

## FENCE INFORMATION PACKAGE

A "FENCE" is defined as: A structure serving as an enclosure, barrier, or boundary, usually made of posts, boards, wire or rails. All other materials shall require a "special use" permit prior to erection. (See Village Ordinance Code Section 40-2-2.)

To erect a Fence 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.
- Fence Agreement.
- Village Of Albers Ordinance 40-3-13, Restricted Corner Diagram, Figure 6.
- Village Of Albers Ordinance 40-6-1, Fences, Walls and Barricades.
- 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 Ms 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: \_\_\_\_\_,

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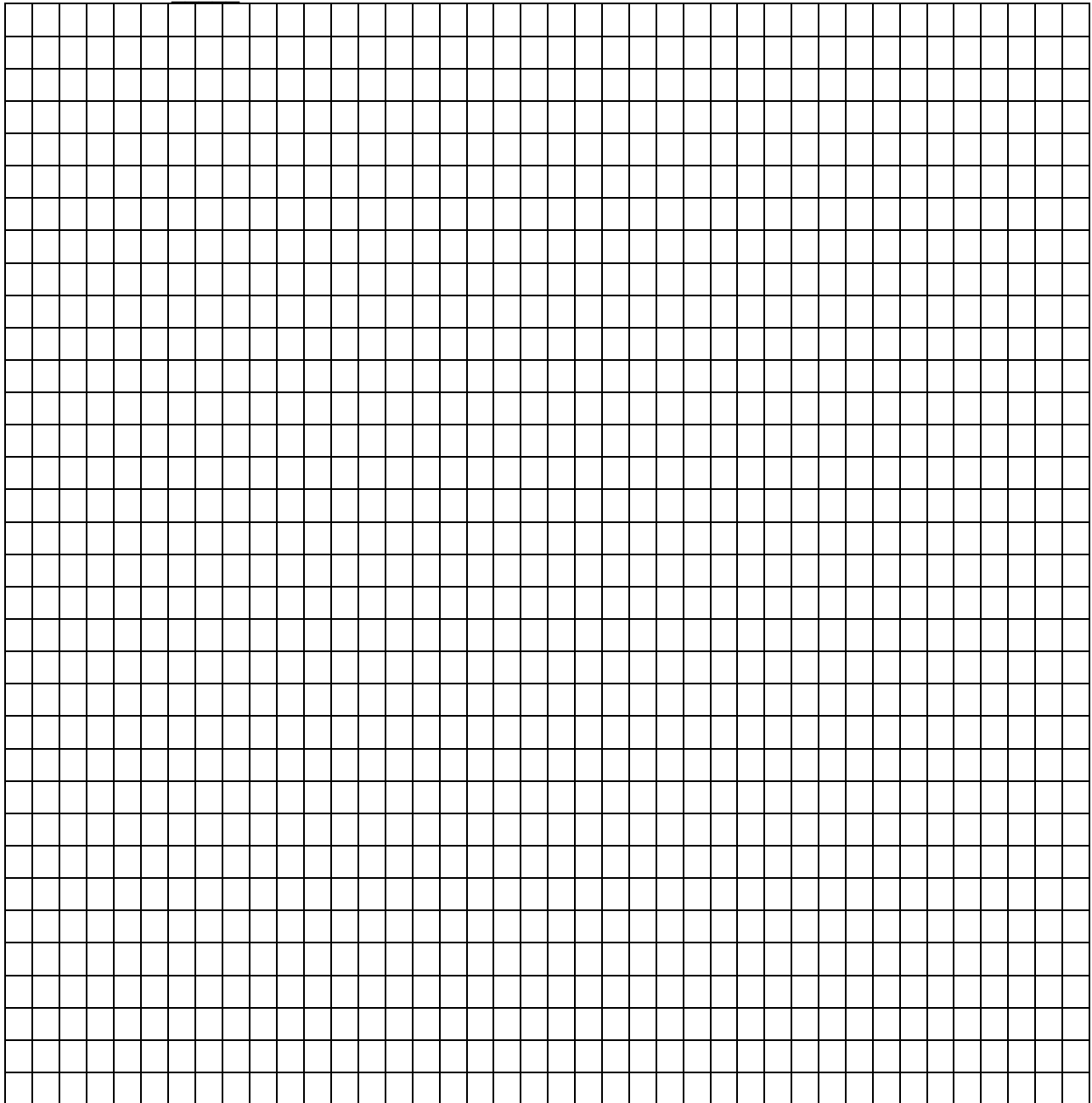
Jeannie Brendel, Village Of Albers Zoning Administrator

