Zoning Application Procedures

**Please note that no work can begin until the permit has been approved and issued. Failure to obtain an approved permit is a violation of the zoning ordinance and subject to penalties.**

**\*\* It is suggested that you refer to the Zoning Code prior to submitting an application to ensure that your project follows the regulations. Zoning Code section numbers are listed next to some of the common applications listed below.**

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

**\*\* Once a completed application is received and fees are paid, 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

Accessary Building / Garage: (Section 1015 & 1016)

* Fully complete application for zoning permit that includes a detailed description of what is being built and attach the 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, at least two 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, at least two 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

Note: All decks, patios and porches must comply with the setbacks in the district they are being located in.

Driveway: (Section 1112)

* 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, at lease two 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: (Section 1002)

* 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, at least two 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.

Fences and Walls: (Section 1003)

* 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.