

**VILLAGE OF GERMANTOWN**  
**306 Prairie St., PO Box 310**  
**Germantown, IL 62245**  
**Phone: (618) 523-4243**  
**Zoning Administrator Blake Klenke – (618) 972-4163**

**Residential Application**

**Office Use Only:**

Zoning Application No.: \_\_\_\_\_

Date: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Fee: \_\_\_\_\_ Check #: \_\_\_\_\_

**Application Type**

Building Permit Application

Variance Application

Map Amendment

Special Use

**Applicants Current Information**

Name: _____	Phone #: _____
Address: _____	
Other #: _____	Email: _____
Parcel Number: _____	Subdivision: _____

**Location information of property in question (If different from above)**

Name: _____	Phone #: _____
Address: _____	
Other #: _____	Email: _____
Parcel Number: _____	Subdivision: _____

**COMPLETE THIS SECTION ONLY FOR COMMERCIAL OR INDUSTRIAL USE**

<b>COMMERCIAL:</b>	<b>INDUSTRIAL:</b>
Description of proposed work	Description of proposed work

**All applicants must complete (Circle all that apply to new structure)**

**Single Family Dwelling – (Basement -Finished- Unfinished, Walkout, Crawl, Slab) - Deck – Covered Patio – Porch**  
**Addition to existing Residence on (Crawl ,Slab, Basement) Enclosed Sunroom Multi Family Dwelling – Duplex**  
**Manufactured OR Modular Home- (Single or Double – Block Foundation) – Deck – Covered Patio – Porch**  
**Swimming Pool (Above or In-ground) Carport - Lean To – Clubhouse – Pavilion - Gazebo**  
**Garage – Shed- Pole bldg.. (Portable or Detached) Any Bathrooms Yes/No**

**Size: \_\_\_\_\_ Total Sq. Ft: \_\_\_\_\_ Height: \_\_\_\_\_ Height of basement/crawl space walls: \_\_\_\_\_**

**UTILITIES: ( ) Public Sewers ( ) Public Water**

**( ) EXISTING DWELLING WILL BE REMOVED UPON OCCUPANCY OF NEW DWELLING (if applicable)**

Month: \_\_\_\_\_ Year: \_\_\_\_\_ Signature: \_\_\_\_\_

PRESENT USE OF PROPERTY: (PLEASE CIRCLE)

Single Family – Duplex – Multi-Family – Vacant Tract – Agriculture \_\_\_\_\_  
Commercial (type) \_\_\_\_\_ Industrial (type) \_\_\_\_\_

PROPOSED USE OF PROPERTY (PLEASE CIRCLE)

Single Family – Duplex – Multi-Family – Vacant Tract – Agriculture \_\_\_\_\_  
Commercial (type) \_\_\_\_\_ Industrial (type) \_\_\_\_\_

THIS MUST BE ANSWERED (Please Circle)

Is any part of the tract of land in the floodplain based on the Flood Hazard Boundary Map? **Yes or No**

Is any part of the land in the Enterprise Zone? **Yes or No**

Is there an address assigned to this property? **Yes or No**

**(If you answered yes to the above, more information will be needed before issuing a building permit.)**

SITE PLAN INFORMATION (Please see last page for sample site plan)

Your site plan should consist of the following:

- Property lines & dimensions of lot
- Distances from proposed structure, front, side and rear lot lines
- Building Height – ( from the ground to the peak)
- **NEW HOMES:** Please furnish an 8 x 11 copy of the floor plan with dimension of the house and garage.

**THE OWNER IS RESPONSIBLE FOR DETERMINING THE ACCURATE LOCATION OF PROPERTY LINES**

(Consult a licensed land surveyor to confirm property lines if you are unable to do so, our office is unable to provide this information)

PROVIDE A DRAWING BELOW OR ATTACH TO YOUR APPLICATION

Fill free to use the GIS mapping @ <http://portico.mygisonline.com/html5/?viewer=clintonil.bv1-p1> or Google Earth for drawing your new structure.

