

# APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

Carlyle City Hall  
Carlyle, Illinois

Zoning Application No. \_\_\_\_\_  
Date: \_\_\_\_\_, 20 \_\_\_\_

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

Permanent Parcel ID No. \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Zoning District Classification: \_\_\_\_\_ Date Paid: \_\_\_\_\_, 20 \_\_\_\_

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**Instructions to Applicant:** Before beginning any construction, a Certificate of Zoning Compliance must be obtained from the Zoning Administrator. Applications for this permit 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 the information which must be shown. An approved, signed Certificate of Zoning Compliance serves as a building permit for the construction proposed on the application.

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

All information requested below **MUST** be provided before any permits will be issued. Applicants are encouraged to call or visit the office of the Zoning Administrator for any assistance needed in completing this form at 618-594-2468.

### Frequently Asked Questions:

- **SETBACKS** – Setbacks for principal structures vary depending on the zoning district the property is in. All information regarding setbacks of specific zoning districts can be found online at [carlylelake.com/zoning](http://carlylelake.com/zoning)
- **PROPERTY LINES** – You must be able to prove the location of your property lines if requested. **\*\*Please note – providing proof of the location of lot lines is solely the responsibility of the applicant. The City will not be responsible for locating lot lines, pins, or surveying the lot lines in question.**
- **FENCES** - Residential fences must be at least 2-feet back from side/rear lot lines, however they must still meet the front setback of the zoning district. If you want to place the fence on a zero setback (on the line), you may do so with a signed and notarized letter from the adjacent property owner(s) stating an agreement to erect a fence on the shared property line. You may also request a variance.
- **ACCESSORY USES** – Allowed accessory buildings (i.e. sheds, garages) which are not attached to the principal structure of the property may be located as close as 5-feet from the property line. Any structure that is attached to the principal structure must adhere to the setbacks of that zoning district.
- **VARIANCES** – If the proposed construction requires a variance, the applicant must fill out a separate request for variance application. The variance process must go before the Zoning Board and City Council and typically takes between 3-5 weeks. Applications are available at: [carlylelake.com/zoning](http://carlylelake.com/zoning)
- **EXPIRATION** – Residential permits are valid for a period of 6-months. Commercial permits are valid for a period of 1-year. If work has not been completed in this timeframe, a new permit must be submitted.

1. **Name of Applicant(s):** \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

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

Email: \_\_\_\_\_

**2. Property Interest of Applicant:**

Owner  Contract Purchaser  Lessee  Other: \_\_\_\_\_

3. **Name of Owner(s) if other than applicant:** \_\_\_\_\_

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

4. **Location of Proposed Construction:** \_\_\_\_\_

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

Legal Description – Lot, block and subdivision, etc. (Can be found on County Assessor website):

\_\_\_\_\_

**5. Proposed Improvement (Check all applicable items):**

- New Residential Building
- New Commercial Building
- Residential Addition or Alteration (EXPLAIN) : \_\_\_\_\_
- Commercial Addition or Alteration (EXPLAIN): \_\_\_\_\_
- Mobile home on permanent foundation
- Relocation of existing building
- Fence
- Other (EXPLAIN): \_\_\_\_\_

6. **Proposed Structure:** No. of Rooms: \_\_\_\_\_ Sq. ft. of Structure: \_\_\_\_\_  
No. of Stories: \_\_\_\_\_ Cost of Structure: \$ \_\_\_\_\_

**7. Utilities that will serve the construction:**

- Public Water Service
- Private Well
- Public Sewer Service
- Septic Tank
- Municipal Electric
- Other Electric

**8. Present use of property:**

- Single-Family
- 2 or 3-Family
- Multi-Family
- No. of units: \_\_\_\_\_
- Vacant Lot
- Business (type): \_\_\_\_\_
- Industrial (type): \_\_\_\_\_
- Other: \_\_\_\_\_

**9. Proposed use of construction (Leave blank if unchanged):**

- |  |                                       |  |
|--|---------------------------------------|--|
| Residential:                           | Accessory Use:                        | Business:                                  |
| <input type="checkbox"/> Single-Family | <input type="checkbox"/> Garage       | <input type="checkbox"/> Commercial: _____ |
| <input type="checkbox"/> 2 or 3-Family | <input type="checkbox"/> Carport      | <input type="checkbox"/> Industrial: _____ |
| <input type="checkbox"/> Multi-Family  | <input type="checkbox"/> Storage Shed | <input type="checkbox"/> Other: _____      |
| No. of units: _____                    | <input type="checkbox"/> Other: _____ |  |

**10. Signature**

Application is hereby made for a Certificate of Zoning Compliance, as required under the Zoning Code for the erection, moving or alteration, and use of buildings and premises. In making this application, the applicant represents all of the above statements and any attached maps and drawings to be a true description of the proposed new or altered uses and/or buildings. The applicant agrees that the permit issued may be revoked without notice on any breach of representation or conditions.

It is understood that any permit issued on this application will not grant right or 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 this municipality.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**CERTIFICATE OF ZONING COMPLIANCE**

The plans and specifications submitted with this application are in conformity with the zone district requirements applicable to the subject property. Changes in plans or specifications shall not be made without written approval of the appropriate municipal officials. Failure to comply with the above shall constitute a violation of the provisions of the Zoning Code. This permit shall be a final permit when signed by the inspector after a required final inspection.

Permit issued this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_

**FINAL INSPECTION**

Date: \_\_\_\_\_, 20 \_\_\_\_\_

Inspector: \_\_\_\_\_

## SITE PLAN

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

- A. Location and dimensions of proposed project. Include lot dimensions, building, off-street parking, etc.
- B. Drawing **MUST INCLUDE** distances between the proposed project and your front, rear and side lot lines as well as any distances from the principal structure, alleys, streets, sidewalks, etc. It is solely the responsibility of the applicant to be able to find and provide proof of lot line locations.
- C. Location of any easements, underground utilities, signs, drain tile, etc.
- D. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Zoning Code.

**SCALE: Each 0.25" Box = \_\_\_\_\_ Feet**

