

Permit #: _____

DEVELOPMENT PERMIT APPLICATION

Village of North Utica • P.O. Box 188 • Utica, IL 61373

Phone: (815) 667-4111 • Fax: (815) 667-4679



SECTION A. GENERAL INFORMATION

Current Zoning Classification:

Property Owner: _____ Phone #: _____

Current Mailing Address: _____

Full Construction Address: _____

Subdivision: _____ Lot Size: _____ Parcel #: _____

Contractor Name: _____ Phone #: _____

I hereby declare that the information contained with this application is correct and true to the best of my knowledge. I further declare that the buildings and use of the land complies with all provisions of the Zoning Ordinance of North Utica, and that I will comply with any other provisions in applicable ordinances of the Village of North Utica, Illinois.

Signature: _____ Date: _____

SECTION B. PROJECT INFORMATION

You may have a development project(s) that fits under two or more categories. Please check **ALL** that apply:

1.	CONSTRUCTION ACTIVITIES (If you check anything under this section, fill out <i>Section C</i> of this application)	FLOODPLAIN ACTIVITIES (If you check anything under this section, fill out <i>Section F</i> of this application)
<input type="checkbox"/>	House	New construction of a building
<input type="checkbox"/>	House w/attached garage	Addition to existing building
<input type="checkbox"/>	Porch	Replacement
<input type="checkbox"/>	Deck	Excavation, Filling, Grading
<input type="checkbox"/>	House addition	Manufactured Home/Trailer
<input type="checkbox"/>	3-Season Room	Placement of Gas/Liquid Storage Tank(s)
<input type="checkbox"/>	Detached Garage	Water Channel Modification
<input type="checkbox"/>	Utility Shed	Interior Renovation/Alteration involving structural components
<input type="checkbox"/>	Accessory Building	Dam / Levee
<input type="checkbox"/>	Mobile Home	Fence / Wall (fill out <i>Section D</i> of this application)
<input type="checkbox"/>	Fence (fill out <i>Section D</i> of this application)	

SIGN PLACEMENT (If you check anything under this section, fill out <i>Section E</i> of this application)		OTHER: please describe:
<input type="checkbox"/>	New Sign	
<input type="checkbox"/>	Replace/Update Existing Sign	

2. Please describe, as detailed and accurately as possible, the project(s) for which you are applying for:

(If more space needed, use a blank sheet of paper)

SECTION C. CONSTRUCTION ACTIVITIES – Please read Attachment A (attached to this application) carefully.

Building Information	Zoning Information
Construction Cost (materials AND labor at current market prices):	# of Off-Street Parking Spaces Required:
Building Length & Width:	Lot Depth:
Building Total Square Footage:	Lot Width:
Building Height to Roof Peak: Building Height to Eaves:	Front Yard Setback:
Intended Construction Use:	Rear Yard Setback:
Existing Structure(s) Use(s):	Side Yard Setback(s):

SECTION D. FENCE CONSTRUCTION – Please read Attachment B (attached to this application) carefully.

1. Fence Type (circle **ALL** that apply): Vinyl / Chain-link / Treated Wood / Picket / Wrought-Iron Split-Rail / Privacy / Wall / or OTHER.

2.

FENCE DESCRIPTION:	
Length (ft.):	Front Yard Setback
Height (ft.):	Rear Yard Setback:
Material(s):	Side Yard Setback(s):
Number of Sides:	Will Fence be at a corner (intersection)?

3. Construction Cost (materials AND labor at current market prices):

SECTION E. SIGN PLACEMENT – Please read Attachment C (attached to this application) carefully.

1. **SIGN TYPE** Check **ALL** that apply.