**Please provide all setbacks on your drawing:** Front – Rear – Side – Centerline of road to structure.

MUST READ

Applicants are encouraged to visit or call Zoning Administrator Blake Klenke (618)972-4163 for assistance needed in completing this form. Application is hereby made for a Certificate of Zoning Compliance, as required under the ZONING ORDINANCE OF THE VILLAGE OF GERMANTOWN, 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 of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the ZONING ORDINANCE, or by other ORDINANCES, CODES, or REGULATIONS of THE VILLAGE OF GERMANTOWN, ILLINOIS.

Disclaimer and Signatures

**I hereby certify that I have read and understood the above requirements; and I have the authority to make this application and that the information given is correct. I guarantee that the proposed work described with this application and the accompanying plans and drawing meet the Village of Germantown’s Zoning Ordinance.**

Applicants \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

Owner(s) \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

**RESOLUTION ESTABLISHING ZONING FEES**

Whereas the VILLAGE OF GERMANTOWN has in force a Zoning Ordinance wherein various fees have been established; and whereas said ordinance provides for changes in said fees when appropriated:

Now therefore be it resolved by the Village Board of Trustees that the following fees are hereby established for the Village of Germantown Zoning:

**Zoning Certificates of Compliance (Building Permit)**

Residential	\$0.05 per sq. ft. Min. fee: \$50.00	(Home additions, living area excluding basement & garage)
Commercial	\$0.06 per sq. ft. Min. fee: \$50.00	
Industrial	\$0.06 per sq. ft. Min. fee: \$50.00	
Mobile/ Manufactured Homes	\$50.00	
Accessory Uses & Home Occupation:	\$20.00	IE: non-structure such as fences, parking lot, sidewalk, driveway, patio, pool, deck, portable shed
Late Filing fee	\$75.00	Failure to obtain a Permit
Special Use Permit	\$175.00	Plus costs of certified mail to adjacent property owners and legal notice in paper
Temporary Use Permit	\$175.00	Plus costs of certified mail to adjacent property owners and legal notice in paper
Appeal	\$175.00	Plus costs of certified mail to adjacent property owners and legal notice in paper
Variance	\$175.00	Plus costs of certified mail to adjacent property owners and legal notice in paper

