



Building and Zoning Permit Application

Applicant,

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

- Please read and complete the entire application. Some information may not seem applicable to your process, but we do still collect all information.
- 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 (draw it out).
- Your property needs to be clearly marked of the proposed construction (when applicable). We have flags at the Office of the City Clerk that we can give to you to mark your project.
- We will do a site visit and take measurements, after reviewing your application.
- Payment is not collected until after the permit is approved and costs are calculated.
- Your permit will be valid for 12 months, if your construction is not complete it is your responsibility to notify us if you need an extension

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

The Zoning Administrator can help you with your application and answer any general questions you may have.

618-635-2233

BUILDING AND ZONING PERMIT APPLICATION

Zoning Department 101 W Pearl St
City of Staunton, Illinois
Zoning Administrator - 618-635-2233

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

ATTACH BUILDING PLANS TO APPLICATION

(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:	Permanent	Temporary
Fence	Other:		Fence	Other:	
Ramps					
Pool					
Explain Use in Detail (type of business, sq ft, etc)					

	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				

**** THESE ITEMS MUST BE FILLED IN OR YOUR APPLICATION WILL BE RETURNED**

Are any structural assemblies fabricated off-site? ☐ Yes ☐ No		**	Building Area of New Structure (sq. feet):	**
Lot Size (sq feet):	Stories (#):	**	Circle One: Is this structure additional or replacing an existing structure?	
% of lot coverage:	Bed Rooms (#):	**	Parking Area (sq feet):	
Corner Lot ☐ Yes ☐ No	Full Baths (#):	**	Circle One: Concrete - Rock - or Asphalt?	
Subdivided Lot ☐ Yes ☐ No	Partial Baths (#):	**	Living Area Total (sq feet):	
Street Frontage (feet):	Garages (#):	**	First Floor (sq feet)	
Front Setback (feet):	Windows (#):		Second Floor (sq feet)	
Rear Setback (feet):	Fireplaces (#):	**	Basement Area (sq feet):	
Left Setback (feet):	Enclosed Parking (#):		Finished Area (sq feet):	
Right Setback (feet):	Outside Parking (#):		Office/Sales (sq feet):	
Height Above Grade (feet):	Pool: ☐ Yes ☐ No	**	Service (sq feet):	
New Residential Units (#):	If yes, above ground or in ground and size:		Manufacturing (sq feet):	
Existing Residential Units (#):				
Elevators / Escalator (#):	Deck Area (sq. feet);		Bldg Estimated Value: \$	
Estimated Start Date ____ / ____ / ____	Garage Area (sq. feet)	**	Cost of Construction: \$	
	Accessory Structure (sq. feet)	**		

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

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

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

SITE PLAN

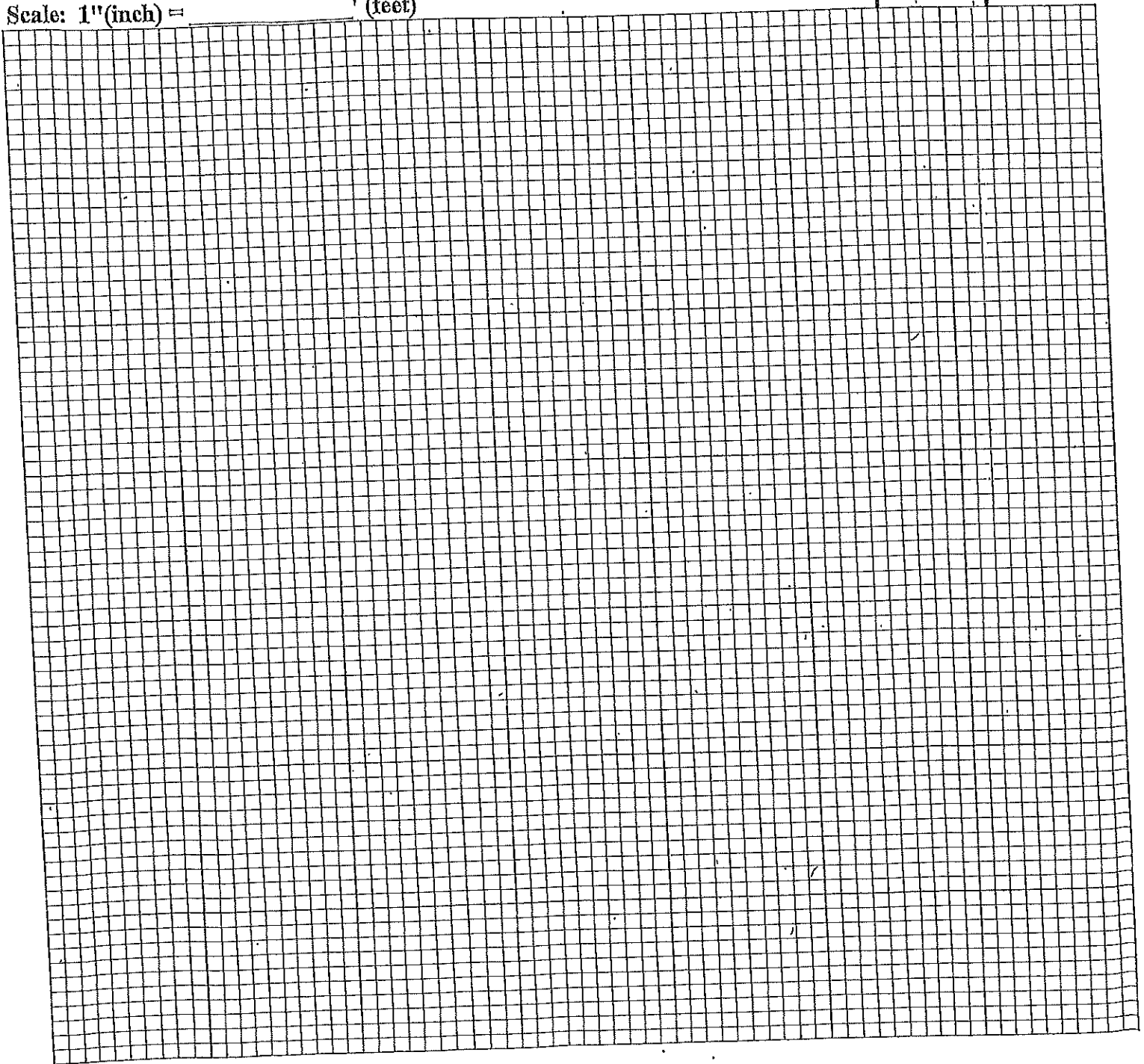
A site plan must be attached or drawn below at a scale large enough for clarity showing the following information:

- 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

North

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





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- Your property needs to be clearly marked with the proposed construction (when applicable). We have flags at the Office of the City Clerk that we can give to you to mark your project.
- Prior to the installation of any sump pump, approval from the Staunton Public Works Director is required to determine proper placement. **(Residential Sump Pump Discharge Statement is attached).**
- We will do a site visit and take measurements, after reviewing your application.
- Payment is not collected until after the permit is approved and costs are calculated.
- Your permit will be valid for 12 months. If your construction is not complete it is your responsibility to notify us and file for an extension. A six-month extension may be granted for a fee of \$100. Any additional extensions must be approved by the City Council.

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

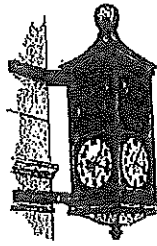
The Zoning Administrator can help you with your application and answer any general questions that you may have. They can be reached at (618) 635-2233.

THE CITY OF STAUNTON
STAUNTON, ILLINOIS 62088

CRAIG NEUHAUS
Mayor

DENNIS STIEGEMEIER
City Clerk

PHILIP LADING
City Attorney



"What Small Towns Used To Be"

101 West Pearl Street
Staunton, IL 62088

Phone (618) 635-2233
FAX (618) 635-3644

RESIDENTIAL SUMP PUMP DISCHARGES

Sump pumps remove excessive groundwater from around homes and are generally one of the 1st items installed upon new home construction. A sump pump is a small submersible or pedestal pump located in the lowest part of the basement that removes the collected water and pumps it to an area outside of the home. It is important that the pumped water does not cause additional problems. Below are options for managing the water.

OPTION 1: DISCHARGE SUMP PUMP WATER TO THE GROUND IN AN AREA IT CAN INFILTRATE

Directing water back into the ground is the preferred management method. However, care should be taken to ensure it does not impact neighboring properties or cause soil erosion or ponding.

OPTION 2: DISCHARGE SUMP PUMP WATER TO A NEARBY STORM SEWER SYSTEM OR SURFACE WATERS

Water may be directed to the ground near a storm sewer catch basin or directly to a storm sewer.

FOUNDATIONS: The "TOP" of all foundations for new construction must be at least one (1') above the height of the adjacent city street.

APPROVAL FROM THE STAUNTON PUBLIC WORKS DIRECTOR IS REQUIRED PRIOR TO INSTALLATION OF ANY SUMP PUMP SYSTEM



This institution is an equal opportunity provider and employer.

PTAX-760 Reassessment Request Due to Construction of Improvements

Read this information first

A property owner must complete Form PTAX-760 if they have added a new building or structure, or made any other improvements including any addition that increases the square footage of the existing structure. A property owner on January 1 is liable for increase in property taxes of new improvements during the assessment year. You must complete your request for reassessment within 30 days after the completion of an improvement or issuance of an occupancy permit.

Note: New improvements to an existing structure on homestead property or the rebuilding of a residential structure following a catastrophic event may be eligible for a Homestead Improvement Exemption. Contact your Chief County Assessment Officer (CCAO) for information to apply for homestead exemptions.

Step 1: Provide the following information

1 Property owner's name _____
Property owner's street address _____
City _____ State _____ ZIP _____
Telephone: (_____) _____
Email address: _____
Property owner on January 1 of the assessment year
if different than Line 1: _____

Send notice to (if different than Line 1)

2 Name _____
Street address _____
City _____ State _____ ZIP _____
Telephone: (_____) _____
Email address: _____

Step 2: Identify the property

3 Provide the street address of the property if different than the address you identified in Step 1, Line 1.

Street address _____
City _____ State _____ ZIP _____

4 Write the property (parcel) number (PIN) listed on your property tax bill or obtain it from your CCAO.

a PIN: _____
b If unable to obtain your PIN, provide a legal description.

Step 3: Describe the property's improvement

5 What date was the improvement completed or became fit for occupancy or its customary use? ____/____/____
6 What date was the new or added improvement occupied or occupancy permit issued (if applicable)? ____/____/____
7 Provide a description of the improvement: _____

Step 4: Sign below

I state that to the best of my knowledge, the information contained in this request for reassessment is true, correct, and complete.

Property owner's or authorized representative's signature

_____/_____/_____
Month Day Year

Step 5: Mail your completed Form PTAX-760

You are required to send Form PTAX-760 by certified mail, return receipt requested to the assessor within 30 days after the completion or issuance of an occupancy permit.

If you have any questions, please call (_____) _____

Mail your completed Form PTAX-760 to:

Mailing address

City _____ IL _____ ZIP _____