

## PRINCIPAL BUILDING STRUCTURE APPLICATION PACKAGE

A "PRINCIPAL BUILDING/STRUCTURE/USE" is defined as: The main structure erected on or the main use occupying a lot, as distinguished from an accessory (subordinate) structure or use. (See Village Ordinance Code Section 40-2-2.)

To erect a Principal 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 40-4-2(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 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" =

A large grid for drawing a site plan, consisting of 30 columns and 25 rows of small squares.

**VILLAGE OF ALBERS ORDINANCE:**

40-4-2 (B) Area and bulk regulations.

	Non-Urban 1 (NU-1)	Non-Urban 2 (NU-2)	Residential 1 (R-1)	Residential 2 (R-2)	Commercial (C)	Industrial (I)	Flood Plain Overlay (FP-O)
Minimum District Size	None	1/2 acre	2 acres	2 acres	1 acre	3 acres	None
Minimum Lot Size (area)	3 acres	21,780 sq feet	9,000 sq feet	6,000 sq feet	6,000 sq feet	6,000 sq feet	S A M E as the Zoning District it O V E R L A Y S
Minimum Lot Size (width)	250 feet	100 feet	75 feet	50 feet	50 feet	50 feet	
Minimum Lot Size (depth)	250 feet	100 feet	110 feet	100 feet	100 feet	100 feet	
Principal Structure (from front line)	50 feet	40 feet	30 feet <small>(see Note 1)</small>	25 feet <small>(see Note 1)</small>	30 feet <small>(see Note 1 &amp; 2)</small>	30 feet	
Principal Structure (from side - combined)	60 feet	30 feet	15 feet <small>(see Note 1)</small>	15 feet <small>(see Note 1)</small>	15 feet <small>(see Note 1 &amp; 2)</small>	15 feet	
Principal Structure (either lot lines)	25 feet	5 feet	5 feet	5 feet	5 feet <small>(see Note 2)</small>	5 feet	
Principle Structure (from rear lot line)	25 feet	25 feet	25 feet	20 feet	20 feet <small>(see Note 2)</small>	20 feet	
Accessory Structure (from front lot line)	50 feet	50 feet	30 feet	25 feet	30 feet <small>(see Note 2)</small>	30 feet	
Accessory Structure (from side lot line)	5 feet	5 feet	5 feet	5 feet	5 feet <small>(see Note 2)</small>	5 feet	
Accessory Structure (from rear lot line)	5 feet	5 feet	5 feet	5 feet	5 feet <small>(see Note 2)</small>	5 feet	
Maximum Building Height (principal structure)	None	35 feet	30 feet	35 feet	35 feet	35 feet	
Maximum Building Height (accessory structure)	None	20 feet	20 feet	20 feet	25 feet	25 feet	

NOTE: (1) If said lot is a corner lot with Two (2) sides facing a street, then the setback for the front of the residence or building shall be Thirty (30) feet. If the side of the structure is used as a vehicle entrance, the side lot setback shall be at least Twenty Five (25) feet. If there is no vehicle entrance, then the side lot setback shall be at least Fifteen (15) feet.

NOTE : (2) When light industry abutts Residential, Twenty Five (25) feet setback and landscape buffer are required. (See 40-6-7 (D))

