Name	
Applicant's Current Address:	
Applicant's Mailing Address	
Applicant's Daytime Phone	
Applicant's Cell Phone:	
Applicant's Home Phone:	
Applicant's Work Phone & Hours:	

• **Side Yard Property Information:**

Side Yard Address <i>Commonly known street address e.g. vacant lot North of 411 E Main</i>	
Intended Use for Side Yard: <i>(e.g. extended driveway, garden, play yard, etc.)</i> Please describe the planned use for the requested side yard	
Is the property a vacant lot with no structures on site?	<input type="checkbox"/> Yes (vacant lot) <input type="checkbox"/> No
Is the property requested (side yard) next to the applicant's property with a common boundary line?	<input type="checkbox"/> Yes (next to applicant's property) <input type="checkbox"/> No
Applicant informed that side yards will be transferred "as is"	<input type="checkbox"/> Yes (informed of "as is" property) <input type="checkbox"/> No

Return completed form to: Side Yard Program, Neighborhood Inspections
City of Decatur (3rd Floor)
#1 Gary K. Anderson Plaza
Decatur, IL 62523-1196