

Zoning Application Procedures

** all completed zoning or variance applicants must contain a detailed description of the what is being requested or what is being built or installed.

** applications are allowed up to 30 days for approval, so plan accordingly, all efforts will be made to keep the approval process as short as possible.

New Residence:

- Fully complete application for zoning permit and attach required documentation (survey plat of property, plot plan/site plan, elevation drawings, blueprints)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, property survey pins must be located and marked with stakes, location of structure on the property must be marked out with stakes and a post installed that clearly indicates the address of the property.
- Contact Zoning Official for site visit

Accessory Building / Garage:

- Fully complete application for zoning permit that includes a detailed description of what is being built and attach required documentation (plot plan/site plan and elevation drawings, that show size, height and type of building to include materials)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, property survey pins must be located and marked and the location of structure on the property must be marked out with stakes.
- Contact Zoning Official for site visit and approval

Deck / Patio / Porch:

- Fully complete application for zoning permit that includes a detailed description of what is being built and attach required documentation (plot plan/site plan and elevation drawings that show size, height type of structure to include materials if needed)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, property survey pins must be located and marked and the location of structure on the property must be marked out with stakes.
- Contact Zoning Official for site visit and approval

Driveway: (all driveways and parking areas must be concrete or asphalt)

- Complete driveway application and attach required documentation (plot plan/site plan showing new driveway or addition to existing driveway)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, property survey pins closest to the driveway location must be located and marked and location of driveway on the property must be marked out with stakes.
- Contact Zoning Official for site visit and approval.

Swimming Pool:

- Fully complete application for zoning permit that includes a detailed description of what is being built and attach required documentation (plot plan/site plan showing pool location)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, property survey pins must be located and marked and location of pool on the property must be marked out with stakes.

Note: Fencing is required to be installed prior to pool application approval or as part of the pool installation process. Fence requirements are as follows: Fence must be a minimum of 48 inches in height above the finished

ground level. Gates and doors must be self-closing and self-latching with the release mechanism located on the pool side of the gate or door. The fence must completely enclose the area of the pool.

Fence: (all fencing must be no closer than 1 foot from your property lines)

- Fully complete application for zoning permit and attach required documentation (plot plan/site plan showing location of fencing and type of material used for fence and height)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, property survey pins nearest to where the fence will be installed must be located and marked with stakes.
- Contact Zoning Official for site visit and approval.