**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" =



**FENCE AGREEMENT**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between

of the \_\_\_\_\_ of \_\_\_\_\_, Illinois,  
and \_\_\_\_\_

of the \_\_\_\_\_ of \_\_\_\_\_, Illinois.

RECITALS

1. Pursuant to the Zoning Code of the Village of Albers, Illinois, fences constructed along property lines must comply with the set back requirements therein, unless the adjoining owners along the common property line agree to waive the set back requirements, and allow the fence to be placed along the common property line.

2. \_\_\_\_\_ owns the real estate located at \_\_\_\_\_ Albers, Illinois, and desires to build a fence along the common property line with the real estate between his property and the adjoining property located at \_\_\_\_\_ Albers, Illinois.

3. \_\_\_\_\_ owns the adjoining property at \_\_\_\_\_ Albers, Illinois.

4. The parties desire to agree to waive the set backs applicable to fences in the Albers Zoning Code to allow a fence to be constructed along their common property line.

THEREFORE, for good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

A. The foregoing recitals are hereby incorporated herein.

B. The parties agree to waive the set back requirements contained in the Zoning Code solely to allow construction of a fence along the common property line of the adjoining properties owned by the parties, pursuant to Section 40-6-1 of the Village Zoning Code.

3. To be effective, a copy of this agreement will be filed with the, Zoning Administrator for the Village of Albers, at the Village Hall.

IN WITNESS WHEREOF, the parties have executed this Agreement this \_\_\_\_\_ day of, 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VILLAGE OF ALBERS ORDINANCE:**

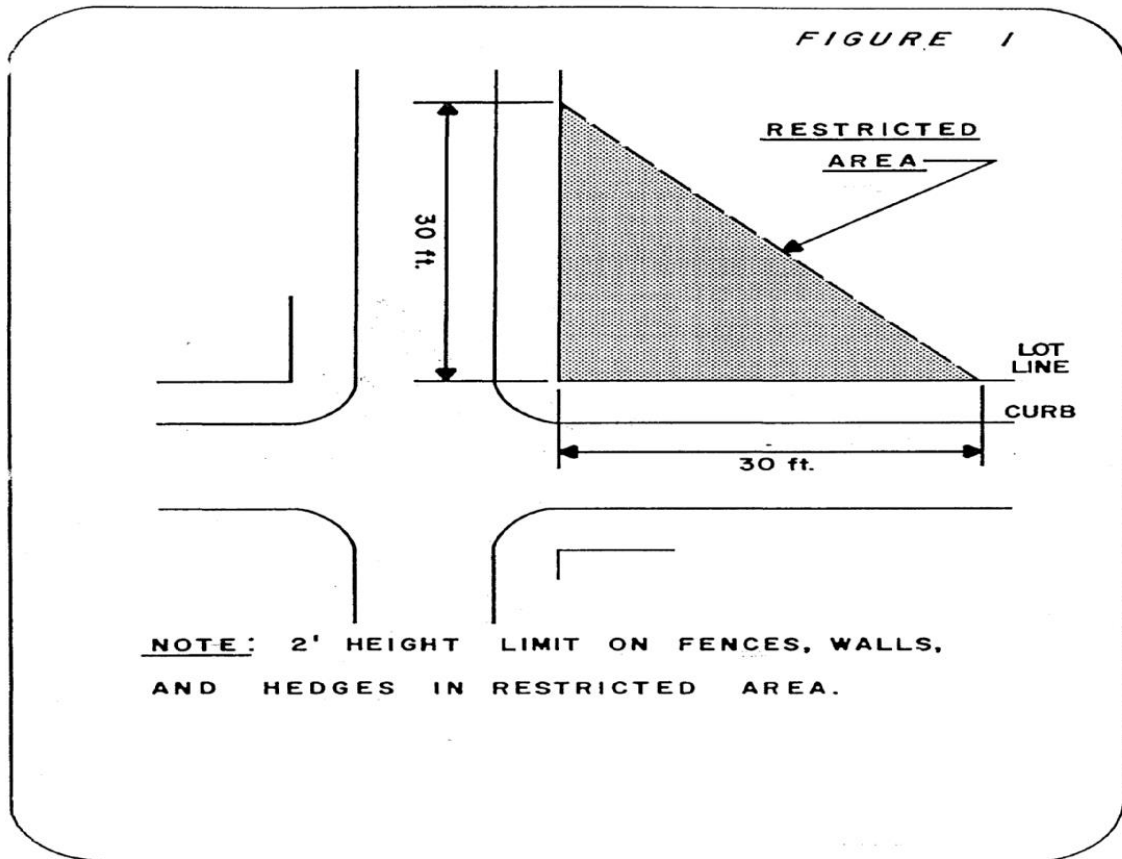
40-3-13. EXCEPTIONS TO HEIGHT LIMITS. The following items shall be noted as exceptions to height limits provided in the Zoning Code.

