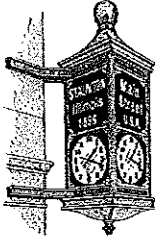


THE CITY OF STAUNTON



Applicant

The following will assist in a timely process of your application and clarify the permit process.

- Please read and complete the **ENTIRE** application
- A copy of your legal description must be provided before a permit can be issued (*You can obtain a copy from your mortgage company or by calling the county recorders office*)
- When completing the site plan all dimensions/set backs must be provided and clearly indicated as stated on the **SITE PLAN**
- Your property needs to be clearly marked of the proposed construction
- Your permit will be valid for 6 months, if your construction is not complete it is your responsibility to notify us if you need an extension
- **YOUR PERMIT MUST BE POSTED AND VISABLE FROM THE FRONT OF YOUR PROPERTY**

Once you have completed the paperwork and it is turned in I will review the application, inspect the proposed site of construction and contact you if needed.

Please understand I have a full time job, if you should need to contact me Monday – Friday 9am to 6pm, have someone at city hall call me and I will return your call. You may always call my cell phone 217-361-7075.

City hall will help you with your application and answer any general questions you may have. They cannot expedite this process or issue any permits.

Thank you
Zoning Administrator

BUILDING AND ZONING PERMIT APPLICATION

Zoning Department 304 W Main St
 City of Staunton, Illinois
 Zoning Administrator: Michelle Heim-Streeb - Phone 217-361-7075

BUILDING PERMIT # _____	Prior Permits Issued:	Stamped Date of Receipt:
ZONING CLASSIFICATION _____		

(If this application is for a commercial building you must attach 2 (two) sets of building plans)

GENERAL PROPERTY AND CONTRACTOR INFORMATION:

OWNER'S NAME: _____ PHONE: _____

APPLICANT'S NAME (if different than owner): _____

PROPERTY ADDRESS: _____ EMAIL ADDRESS: _____

SUBDIVISION: _____ LOT # _____

PARCEL ID# _____ MUST ALSO ATTACH COPY OF LEGAL DESCRIPTION

BUILDING PERMIT APPLICATION INFORMATION

(check all that apply and describe work to be done, attach additional pages if necessary)

Work To Be Done:	To What Structure?	Describe Proposed Work (attach additional pages if necessary)
ERECT		
ALTER / MODIFY		
REPAIR		
ADD TO		

ZONING PERMIT APPLICATION INFORMATION

(check all that apply and describe proposed use in detail, attach additional pages if necessary)

<i>Residential Zoning Request</i>			<i>Commercial Zoning Request</i>			
	New Construction	Deck/Porch	New Construction		Use Change	
	Single Family	Accessory Structure	New Business		Accessory Change	
	Multi-Family	Garage	Change in Parking		Alteration/Addition	
	Dwelling Units	Alteration/Addition	Sign:	<i>Permanent</i>	<i>Temporary</i>	
	Fence	Other:	Fence		Other:	
	Ramps					
	Pool					
<i>Explain Use in Detail (type of business, sq ft, etc)</i>						

	NAME OF CONTRACTOR	ST. ADDRESS	CITY, ST	LICENSE #
Applicant (not owner)				
Architect / Engineer				
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

Are any structural assemblies fabricated off-site? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Lot Size (sq feet):	Stories (#):	Building Area (sq feet):
% of lot coverage:	Bed Rooms (#):	Parking Area (sq feet):
Corner Lot <input type="checkbox"/> Yes <input type="checkbox"/> No	Full Baths (#):	Concrete – Rock – or Asphalt?
Subdivided Lot <input type="checkbox"/> Yes <input type="checkbox"/> No	Partial Baths (#):	Living Area (sq feet):
Street Frontage (feet):	Garages (#):	Basement Area (sq feet):
Front Setback (feet):	Windows (#):	Finished Area (sq feet):
Rear Setback (feet):	Fireplaces (#):	Garage Area (sq feet):
Left Setback (feet):	Enclosed Parking (#):	Deck Area (sq feet):
Right Setback (feet):	Outside Parking (#):	Office/Sales (sq feet):
Height Above Grade (feet):	Pool: <input type="checkbox"/> Yes <input type="checkbox"/> No	Service (sq feet):
New Residential Units (#):	If yes, above ground or in ground and size:	Manufacturing (sq feet):
Existing Residential Units (#):		
Elevators / Escalator (#):		Bldg Estimated Value: \$
Estimated Start Date ____/____/____		Cost of Construction: \$

It is the applicant's responsibility to comply with all civil deed and/or subdivision restrictions and/or covenants.

