

Village of Germantown Clinton County, Illinois

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE (Building Permit)

INSTRUCTIONS TO APPLICANTS:

Before beginning any construction, a Certificate of Zoning Compliance and a Building Permit must be obtained from the Village of Germantown Zoning Administrator. Application for permits must be made by the owner of the property which the construction is to take place or his/her duly authorized agent. A legal description of the property and a site plan of the proposed construction must be included with this application. The attached sheet, which may be used for drawing the site plan, lists information which must be shown. The Village can not write a legal description and will only use the legal description you furnish on the application.

If the proposed construction meets the zoning requirements, a permit shall be issued. If the Zoning Administrator determines that it does not comply with requirements of the Zoning Code, the applicant may request an interpretation of the regulations by the Zoning Board of Appeals (if he/she disagrees with the Zoning Administrator) or he/she may request a variance or zoning amendment.

All information requested below must be provided before any permits will be issued. Applicants are encouraged to visit the office of the Zoning Administrator for any assistance needed in completing this form.

1. Name of Applicant(s): _____ Phone: _____

Address: _____ Date: _____

2. Property interest of Applicant:

Owner Lessee Contract Purchaser Other (specify) _____

3. Name of Owner(s) (if other than applicant): _____

Phone: _____ Address: _____

4. Location of proposed construction: _____

Legal description: _____

5. Proposed improvement (check applicable items:)

New Home Basement Crawl Slab
 Manufactured Home – Year _____ Basement Crawl Slab
 Mobile home on permanent foundation – Year _____ Size _____
 Garage/Shed/Residential Carport Concrete Floor
 Other (specify) _____

6. Is the proposed improvement located in a flood plain district based on the Flood Hazard Boundary Map? yes no

7. Proposed structure: Number of rooms: _____ Number of stories: _____ Square footage: _____

8. Utilities (check all that apply):

Public water service Public sewer service Private sewer service

9. Present use of property:

Residential, single-family Residential, 2-or-3 family Residential, Multi-family, number of units _____
 Vacant lot Business (specify type) _____
 Industrial (specify type) _____ Other (specify) _____

10. Proposed use of property:

Residential

Residential, single family Residential, 2-or-3 family Residential, Multi-family, number of units _____
Number of occupants and/or employees _____

Accessory

Garage Carport Storage Shed Other (specify) _____
 Business (specify type): _____
 Industrial (specify type): _____, Other (specify): _____
Number of proposed parking/loading spaces and access ways: _____

11. Application is hereby made for a **Temporary Certificate** of Zoning Compliance, as required under the Zoning Code for the erection, moving or alteration, and use of buildings and premises. In making this application the applicant represents all of the above statements and any attached maps and drawings to be a true description of the proposed new or altered uses and/or buildings. The applicant agrees that the permit issued may be revoked without notice on any breach of representation or conditions.

It is understood that any permit issued on this application will not grant right of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Code, or by other ordinances, codes or regulations of this municipality. It is unlawful for any person to allow dirt, debris or backfill, from any excavation, construction or remodeling of property abutting a Village street to drain, collect, or run onto the established right-of-way of said street.

APPLICANT(S) SIGNATURE _____ date _____
_____ date _____

CERTIFICATE OF ZONING COMPLIANCE

The plans and specifications submitted with this application are in conformity with the zone district requirements applicable to the subject property. Changes in plans or specifications shall not be made without written approval of the appropriate municipal officials. Failure to comply with the above shall constitute a violation of the provisions of the Zoning Code. This permit shall be a final permit when signed by the Inspector after a required final inspection.

Permit issued this _____ day of _____, 20_____.

Steve Mullins, Village of Germantown Zoning Administrator

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(s), 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. Maximum height of each structure.
- e. Location and number of proposed parking/loading spaces and access ways.
- f. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Village Zoning Code.

SCALE: 1 square = _____