(A) Necessary appurtenances commonly constructed above the roof line, such as chimneys, church spires, parapet walls, cooling towers, elevator bulkheads, fire towers, and antennas, shall be permitted to exceed the maximum height limitations of the district in which they are located if they comply with all other pertinent ordinances; and

(B) On corner and through lots, in the triangular portion of land bounded by intersecting street and a line joining those street lines at points Thirty (30) feet from the point of intersection, no natural or man-made obstruction shall intrude into the air space that is between Two (2) and Ten (10) feet above the level of the adjacent street.

(C) Restricted corner diagram. See Figure 6.

FIGURE 6 -- CORNERS



# CORNERS

**VILLAGE OF ALBERS ORDINANCE:**

40-6-1. FENCES, WALLS AND BARRICADES. Fences, walls and barricades erected or maintained within the jurisdictional boundaries of the Village shall not:

- (A) Be made of barbed wire or electrically charged, except in the non-urban "NU" district;
- (B) Be erected within a public right-of-way, except by written permission of the Village Board of Trustees; and
- (C) Be erected in violation of Illinois Drainage Code.

Maximum heights and setbacks (Fences, walls and barricades) that are to be maintained within the jurisdictional boundaries of the Village shall comply with subparagraph (D) below. All setbacks are to be strictly enforced unless consenting property owners agree in a written agreement stating that said fence can be placed on the property line. Also, the individual seeking to place the fence on the property line shall seek a variance. (See Ordinance Number 203, 12 Dec 88.)

(D) Fences, walls, barricades, and height.

Zoning District	Set back from front lot line	Maximum height lot front	Set back from side lot line	Maximum height lot sidelines	Set back from rear lot line	Maximum height rear lot line
NU-1/2	2	None	2	None	2	None
R-1	2	4	2	8	2	8
R-2	2	4	2	8	2	8
C	2	None	2	None	2	None
I	2	None	2	None	2	None



## **VILLAGE OF ALBERS ORDINANCE:**

40-9-13. FEES. The Board of Trustees establishes the following schedule of fees for the various permits and procedures listed in this Code. The fees are intended to defray the administrative costs connected with the processing/conducting of such permits or procedures; the fees do not constitute a tax or other revenue raising device. All such fees shall be paid in advance by the applicant to the Village Clerk as follows:

Fees. Certificate of Compliance:

Principal Use or Structure: Two Hundred Fifty Dollars (\$250).

Accessory Use of Structure: Twenty Five Dollars (\$25).

Special Use Permit: Three Hundred Twenty Five Dollars (\$325).

Temporary Use Permit: Three Hundred Twenty Five Dollars (\$325).

Amendment: Three Hundred Twenty Five Dollars (\$325).

Appeal: Three Hundred Twenty Five Dollars (\$325).

Variance: Three Hundred Twenty Five Dollars (\$325).

Preliminary Plat: Five Hundred Dollars (\$500).

Final Plat: Five Hundred Dollars (\$500).