I, the undersigned, certify my right to make the above application. Further, I certify that all submitted information is true and accurate, and the proposed use will conform to the application as submitted and that no changes shall be made without the express written pre-approval of the Zoning Administrator for the City of Staunton.

Signature

Date

SITE PLAN

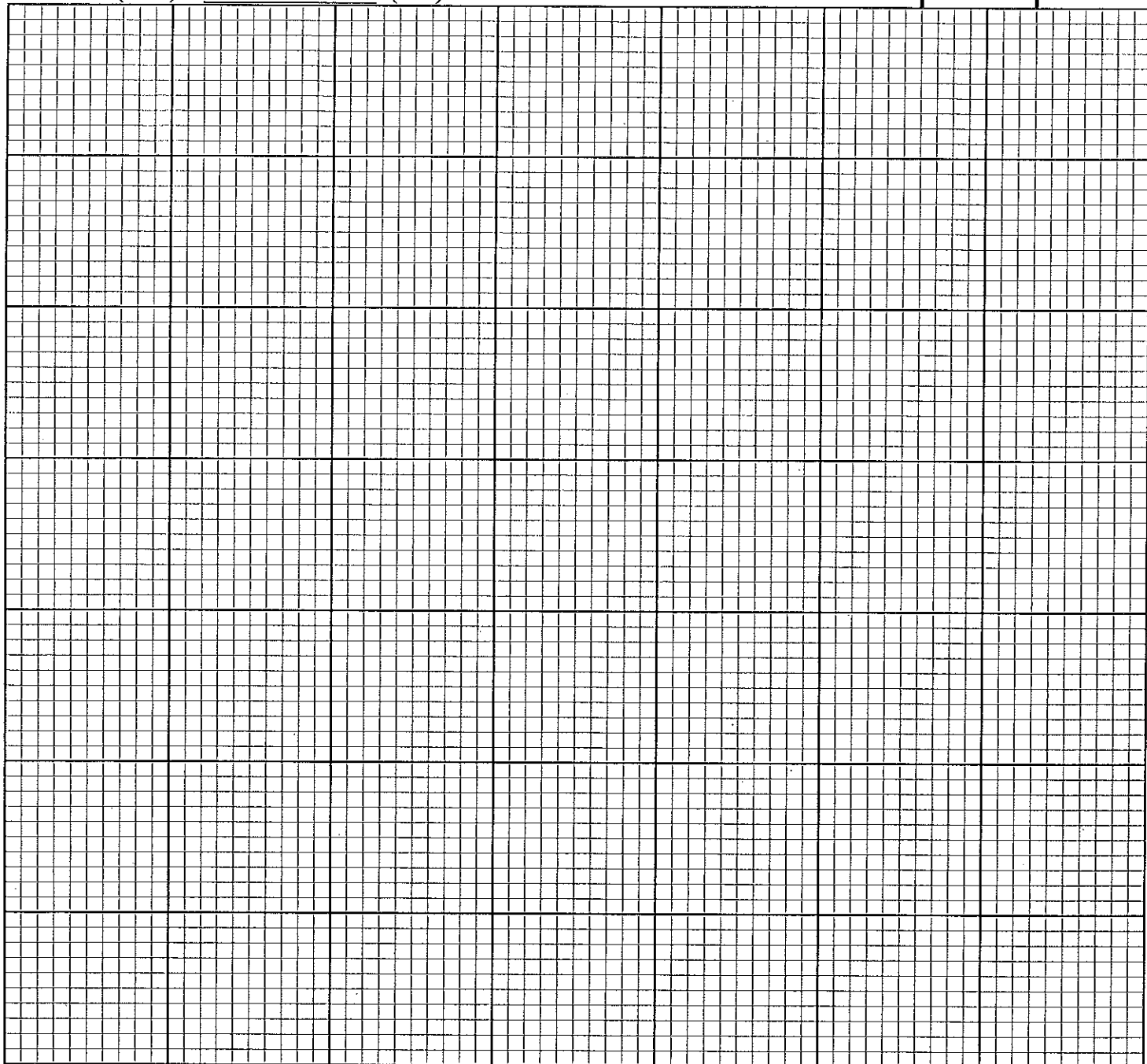
A site plan must be attached or drawn below at a scale large enough for clarity showing the following information:

- A. Location and dimensions of: Lot, buildings, driveways, and off-street parking spaces.
- B. Distance between: Buildings and front, side, and rear lot lines; Principal building and accessory buildings; Principal building and principal buildings on adjacent lots.
- C. Location of: signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Zoning Ordinance

THE PROPERTY MUST BE CLEARLY MARKED OF THE PROPOSED CONSTRUCTION



Scale: 1"(inch) = _____ ' (feet)



CITY OF STAUNTON, ILLINOIS
 SCHEDULE 3-14: AREA AND BULK REGULATIONS;
 PARKING REQUIREMENTS

ZONING DISTRICT	MINIMUM LOT SIZE			MINIMUM YARD DIMENSIONS					ACCESSORY BUILDING MINIMUM DISTANCE TO:					NUMBER OF ACCESSORY BUILDINGS PERMITTED	MINIMUM OFF-STREET PARKING					
	MAXIMUM NUMBER OF DWELLINGS	AREA IN SQ. FT. OR ACRES	WIDTH AT BUILDING LINE	MEAN DEPTH IN FEET	DEPTH OF FRONT YARD	DEPTH OF SIDE YARD ABUTTING STREET	DEPTH OF SIDE YARD ABUTTING A LOT	MINIMUM DISTANCE TO NEAREST PRINCIPAL BUILDING ON ADJACENT LOT	DEPTH OF REAR YARD	MAXIMUM COVERAGE IN PERCENT OF LOT	MAXIMUM HEIGHT OF PRINCIPAL BUILDING	MAXIMUM HEIGHT OF ACCESSORY BUILDING	MAXIMUM COVERAGE IN PERCENT OF LOT OF ACCESSORY BUILDING			FRONT LOT LINE	SIDE LOT LINE ADJACENT TO STREET	SIDE LOT LINE	REAR LOT LINE	
A-1 AGRI-CULTURAL	1 PER LOT	5 ACRES	300 FEET	300 FEET	50 FEET	50 FEET	25 FEET	50 FEET	50 FEET	5%	35 FEET	5 PERCENT	10 FEET	50 FEET	25 FEET	25 FEET	25 FEET	1 PER UNIT	2 PER UNIT	
R-1 SINGLE FAMILY RESIDENTIAL	1 PER LOT	8,000 SQ. FT.	70 FEET	100 FEET	20 FEET	20 FEET	5 FEET	10 FEET	20 FEET	35%	35 FEET	20 FEET	5 FEET	20 FEET	5 FEET	5 FEET	5 FEET	1 PER UNIT	2 PER UNIT	
R-2 MULTI FAMILY RESIDENTIAL	1 PER LOT	8,000 SQ. FT. OR 3,000 SQ. FT. PER UNIT WHICH EVER IS GREATER	70 FEET	100 FEET	20 FEET	20 FEET	5 FEET	10 FEET	20 FEET	40%	35 FEET	20 FEET	5 FEET	20 FEET	5 FEET	5 FEET	5 FEET	1 PER UNIT	2 PER UNIT	
R-3 MOBILE HOME RESIDENTIAL	1 PER LOT	6,000 SQ. FT.	50 FEET	100 FEET	20 FEET	20 FEET	5 FEET	10 FEET	20 FEET	35%	25 FEET	20 FEET	5 FEET	20 FEET	5 FEET	5 FEET	5 FEET	1 PER UNIT	2 PER UNIT	
C-1 COMMERCIAL	NONE	NONE	NONE	NONE	20 FEET	20 FEET	NONE, EXCEPT WHEN ABUTTING A "R" DISTRICT THEN 10 FEET	NONE, EXCEPT WHEN ABUTTING A "R" DISTRICT THEN 15 FEET	NONE, EXCEPT WHEN ABUTTING A "R" DISTRICT THEN 10 FEET	50%	35 FEET	20 FEET	20 FEET	NONE	20 FEET	NONE	NONE	NONE	1 PER UNIT	1 PER 250 SQ. FT. BUSINESS AREA
I-1 INDUSTRIAL	NONE	5 ACRES	300 FEET	300 FEET	50 FEET	50 FEET	25 FEET	50 FEET	25 FEET	40%	20 FEET	40 FEET	NONE	50 FEET	25 FEET	25 FEET	25 FEET	NO LIMIT	1 PER EMPLOYEE PER SHIFT	