<input type="checkbox"/>	Awning / Canopy	<input type="checkbox"/>	Nameplate Sign
<input type="checkbox"/>	Banner Sign	<input type="checkbox"/>	Roof Sign
<input type="checkbox"/>	Billboard	<input type="checkbox"/>	Subdivision Identification Sign
<input type="checkbox"/>	Changeable Copy Sign	<input type="checkbox"/>	Unified Center Identification Sign (Strip Mall Sign)
<input type="checkbox"/>	Freestanding Sign	<input type="checkbox"/>	Wall Sign
<input type="checkbox"/>	Home Occupation Sign	<input type="checkbox"/>	Window Sign
<input type="checkbox"/>	Inflatable Sign	<input type="checkbox"/>	OTHER, describe:
<input type="checkbox"/>	Monument Sign	<input type="checkbox"/>	

2.

SIGN INFORMATION:
Sign Face Dimensions:
Sign Height to Top (ft.):
Sign Height to Bottom (ft.):
Number of Faces:
Sign Material(s):
Will Sign be Illuminated?
How Will Sign Be Attached?

3. Construction Cost (materials AND labor at current market prices):

SECTION F. FLOODPLAIN ACTIVITIES – Please read Attachment D (attached to this application) carefully.

1. Floodplain Information:

Site Location within the Floodplain (Check One)

- Entirely within the floodway
- Entirely within the 100-yr. floodplain
- Partially within the floodway and/or 100-yr. floodplain. In this case, a plan or topographic survey of the site must be submitted upon which the limits of the floodway and/or 100-yr. floodplain are clearly identified.

Base Flood Elevation of the Site (Check One)

- _____ U.S.G.S. Elevation
- Elevation varies. A site sketch or topographic survey (included with application) shows appropriate elevations.
- Zone AO (Depth 1')

2. Building Information:

_____ (N.G.V.D.) Elevation of the lowest floor, including the basement.

_____ (N.G.V.D.) Elevation to which the building shall be floodproofed. Design engineer shall certify.

Value of Existing Building = _____

Value of Improvement or Addition = _____

3. Professional Certification:

I do hereby certify that the designed of the structure defined above will withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood. I do further certify that the improvement is in compliance with the Village Floodplain Ordinance. Further, I am in compliance with Illinois Statutory requirements and Illinois Department of Professional Regulation requirements if applicable to the property.

Engineer/Architect _____
Signature

Firm _____ (Seal)

Address _____

Phone _____ Date _____

SECTION G. FOR VILLAGE USE ONLY – Do not write in these blanks.

Date Application Received _____	Reason for Denial _____
Date Fee(s) Received _____	Approved By _____
Amount Fee(s) Received _____	Issue Date _____
Initial Insp. Date _____	Final Insp. _____

SECTION H. GENERAL PERMITTING INFORMATION – Please read thoroughly.

Note: You will receive a permit when your application is approved.

1. **Development Permit Fees:** - (Make checks payable to Village of North Utica)

- a. For construction of a Dwelling and/or Garage in the Floodplain: \$3.00 for every \$1,000 of Construction Cost (\$75.00 minimum fee).
- b. For construction of anything other than a Dwelling and/or Garage in the Floodplain: \$3.00 for every \$1,000 of Construction Cost (\$50.00 minimum fee).
- c. For construction outside the floodplain: \$3.00 for every \$1,000 of Construction Cost (\$30.00 minimum fee).
- d. For Signs: \$30.00.
- e. For Fences: \$30.00 for residential and agricultural, \$30.00 for commercial/industrial.

2. **Water/Sewer Tap-On Fees:** - (Make checks payable to Village of North Utica)

- Water:
- a. \$400.00 for Single-Family Dwellings.
 - b. \$450.00 for Multi-Family/Duplex Dwellings.
 - c. For Commercial and Industrial Construction:
 1. \$850.00 if less than 2,000 sq.ft.;
 2. \$1,100.00 if between 2,001 and 10,000 sq. ft.;
 3. \$2,100.00 if over 10,000 sq.ft.

Sewer: \$150.00 per connection.

Note: All Tap-On Fees Are Per User.