**VILLAGE OF ALBERS ORDINANCE:**

**40-4-2(D) Permitted and special uses**

Zoning Districts	Permitted Uses	Special Uses
NU-1	Agriculture agriculture-related businesses Animal shelter/care facilities Cemeteries Farmsteads Government uses of the Village and Township Single family residences, including mobile homes Accessory uses in accordance with section 40-3-15	Churches Commercial and private park and recreational area and facilitates Government uses other than the Village and Township Home occupations Mining operations Mobile home parks Patient care facilities Sanitary landfills Schools Transportation, communications, and utility substations
NU-2	Duplexes Churches Community Centers Libraries Single family residences, except mobile homes Government uses of the Village and Township Accessory use in accordance with section 40-3-15	Commercial and private park and recreational area and facilitates Government uses other than the Village and Township Home occupations Agricultural - horticultural only Day care centers and nursery schools Multi-family residences Nursing homes and convalescent centers Private clubs or lodges
R-1	Churches Community Centers Libraries Public and semi-public park and recreation areas and facilities Schools (K thru 12 and special ed.) Single family residences, except mobile homes Government uses of the Village and Township Accessory use in accordance with section 40-3-15	Cemeteries Civic and social organizations Day care centers and nursery schools Duplexes Government uses other than the Village and Township Home occupations Multi-family residences Transportation, communication, and utility substations (See Ordinance Number 211, 8 Jan 90.)
R-2	Same as R-1 district but with mobile homes included	Same as R-1 district
C	Civic and social organizations General offices Retail trade establishments Service establishments Accessory uses in accordance with section 40-3-15 (See Ordinance Number 229, 10 Feb 92.)	Government uses other than the Village Mini-warehousing Single-family residences above commercial activities Transportation, communications and utility substations Wholesale trade Light industry (See section 40-6-7)
I	Light Industry Transportation, communication and utility substations Warehousing Wholesaling Accessory uses in accordance with section 40-3-15.	Government uses other than the Village Heavy industry Junk yards and salvage operations
FP-O	Same as the zoning distinct which it overlays	

## **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).



**APPLICATION for WATER CONNECTION - VILLAGE of ALBERS, ILLINOIS**

Date \_\_\_\_\_  
Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Name of Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Address to be served \_\_\_\_\_  
Is the property located within the corporate limits? \_\_\_\_\_  
Contractor/Builder \_\_\_\_\_

- ( ) I (We), the undersigned, do hereby make application to the Village of Albers, Illinois, for water, and agree to abide by all ordinances, rules, and regulations of said Village as they pertain to the Water System.
- ( ) I (We), understand that the connection fees must be paid in advance before a connection permit can be issued, and I (We), agree to pay the charges for labor and material within 30 (thirty) days after billing date.
- ( ) \$800 Water Tap Fee - Inside Corporate Limits
- ( ) \$1,600 Water Tap Fee - Outside Corporate Limits

Signature of Applicant \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Application approved and connection permit granted \_\_\_\_\_

Connection Fee Paid	_____
Meter Deposit Paid	_____
Tenant Water Deposit Paid	_____
Water Tap Fee - Inside Corporate Limit	_____
Water Tap Fee - Outside Corporate Limit	_____
TOTAL PAID	_____

Water Superintendent \_\_\_\_\_

Ordinance #198 - September 12, 2011

**Village of Albers**  
**APPLICATION for CONNECTION to the SANITARY SEWER SYSTEM**

APPLICATION IS HEREBY MADE TO THE VILLAGE of ALBERS, CLINTON COUNTY, ILLINOIS, FOR CONNECTION TO THE SANITARY SEWER SYSTEM OF SAID VILLAGE.

APPLICANT HEREBY STATES THAT:

1. S/He is the owner of the premises described below to which connection to the sanitary sewer system is sought.
2. A \$100.00 connection fee is submitted with this application.
3. Upon approval of this application by the Water & Sewer Superintendent, the applicant agrees as follows:
  - A. To connect to the existing sewer main by a tapping saddle;
  - B. To contact the Water & Sewer Superintendent a minimum of 24-business hours prior to construction.
  - C. To be responsible for replacement of all street surfaces affected by said connection;
  - D. To be responsible for the sewer service from the main to the dwelling;
  - E. To provide the Village with necessary easements when his/her service main is to extend over private property not owned by the applicant;
  - F. To be liable for any damage he/she may incur on Village property;
  - G. Not to connect or permit the connection of any storm water, roof drains and/or foundation drains to the sanitary sewer system;
  - H. Not to use the sanitary sewer facilities for industrial sewerage without securing approval from the Village Board;
  - I. To remain liable for payment of any sewerage bills in the event of default by any tenant on the premises, in the same manner as if he/she were the user thereof;
  - J. To allow the duly authorized officers and personnel of the Village to have access to his premises at all reasonable times for the purpose of inspection and repairing the sewer facilities on the applicant's premises or adjacent thereto;
  - K. Not to allow cross-connections of said sewerage system to other dwelling units on the premises hereinafter described;
  - L. To comply with all ordinances of the Village of Albers and all rules and regulations pertaining to the Village of Albers sanitary sewer system.

Applicant \_\_\_\_\_

Signature \_\_\_\_\_

Address of Premises to be Served \_\_\_\_\_

Application Approved This \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

Water & Sewer Superintendent \_\_\_\_\_