

**Application For Certificate of Zoning Compliance  
(BUSINESS) - Page 1**

Date: _____	Certificate Application No. ZC- _____
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**(DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY)**

Parcel No. _____	Filing Fee: \$ _____
Zone District: _____	Date Paid: _____
Approved: _____ Date: _____	Denied: _____ Date: _____
By: _____	
Comments: _____	
_____	
_____	
_____	

**Instructions to Applicant:** Before beginning any construction, a Certificate of Zoning Compliance must be obtained from the Zoning Administrator. Application for permits must be made by the owner of the property on which the construction is to take place or his duly authorized agent. A legal description of the property and a site plan of the proposed construction must be included with this application. The attached sheet, which may be used for drawing the site plan, lists information which must be shown.

If the proposed construction meets the zoning requirements, a permit will be issued. If the Zoning Administrator determines that the proposed construction does not comply with requirements of the City of Newton, Illinois Zoning Code, the applicant may request an interpretation of the regulations by the Zoning Board of Appeals (if he disagrees with the Zoning Administrator) or he may request a variance of zoning amendment.

All information requested below must be provided before any permits will be issued. If the Zoning Administrator determines insufficient or inaccurate information has been supplied on this application, there may be a delay in the issuance of the permit until the problem areas are resolved. Applicants are encouraged to contact the Zoning Administrator for assistance in completing this form.

1. Name of Applicant(s): \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

2. Property interest of applicant:  
 Owner     Lessee     Contractor     Other: \_\_\_\_\_

3. Name of Owner(s) (if other than applicant): \_\_\_\_\_  
Phone: ( \_\_\_\_ ) \_\_\_\_\_ Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

4. Name of Contractor (if other than applicant): \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Name of Roofing Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Roofing Contractor's License Number: \_\_\_\_\_

**License number must be supplied before permit may be issued as per The Illinois Roofing Industry Licensing Act**

# Application For Certificate of Zoning Compliance (BUSINESS) - Page 2

Name of Plumbing Contractor: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Plumbing Contractor's License Number: \_\_\_\_\_

5. Location of Proposed construction(s) or occupancy:

Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Legal description: (Lot, block, and subdivision; or metes and bounds; description and acreage.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Proposed improvement (check applicable items):

- New Building  
 Addition or alteration (explain): \_\_\_\_\_  
 Relocation of existing building  
 Other (explain): \_\_\_\_\_

7. Structure size information:

A. Existing structure(s), if applicable:

1. Existing structure No. 1 – Sq. Ft. 1st floor: \_\_\_\_\_  
2. Existing structure No. 2 – Sq. Ft. 1st floor: \_\_\_\_\_  
3. Existing structure No. 3 – Sq. Ft. 1st floor: \_\_\_\_\_

**NOTE: Include other existing structures if more than three.**

B. Proposed structure(s): No of Stories

1. Maximum height of structure: \_\_\_\_\_  
2. Sq. ft. of 1st floor: \_\_\_\_\_  
3. Total sq. ft. of proposed structure(s): \_\_\_\_\_  
4. Cost of construction proposed structure(s): \$ \_\_\_\_\_

**NOTE: List above information for all proposed structures.**

8. Parking Spaces:

- A. Existing No. of parking spaces if applicable: \_\_\_\_\_  
B. Proposed No. of parking spaces if applicable: \_\_\_\_\_

9. Lot Size (total square feet): \_\_\_\_\_

10. Utilities:  Public Water Service  Public Sewer Service  
 Private Well  Septic Tank  
 Other: \_\_\_\_\_  Other: \_\_\_\_\_

11. Present use of property:

- Residential:  Vacant Lot  
 Residential: Type:  Single-family  2 family  Multi-family  No. of units \_\_\_\_\_  
 Business: Type: \_\_\_\_\_  
 Industrial: Type: \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

12. Proposed Use of property:

- Business: Type: \_\_\_\_\_  
 Industrial: Type: \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

# Application For Certificate of Zoning Compliance (BUSINESS) - Page 3

13. Will a sign(s) be required:  Yes  No

NOTE: If the answer to 13 is yes, a sign permit will be required.

## IMPORTANT: READ THE FOLLOWING CAREFULLY

I (we) hereby apply for a temporary certificate of zoning compliance as required by the Zoning Code of the City of Newton, Illinois.

I (we) certify that all supplied information on this application and that contained in any papers or plans submitted with this document are true and accurate to the best of my (our) knowledge.

I (we) agree that the permit issued may be revoked without notice on any breach of representation or conditions.

I (we) understand that any permit issued on this application will not grant right of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Code, or by other ordinances, codes or regulations of the City of Newton, Illinois.

I (we) agree to furnish the City of Newton a maintenance bond, contractor's bond or a check in the amount of One Thousand Dollars (\$1,000.00) to be used to make repairs to City property in the event it is damaged due to the construction of the above improvements.

I (we) further state that any and all stakes, flags or other boundary markers will be placed by myself or my agents and shall be in conformity with the measurements set out in this application. The City authorizes and the Zoning Administrator may rely upon the location of said stakes, flags or other markers and the applicant herewith accepts full responsibility for the location of said markers in the event the same are misplaced or removed by other parties. The applicant further covenants that in the event this application is approved, the building shall be built in accordance with the measurements set out herein, and shall take full responsibility to the City or third parties in the event the building using faulty measurements, misplaced markers, or other errors or deviations from the plans and measurements as set forth herein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Application For Certificate of Zoning Compliance (BUSINESS) - Page 4

## SITE PLAN

A site plan must be attached or drawn on the attached graph paper at a scale large enough for clarity showing the following information:

- A. Location and dimensions of lot, buildings (existing and proposed), driveways, and off-street parking spaces.
- B. Distance between: Building and front, side, and rear lot lines; Principal building and accessory buildings; Principal building and accessory buildings on adjacent lots.
- C. Location of easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Existing topography of the site (USGS 10-foot contour data is acceptable), and proposed finished grade; (NOTE: Should it be necessary for the City's engineer to review drainage plans, the applicant will be responsible for payment of all costs incurred. The current pay schedule is \$75 per hour for review of these plans.)
- E. Existing and proposed screening, landscaping, and erosion control features on the site including the parking area.
- F. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Zoning Code.

Wall Height at Front of Building \_\_\_\_\_ Height of Roof Peak \_\_\_\_\_ SCALE: 1" = \_\_\_\_\_

**NOTE: The above information must be supplied to provide timely processing of applications. Applications not containing the required information shall be returned to the applicant for completion.**

### (DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY)

Lot: Width = \_\_\_\_\_ Building: Length = \_\_\_\_\_  
Depth = \_\_\_\_\_ Width = \_\_\_\_\_  
Area = \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_

Distance: \_\_\_\_\_ ft. from front property line to building.  
\_\_\_\_\_ ft. from rear property line to building  
\_\_\_\_\_ ft. \_\_\_\_\_ ft. from side property lines to building.

Located within a flood-prone area:  Yes  No

\_\_\_\_\_  
Checked by

