

CITY OF MCLEANSBORO
APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

Zoning Administrator
City Hall
102 W Main St
McLeansboro, Illinois 612859

Zoning Application No. _____

Date: _____

(DO NOT WRITE IN THIS SPACE -- FOR OFFICE USE ONLY)

Permanent Parcel No. _____
Zone District Classification: _____

Fee Paid: \$ _____
Date: _____

Instructions to Applicants: Before beginning any construction, a Certificate of Zoning Compliance and a Building Permit must be obtained from the Zoning/Building Administrator. Application for permits must be made by the owner of the property on which the construction is to take place or his 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.

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 disagrees with the Zoning Administrator) or he 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.

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1. Name of Applicant(s): _____ Phone: () _____
Address: _____
(Street) (City) (Zip Code)
 2. Property interest of applicant:
() Owner () Lessee () Contract Purchaser () Other: _____
 3. Name of Owner(s) (if other than applicant): _____
Phone: _____ Address: _____
(Street) (City) (Zip Code)
 4. Location of Proposed construction:
Address: _____
(Street) (City) (Zip Code)

Legal description: (Lot, block, and subdivision; or metes and bounds; description and acreage.)

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5. Proposed improvement (check applicable items):

- () New Building
() Addition or alteration (EXPLAIN): _____
() Mobile home on permanent foundation
() Relocation of existing building
() Other (Explain): _____

6. Is the proposed improvement located in a flood plain district? YES _____ No _____
7. Proposed structure: No. of Rooms _____ Sq. Ft. of Structure _____
No. of Stories _____ Cost of Structure: \$ _____
8. Utilities: () Public Water Service () Public Sewer Service
() Private Well () Septic Tank
() Other: _____ () Other: _____
() Municipal Electric
() Other Electric: _____
9. Present use of property:
Residential:
() Single-family () Vacant Lot
() 2 or 3-family () Business (type) _____
() Multi-family () Industrial (type) _____
No. of units: _____ () Other: _____
10. Proposed Use of property:
Residential: Accessory:
() Single-family () Garage () Business (type) _____
() 2 or 3-family () Carport () Industrial (type) _____
() Multi-family () Storage Shed () Other: _____
No. of Units: _____

[NOTE: A.D.A. may apply to certain structures.]

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.

APPLICANT: _____

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 _____, ____.

DATE: _____, ____

ZONING ADMINISTRATOR: _____

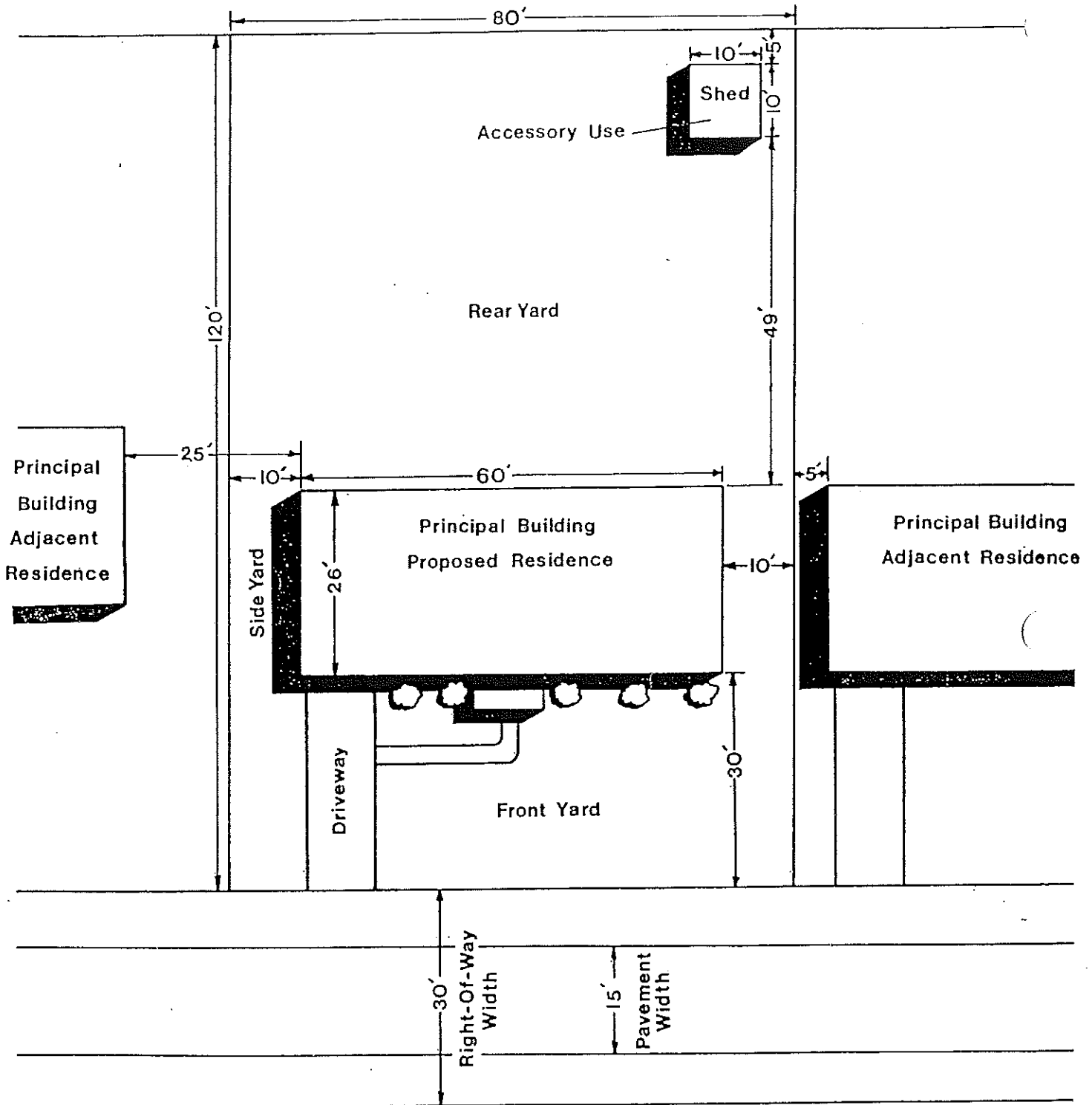
SITE PLAN

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, 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 Code.

SCALE: 1" = _____

Sample Site Plan: Residential Use



Lot

Width: 80 ft.

Depth: 120 ft.

Area: 9,600 sq. ft.

Building

Length: 60 ft.

Width: 26 ft.

Floor Area: 1,560 sq. ft.



Scale: 1" = 20'

Sample Site Plan For Zoning Amendment

(Request To Rezone Property From Single-Family Residence
To Multi-Family Residence For Apartment Complex)