3. **Impact Fees:**

\$1,500.00 Per Acre

4. **Penalty:**

A minimum of \$100.00 per day and a maximum of \$1,000.00 per day penalty will be assessed for construction starting before the permit is ISSUED. In addition, the Village may issue a Stop Work Order in its discretion.

5. **Required Attachments:**

Each type of development has additional information which needs to be submitted along with the application form. Carefully read the Attachment(s) that correspond to the type of development you are proposing. By doing so, it will answer many questions you may have and it will tell you what other information the Village needs to understand your project so your application can be processed in a timely manner.

6. **Jurisdiction:**

Many, if not all, of the Village requirements for your project can be found in the North Utica Zoning Ordinance. Copies can be found at the Village Office, on the Village's website (www.utica-il.gov) and at the Utica Public Library. Floodplain maps may also be found at these two locations or by searching through DHS/FEMA's webpage at www.fema.gov.

7. **Variances:**

If your project can not fit under the requirements of any of the Village Zoning Ordinances, you may request a Variance from those requirements. There is an additional Variance Fee involved and your request will be reviewed by the Planning Commission with ultimate approval being granted or denied by the Village Board of Trustees. If you believe you have a credible variance request, please contact the Building Inspector or Village Clerk for information on how to submit your request.

8. **Inspections:**

In most cases, two inspections of your project will be performed; one before you begin and the other after you have finished to ensure compliance with your permit. For dwellings and larger garages in the floodplain, 3 additional inspections will be performed to ensure compliance with National Flood Insurance Program requirements. The Building Inspector will inform you of how many and what type of inspections will be required for your project.

In addition, the Village does not inspect building plans or buildings that are under construction for the soundness of construction, or for compliance with any building codes, state plumbing and electrical codes, fire safety codes, or handicapped accessibility standards. The Development Permit procedure verifies compliance with the Village's Zoning & Building Ordinances. Obtaining a Development Permit does not excuse compliance with any other federal, state, county, township or municipal code, ordinance or statute, including, but not limited to, compliance with the Illinois Department of Professional Regulation requirements.

9. General Questions:

If you should have any questions regarding your proposed project, please refer to the information in this application form, the attachments to this form or call the Village Office/Building Inspector (667-4111).

Attachment A

Summary of Required Attachments & General Info. for Construction Activities

1. **A site plan must be submitted** showing the property shape, all dimensions, and any existing easements and sidewalks. It shall also show the shape, size, height, and location of all buildings to be constructed/altered/moved on the lot **AND** all existing buildings already on the lot. Photos or conceptual sketches showing the design of the prospective structure(s) shall be submitted.
2. An off-street parking/loading plan is required for all properties located in the R-3 District and all Commercial and Industrial Districts.
3. All new structures requiring Village water service must attach the appropriate water tap-on fee in a separate check. If the structures will not utilize Village water service, an approved LaSalle County Health Department Well Permit must be presented.
4. All new structures utilizing a private septic system must attach an approved LaSalle County Health Department Sewage Disposal Permit.
5. The recorded warranty deed or current tax bill showing ownership of the property must be presented.
6. A copy of any subdivision covenants shall be presented.
7. Stake (or otherwise identify) all property lines. Stake (or otherwise identify) the entire perimeter or proposed structure(s). Please allow 7 days for the inspector to do the inspection and issue the permit.
8. Please refer to the North Utica Zoning Ordinance and/or Subdivision Ordinance, where applicable, for further regulations. Both Ordinances are available at the Village's website, www.utica-il.gov, or at the Village Clerk's Office.
9. **An incomplete application will slow down the permitting process.**