**ALL FEES ARE NON-REFUNDABLE**

**PLEASE MAKE CHECK PAYABLE TO VILLAGE OF GERMANTOWN**

**OFFICE USE ONLY**

**Zoning District:** \_\_\_\_\_ **Required Setbacks:** Front – Rear – Side - Center of Rd \_\_\_\_\_

**Height of Structure:** \_\_\_\_\_ **Flood Plain:** Yes / No \_\_\_\_\_

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

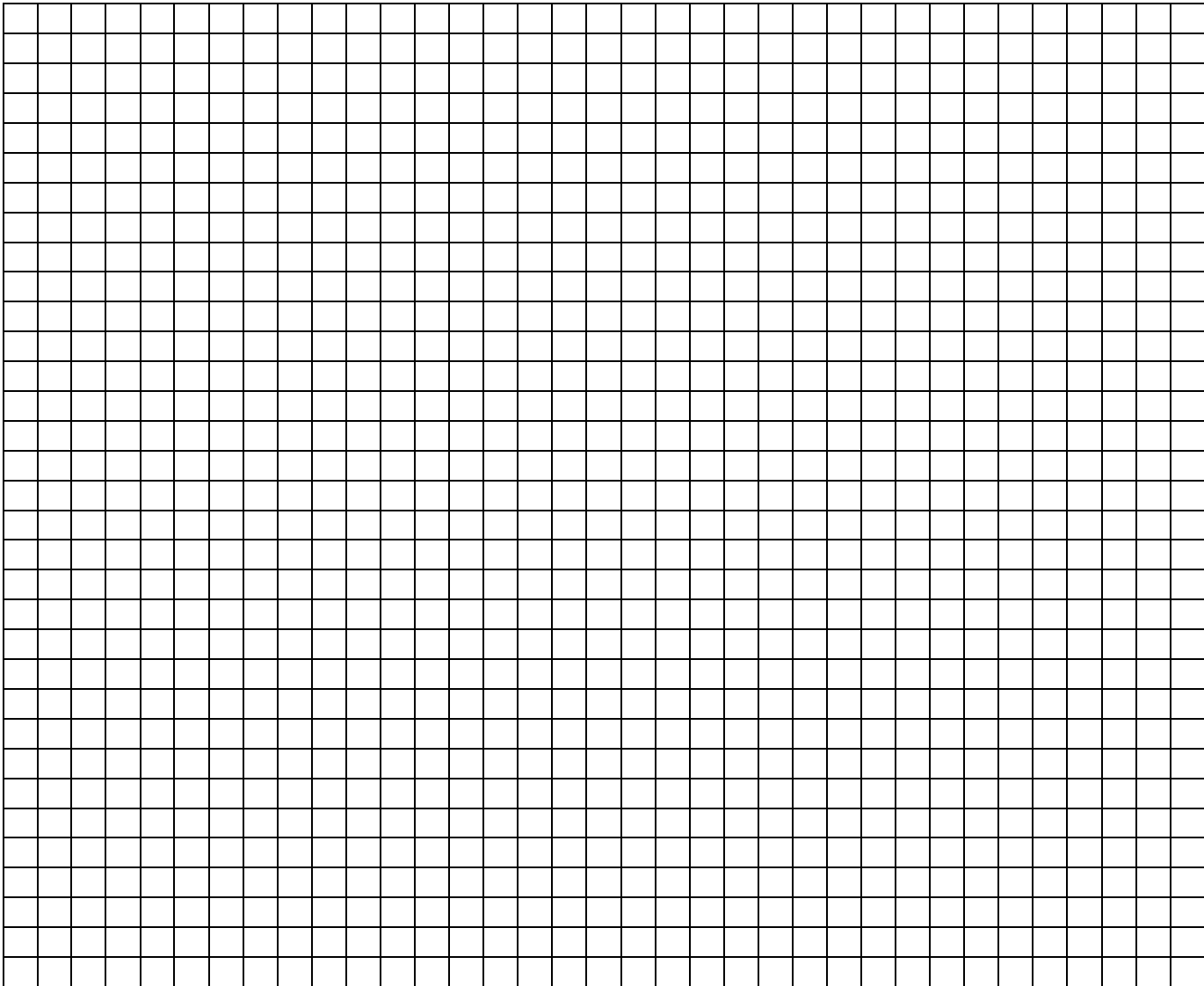
DATE: \_\_\_\_\_ Emailed: \_\_\_\_\_ Mailed: \_\_\_\_\_ Handout @ Meeting \_\_\_\_\_ By: \_\_\_\_\_

