



Randolph County
Land Resource Management Office
Danny Valleroy, Director

1 Taylor, Room 207
Chester, IL 62233-1954
(618) 826-5000, Ext. 228

INSTRUCTIONS

When filling out the initial certificate of zoning compliance and building permit application be sure to **sign** the form and include the **setback measurements** from your property lines (front, back and sides) on the site drawing. If you are building a **Single Family Residence**, please include the house plans and contact the **Randolph County Health Department** to get your septic approved. There is a standard **\$35.00 zoning fee** for the initial certificate of compliance application unless it is for agricultural purposes or waived for other reasons stated below. The **building fee** is \$2.00 per \$1,000 value of structure, and is based off of the estimated cost of structure. Please make the check payable to the Randolph County Land Resource Management Office. You can combine both fees for the certificate of zoning compliance and building permit in one check. If you have any questions, please contact our office for assistance.

FEE WAIVED: YES NO

Reason for fee waived: _____

NOTICE: If construction begins before permit applications are submitted and/ or permits issued, a late filing fee of \$25.00 will be assessed in addition to the above required fees.



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APPLICATION FOR INITIAL CERTIFICATE OF ZONING COMPLIANCE & BUILDING PERMIT

This section to be completed by Land Resource Management Office (LRM):

Application Number: AN- _____
Map Number: _____
Parcel Number: _____

Date Filed: _____
Expiration Date: _____

Action by LRM:

- Approved
 Approved w/modification
 Denied

Date: _____

FEE	AMOUNT PAID
Zoning	
Building	
Late	
<small>Zoning Fee is a \$35.00 flat fee. Building Fee is \$2.00 per \$1,000 value of structure with a \$5.00 minimum. Check to LRM.</small>	

Permit for Zoning Compliance and Building Permit EXPIRES 1 year after approval.

This section to be completed by applicant:

1) Applicant Information

a) Name of Applicant: _____

b) Address: _____ City _____ ST _____ ZIP _____

c) Contact Info: (Phone #) _____ (Email) _____

d) Property Interest of Applicant:

Owner Renter Lessee Other: _____

2) Property Information

a) Name of Owner (if different than applicant): _____

Mailing Address: _____

Phone Number: _____

- b) Property Address: _____
- c) Legal Description: _____
- d) Zoning District Classification: _____ Fire District _____
- e) Existing Use: _____
- f) Proposed Use: _____
- g) Proposed Use or Structure: Principal Use Accessory Use
- h) Has septic been approved by Randolph County Health Department:
- | | | |
|--|------------------------------|-----------------------------|
| <input type="checkbox"/> Single Family Residence | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Replacement Housing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Additional Housing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3) Flood Plain Information (SKIP section if property is not in flood plain)

- a) Base Flood Elevation: _____
- b) Required Flood Protection Elevation: _____
- c) Actual Elevation: _____

4) Building Information

- a) Structure or Alteration Description (size and type):
- b) Estimated Cost of Structure: _____
- c) Contractor: _____
- Contractor Address: _____ Phone: _____

If structure is a Single Family Residential, please fill out Section 4d.
If structure is a Shed/Pole Barn/Garage, please fill out Section 4e.
If structure is a Grain Bin, please fill out Section 4f.
If structure is a Mobile Home, please fill out 4g.

- d) Single Family Residential
 - a. Dimensions & square footage: _____
 - b. How many bathrooms?: _____
 - c. Does it have an attic or basement?: _____
- e) Shed/Pole Barn/Garage
 - a. Dimensions & square footage: _____
 - b. Eave height: _____
 - c. Type of Flooring? (Rock, concrete, etc) _____
 - d. Does it have water hook-ups?: _____
 - e. Does it have electric?: _____
 - f. Does it have living space? If so, size: _____
 - g. How many bathrooms?: _____
- f) Grain Bin
 - a. Dimensions: _____
 - b. Bushel capacity: _____
 - c. Age if used or transferred: _____
 - d. New or used?: _____
- g) Mobile Home
 - a. Dimensions & square footage: _____
 - b. Make & model: _____
 - c. Year: _____
 - d. VIN Number: _____
 - e. Type of foundation: _____

5) Site Plan

A site plan drawn at a scale large enough for clarity and showing the following information must be attached to the application:

- a) Location and dimensions of lot, structures, driveways, easements, off-street parking/loading spaces, signs, and utilities.
- b) Distance between structures and lot lines, other structures on the lot.

If the site is located in a Special Flood Hazard Area, existing and proposed topographic information must be included, as well as the proposed elevation of the top of the lowest floor (including basement) and lowest adjacent grade.

Signature of Applicant

Date

Signature of Owner (If applicable)

Date