

**ACCESSORY USE STRUCTURE INFORMATION PACKAGE**

An "ACCESSORY USE" is defined as: Any structure or use that is:

- (A) Subordinate in size or purpose to the principal use or structure which it serves;
  - (B) Necessary or contributing to the comfort and convenience of the occupants of the principal use or structure served; and
  - (C) Located on the same lot as the principal use or structure served.
- (See Village Ordinance Code Section 40-2-2.)

To erect an Accessory Use Structure within the Village of Albers the following documents must be completed and processed within the guidelines established by the following Village ordinances:

- Building Permit Application and Review Procedure.
- Application for Certificate of Zoning Compliance.
- Village Of Albers Ordinance 40-3-15, Accessory Use.
- Village Of Albers Ordinance 40-3-16, Accessory Use Restrictions.
- Village Of Albers Ordinance 40-4-2(B), Area and Bulk Regulations.
- Village Of Albers Ordinance 40-4-2(D), Permitted and Special Use.
- Village Of Albers Ordinance 40-9-13, Fees.

**VILLAGE OF ALBERS BUILDING PERMIT APPLICATION and REVIEW PROCEDURE:**

Application Package Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

1. All applications are to be fully filled out, and returned with proper payment to the Albers Village Hall, 206 West Dwight, PO Box 132, Albers, Illinois, 62215-0132.

Application for Certificate of Zoning Compliance Received by: \_\_\_\_\_ Fee Paid: \_\_\_\_\_  
Date: \_\_\_\_\_

2. Application is then reviewed by the Village Zoning Administrator. Rcv by: \_\_\_\_\_ Date \_\_\_\_\_

3. Once the application is submitted, it is the applicant’s responsibility to notify Ms Jeannie Brendel, Village Zoning Administrator (618-248-5687 or Village Hall 618-248-5154) when the project is staked-out (marked on the property).

4. The Zoning Administrator then checks the stake-out to ensure setbacks are in compliance with all Zoning codes.

Zoning Administrator 1st Review: \_\_\_\_\_ Date: \_\_\_\_\_

5. After the stake-out is verified, the applicant is permitted to dig and put up the forms for the footings. After forms are in place, applicant shall again notify the Village Zoning Administrator (618-248-5687 or Village Hall 618-248-5154).

Zoning Administrator 2nd Review: \_\_\_\_\_ Date: \_\_\_\_\_

6. The Village Zoning Administrator shall conduct a final review of the location of the forms, and if in compliance with all Zoning codes, a building permit will be issued.

Building Permit Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

7. If not in compliance with Zoning codes (setbacks are not adequate) the above steps shall be repeated until forms are in compliance.

If you have any questions regarding the procedure, please contact Ms. Jeannie Brendel, Village of Albers Zoning Administrator, at 618-248-5687, or Brenda Morris, Village Secretary, at 248-5154.

**APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE**

TO: Department of Zoning, Albers, Illinois  
Zoning Application Number: \_\_\_\_\_  
Date: \_\_\_\_\_

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

Permanent Parcel Number: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_  
Zone District Classification: \_\_\_\_\_ Date: \_\_\_\_\_  
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**INSTRUCTIONS TO APPLICANTS:**

Before beginning any construction, a Certificate of Zoning Compliance and a Building Permit must be obtained from the Village Of Albers 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.

1. Name of Applicant(s): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address (Street, City & Zip Code): \_\_\_\_\_

2. Property interest of applicant:  
(\_\_\_\_) Owner; (\_\_\_\_) Lessee; (\_\_\_\_) Contract Purchaser; (\_\_\_\_)  
Other (specify): \_\_\_\_\_

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: (for example: Lot, block, and subdivision; or metes and bounds description and acreage.)  
\_\_\_\_\_  
\_\_\_\_\_

5. Proposed improvement (check applicable items):  
(\_\_\_\_) New Building.  
(\_\_\_\_) Addition or alteration (specify): \_\_\_\_\_  
(\_\_\_\_) Mobile home on permanent foundation.  
(\_\_\_\_) Relocation of existing building.  
(\_\_\_\_) Other (specify) \_\_\_\_\_

6. Is the proposed improvement located in a flood plain district? (\_\_\_\_) YES; (\_\_\_\_) NO

7. Proposed structure: Number of Rooms: \_\_\_\_\_; Number of Stories: \_\_\_\_\_;  
Square footage of Structure: \_\_\_\_\_; Cost of Structure: \$ \_\_\_\_\_

8. Utilities (check all that apply):

Public Water Service;  Private Well;  Other (specify): \_\_\_\_\_

Public Sewer Service;  Septic Tank;  Other (specify): \_\_\_\_\_

Municipal Electric;  Other Electric (specify): \_\_\_\_\_

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: \_\_\_\_\_

Accessory

Garage;  Carport;  Storage Shed;  Other (specify): \_\_\_\_\_

Business (specify type): \_\_\_\_\_;

Industrial (specify type): \_\_\_\_\_;  Other (specify): \_\_\_\_\_

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 SIGNATURE: \_\_\_\_\_

**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 \_\_\_\_\_, 200\_\_\_\_.

Today's Date: \_\_\_\_\_,

\_\_\_\_\_  
Jeannie Brendel, Village Of Albers 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. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Village Zoning Code.

SCALE: 1" = \_\_\_\_\_

