



Menard County Zoning Office
102 South Seventh Street
Petersburg, Illinois 62675
Phone # (217) 632-5123
Office Hours: 8:00 a.m. to 4:00 p.m.
(Please call for an appointment.)

Date: _____

Permit #: _____

Name: _____

MENARD COUNTY ZONING PERMIT APPLICATION

(PLEASE READ BEFORE PROCEEDING WITH APPLICATION)

If property is located in the FEMA-designated floodplain, the Menard County Floodplain Ordinance regulations will apply and you should consult with the Zoning Office before proceeding with this application. In some cases, if a subdivision/split of property is involved, the Menard County Subdivision Ordinance regulations may apply and you should consult with the Zoning Office before proceeding with this application. IN ALL CASES, zoning regulations (e.g., setback requirements) should be known for the subject property before proceeding with this application.

The purpose of this building permit is to enforce the Zoning Ordinance of Menard County. Other ordinances or covenants may be in effect upon your property. It is not the responsibility of this office to enforce ordinances outside of its jurisdiction; any applicable Federal, State or other regulatory agency regulations; Menard County Road District regulations (e.g., culvert installation/driveway siting); deed restrictions; subdivision/homeowner association/architectural control committee covenants, etc. This office reserves the right to require proof that such consultation has occurred, before issuing a permit, so as to alleviate potential conflicts.

If a well and septic permit is required, no permit will be issued until such time that this office has been provided a copy of the well and septic permit. Please contact the Sangamon County Health Department to obtain a septic permit at 2833 South Grand Avenue East, Springfield, Illinois 62703 (217) 535-3145

If a 911 address is required, please contact the 911 Coordinator at (217) 632-5460 or E-mail at 911coordinator@co.menard.il.us.

If a permit is issued, you will be provided a Certificate of Completion & Conformance. Please remember that this sheet MUST be returned to the Zoning Officer prior to occupancy of a structure.

Thank You for Your Cooperation
Menard County Zoning

APPLICANT INFORMATION (To be filled out by Property Owner/Applicant):

*PROPERTY OWNER

*CONTRACTOR

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE #s: _____

PHONE #s: _____

E-MAIL: _____

E-MAIL: _____

*COMMON ADDRESS OF PROPERTY WHERE STRUCTURE IS TO BE BUILT/ERECTED (IF DIFFERENT FROM ABOVE)

The total estimated cost of the proposed construction, including all materials and labor, will be

\$ _____

PROPERTY INFORMATION

*PROPERTY IDENTIFICATION NUMBER: _____

*PRINCIPAL USE OF PROPERTY: _____

*ZONING DISTRICT: AG RR R1 R3 B1 B2 M1 PL

*IS PROPERTY IN A FLOODPLAIN? YES NO

*DOES PARCEL, USE OR STRUCTURE QUALIFY AS A LEGAL NON-CONFORMITY? YES NO

If Yes, describe _____

*MINIMUM REQUIRED SETBACKS & MAXIMUM STRUCTURE/BUILDING HEIGHT, FOR YOUR PROPERTY & ZONING DISTRICT, ARE AS FOLLOWS:

FRONT _____ measured from RIGHT-OF-WAY LINE

Or

SIDES _____ CENTER OF ROAD

REAR _____

HEIGHT _____

NEW STRUCTURE

*I want to construct:

House	Pole Barn
Storage Shed	Carport
Mobile Home	Deck
Garage	Other _____

*For a new house, modular home, or mobile home:

Frame or	Brick			
1-story	1 ½ -story	2-story	bi-level	tri-level
Number of Bathrooms _____		Number of Bedrooms _____		
Number of Fireplaces _____		Type of Fireplaces _____		
Type of Heat _____		Central Air?	YES	NO
Square Footage of Basement or Lower Level _____				
Is Basement:	FULL	CRAWL	SLAB	
Is Basement:	FINISHED	UNFINISHED		
Is Garage:	ATTACHED	DETACHED		

A complete set of plans is required for any new structure. Please attach to the application.

EXISTING STRUCTURE

I want to modify the following existing structure and the dimensions of the modification are as follows (please include height):

House (Room Addition or Sunroom)	_____
Deck	_____
Dock	_____
Other	_____

Please provide a sketch of your property/parcel showing existing structures (if applicable) and proposed structure(s) with the dimensions of each structure. Please show measured setbacks/distances from a proposed structure(s) building line to each property line or center of the road, representing minimum setback requirements are being met. Please show driveways and parking areas.

NORTH

WEST

EAST

SOUTH

Schedule of Fees:

§14.01 SCHEDULE OF FEES. The appropriated following fee shall accompany an application for an appeal, variation, district amendment, text amendment, special use, zoning permit, or occupancy permit other than those initiated by or at the direction of the County Commissioners:

Appeals	\$300.00
Variations	\$300.00
Zoning District Amendments	\$300.00
Zoning Text Amendments	\$300.00
Special Use Permits	\$300.00

Zoning Permit:

a. Buildings/Structures, as follows:

Less than Fifty (50) square ft.	\$40
Fifty (50) square feet or more	\$40 plus \$0.10 per additional square foot
New Dwelling Construction	\$200 plus \$0.05 per square foot, per floor area and including attached private garage square footage
Swimming Pool, in-ground	\$50
Signs, when fee required	\$40 plus \$0.10 per additional square foot of signable area greater than sixty-four (64) square feet
Fence or Retaining Wall	\$40 plus \$0.10 per linear feet of fence/wall
Private WECS	\$5 per foot of WECS tower height, per tower
Telecommunications Tower	\$10 per foot of telecommunications tower height, per tower

b. Buildings/Structures for agricultural purposes \$0

Occupancy Permit	NONE
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The applicant shall also be required to pay all publication costs, the costs of preparing any required transcript or record, and certified mail costs incurred by the County in providing courtesy notices under this code.

Fee (To be filled in by Zoning Office) \$ _____
(Checks Payable to "Menard County Zoning")

I, _____ am aware that the Zoning Department will be conducting random inspections on structures constructed. I am also aware that any structure not being used for the purpose expressly stated on the construction permit application, including but not limited to; size, usage, and setbacks, may be deemed a zoning violation and may either require going before the Zoning Board of Appeals or removing the structure immediately from the property.

Signature of Property Owner

Date

Signature of Applicant

Date

***For mobile or manufactured homes only.** I, the undersigned, affirm that I have read Section 6.13 "Mobile and Manufactured Home Regulations" and agree that my application to place mobile and manufactured home in Menard County, Illinois, meets said regulations (e.g., the mobile home will be adequately attached to and resting in whole on a permanent, perimeter foundation).

Signature of Applicant

Date

(Zoning Office Only):

Permit: Approved Denied

Signature of Zoning Representative

Date Issued

(PERMIT APPLICATION REVISED 04/2021)