# SITE PLAN

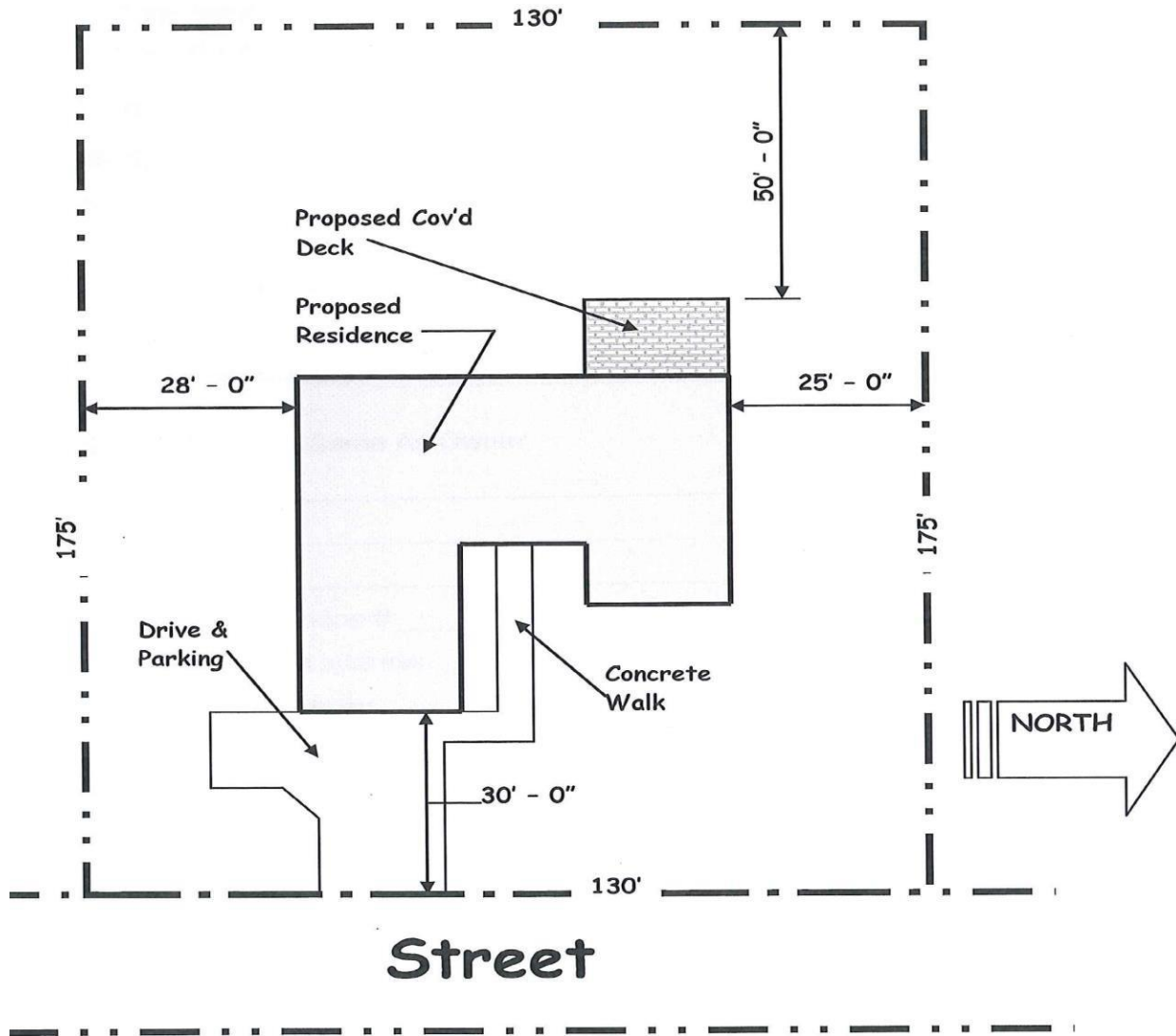
A site plan must be attached or drawn below at a scale large enough for clarity showing the following information:

- a. Location and dimensions of: lot(s), buildings, driveways, and off-street parking spaces.
- b. Distance between: buildings and front, side, and rear lot lines; principal building and accessory buildings; principal building and principal buildings on adjacent lots.
- c. Location of: signs, easements underground utilities, septic tanks, tile fields, water wells, etc.
- d. Maximum height of each structure.
- e. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Village Zoning Code.

SCALE: 1 square = \_\_\_\_\_



# SAMPLE SITE PLAN



## Village of Germantown Zoning Ordinance

RESTRICTIONS	Agricultural District "A"	Mobile Home District "M-1"	Residential District "R-1"	Residential District "R-2"	Commercial District "C"	Industrial District "I"
MINIMUM LOT SIZE	1/4 acre	50 sq. ft.	5000 sq. ft.	10,000 sq. ft.	none	18,750 sq. ft.
MINIMUM LOT WIDTH	80'	50'	50'	80'	30'	125'
MINIMUM LOT DEPTH	100'	100'	100'	100'	none	150'
MINIMUM SETBACKS:					Generally not required except as necessary to comply with applicable off-street parking requirements. <b>However</b> , any lot that abuts any residential district shall meet the front setback and side setback requirements of such residential district.	
From front lot line	30'	25'	25'	25'		25'
From side lot line	10'	5' on one side 20' from other side	10'	10'		25'
From rear lot line	40'	10'	15'	15'		25'
From side yard abutting street	30'		25'	25'		
Maximum Building Height (principal structure)	none		35'	35'	none	none