Attachment B

Fence Construction

1. General Requirements

A. Location

1. A fence may be located within any district in the Village of North Utica subject to the provisions for each district found below.
2. A fence, including all posts, bases, and other structural parts shall be located completely within the boundaries of the lot on which it is located.
3. No fence shall be located closer than eighteen (18) inches from a public sidewalk.
4. No fence shall be located within the visibility triangle or closer than thirty (30) feet from any street intersection of two streets if the fence height exceeds three (3) feet.
5. No fence shall be located closer than fifteen (15) feet from any intersection of a street or alley AND a driveway if the height exceeds three (3) feet.
6. Fences shall not be installed in or through a storm water detention or retention pond, wetlands, or water bodies, or shall a fence be installed less than ten (10) feet from the inlet or outlet opening or less than such greater distance as may be required by generally accepted engineering principles, as approved by the Village Engineer.
7. Fences may be erected for tennis courts, provided they are not more than twelve (12) feet in height, all portions above seven (7) feet in height are open fences, and are not closer than five (5) feet from any lot line.
8. Fences may be erected for ballfields, provided they are not more than eight (8) feet in height, except for backstops. Fences may exceed eight (8) feet to a height appropriate to safely contain the athletic activity. Plastic tubing shall be placed around the top of any fencing eight (8) feet in height or lower.
9. Fences shall be erected completely surrounding all permanent below-ground swimming pools and all permanent above-ground swimming pools with a water depth of at least two (2) feet, provided the swimming pools are not located in the front yard. The fence shall be six (6) feet in height and shall be set back at least four (4) feet from the swimming pool. A building may be used as part of such enclosure. The fences shall not have openings large enough for small children to pass through or under. Railings may be placed on top of fences or on buildings surrounding above ground swimming pools.
10. Fences should be located so as to avoid removing existing trees and other vegetation.

B. Gates or Doors

1. All gates or doors shall be equipped with self-closing and self-latching hardware keeping the gate or door secured at all times when not in use.
2. All gates or doors shall match the design and construction of the fence.
3. All latches on gates shall be at least four (4) feet above ground level.

C. Design

1. All fences so constructed shall be designed in such a manner that the posts of the fence shall be on the interior of the fence and face the property of the owner or tenant responsible for authorizing the construction of the fence. The finished side shall face away from the property.
2. All fences should be compatible with the adjacent building and fence design and minimize the visual impact on the character of North Utica. Chain-link fences are permitted but are not recommended.
3. Open fences in commercial or industrial districts adjacent to residential districts shall be screened with berms and/or landscaping.

Attachment B (cont'.)

Fence Construction

1. General Requirements (cont'.)

D. Colors

1. All fences shall be compatible with the colors of the adjacent buildings. No colors shall be used which may interfere with pedestrian or vehicular traffic.

E. Safety and Maintenance

1. The owner of a fence shall be required to maintain the fence in good structural condition. The fence and fence supports must be regularly painted to prevent rust and corrosion.
2. Fence posts for all chain-link fences shall be at least one and one-half (1 ½) inches in diameter.
3. All fence posts shall be set at least two (2) feet into the ground in concrete.
4. All fences three (3) feet in height or lower shall have a wind load design of at least ten (10) pounds per square foot.
5. All fences exceeding three (3) feet in height shall have a wind load design of at least twenty (20) pounds per square foot.

2. Prohibited Fences

1. Fences that constitute a traffic hazard.
2. Barbed wire, razor wire, chicken wire, the electrification of fencing, and other similar fences that pose a threat to the public's health and safety are expressly prohibited. However, the Zoning Officer may permit fencing which includes barbed wire on the top of fences over eight (8) feet in height located in an industrial district if erected or maintained about properties deemed to be in hazardous usage or in need of additional security.
3. Fences made of solid plywood, scrap lumber, concrete or cinderblock, with the exception of decorative concrete fences.
4. Fences that prevent natural water drainage and/or water runoff.

3. Required Attachments

1. Attach a drawing of the proposed fence to scale, indicating height, dimensions, material, and elevation, and state specifically the location on the lot and any landscaping of the fence. The drawing should show the entire lot complete with setbacks to all property lines, sidewalks, existing building footprint, signs, north arrow, and scale.
2. **An incomplete application will slow down the permitting process.**

4. Notice

This Attachment is a Summary only and the Village Zoning Ordinance should be consulted. The Ordinance is available at [www. utica-il.gov](http://www.utica-il.gov). or at the Village Clerk's Office.

Attachment C

Sign Placement

1. General Requirements

1. Attach a drawing of the proposed sign to scale, indicating height, dimensions, wording, and elevation, and state specifically the type of sign, the location on the lot in relation to the building, and any landscaping of a freestanding sign base. The drawing should show the entire lot complete with setbacks to all property lines, existing building footprint, signs, north arrow, and scale.
2. No illuminated sign shall cause a traffic hazard for any passing motorists. The signs shall not interfere with a driver's ability to see approaching, merging, or intersecting traffic. All illuminated signs shall concentrate the illumination upon the area of the sign and shall minimize glare upon the street or adjacent property.
4. No freestanding sign shall be located closer than twenty-five (25) feet from any other sign located on another lot. No freestanding sign shall be located closer than one hundred fifty (150) feet from any other sign located on the same lot.
5. All signs in which electrical wiring and connections are required shall not endanger the health and safety of the public and shall be subject to the provisions of the National Electric Code.
6. All signs and the corresponding structural components shall not endanger the health and safety of the public. Fire-resistant materials shall be used and all letters and figures shall be securely attached to the sign structure.
7. The height of each sign shall conform to the regulations provided within each district in which the sign is located.
8. The owner of a sign, whether or not a permit is required, shall be required to maintain the sign in good structural and material condition, as determined by the Building Inspector. The sign and sign supports must be regularly painted to prevent rust and corrosion.
9. **An incomplete application will slow down the permitting process.**

2. Notice

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Attachment D

Floodplain Activities

1. General Requirements

- A. For the purpose of understanding the various Ordinance regulations, Floodplain Development can be broken out into four general categories:
 - i. Houses
 - ii. Mobile Homes
 - iii. Non-Residential Buildings (Commercial)
 - iv. Garages/Sheds (Accessory Buildings)
- B. Different regulations apply to each situation. The regulations are designed to minimize or eliminate flood damage to your structure by using one of two methods:
 - i. Elevating the structure or;
 - ii. Protecting it so flood waters do not damage the structure (floodproofing).
- C. Detailed, informational hand-outs explaining how to build your structure according to the various National Flood Insurance Program (NFIP) requirements are available at the Village Office or by contacting the Building Inspector. Please read and follow the hand-outs carefully, as they are a guide to making sure your structure is compliant with the Village Ordinance and NFIP regulations.
- D. **Elevation Certificates are required to be submitted to the Village once construction of all structures in the floodplain is finished.** If you have flood insurance, you'll want to turn this form into your insurance carrier as well, to ensure you are paying the lowest premium you can. If you do not have flood insurance, this form is still required by the Village.
- E. While crawlspaces are allowed in the floodplain, **basements are not allowed.** Crawlspaces must be built to certain specifications; please contact the Building Inspector for the proper information.
- F. Starting any kind of development in the floodplain without a permit is not wise. Not only will you be subject to penalties, you may be doing something that is not allowed by Federal guidelines, State statutes and/or Village Ordinances requiring you to tear it down or retro-fit it at a significant expense. Floodplain variances are usually considered violations by FEMA/IDNR standards. The Village does not grant floodplain variances.
- G. The Village Office and the Village website (www.utica-il.gov) contain numerous brochures, flyers and other informational hand-outs relating to development in the floodplain. Take advantage of these time and money-saving avenues.
- H. Required attachments to your application vary depending on the project. Please contact the Building Inspector **prior to** turning in your application. **An incomplete application will slow down the permitting process.**

2. Notice

This Attachment is a Summary only and the Village Zoning Ordinance should be consulted. The Ordinance is available at www.utica-il.gov. or at the Village Clerk's Office.