

# EDWARDSVILLE BOROUGH ZONING PERMIT APPLICATION

**ZONING PERMIT NUMBER:** \_\_\_\_\_  
(Leave Blank; Zoning Officer Will Assign Number)

**1. ADDRESS/LOCATION OF PROPERTY:**

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

**2. ZONING DISTRICT IN WHICH THE PROPERTY IS LOCATED:** \_\_\_\_\_

**3. APPLICANT'S NAME, ADDRESS and PHONE NUMBER:**

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

**4. OWNER'S NAME, ADDRESS and PHONE NUMBER (if not applicant)**

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

**5. APPLICATION IS HEREBY MADE TO:**

- ERECT A STRUCTURE                      PRINCIPAL                       ACCESSORY
- ADD TO A STRUCTURE                      PRINCIPAL                       ACCESSORY
- CHANGE USE OF STRUCTURE
- ESTABLISH A HOME OCCUPATION
- ERECT A FENCE
- INSTALL SWIMMING POOL     IN-GROUND     ABOVE-GROUND
- INSTALL OFF-STREET PARKING AREA
- ERECT A SIGN

ESTABLISH A HOME OCCUPATION

USE OF LAND WITHOUT ANY STRUCTURE

APPEAL OF VIOLATION NOTICE

OTHER (PLEASE LIST) \_\_\_\_\_

6. **PROVIDE A NARRATIVE WHICH EXPLAINS THE PROPOSED USE OF THE PROPERTY BASED UPON THE ITEM(S) CHECKED UNDER NO. 5 AND THE DIMENSIONS AND HEIGHT OF ALL PROPOSED STRUCTURES:**

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

7. **SIZE OF LOT:**

\_\_\_\_\_ WIDTH

\_\_\_\_\_ DEPTH

\_\_\_\_\_ ACRES/SQUARE FEET

8. **PROVIDE THE LOCATION OF PROPOSED STRUCTURE/USE ON LOT, INCLUDING ADDITION IF APPLICABLE**

\_\_\_\_\_ FEET TO FRONT YARD PROPERTY LINE

\_\_\_\_\_ FEET TO REAR YARD PROPERTY LINE

\_\_\_\_\_ FEET TO SIDE YARD PROPERTY LINE

\_\_\_\_\_ FEET TO SIDE YARD PROPERTY LINE

\_\_\_\_\_ MAXIMUM HEIGHT OF STRUCTURE.

9. **ATTACH A SITE PLAN THAT ACCURATELY ILLUSTRATES THE EXISTING AND PROPOSED DEVELOPMENT UPON YOUR PROPERTY. INCLUDE THE LOT SIZE, DIMENSION OF EXISTING AND PROPOSED STRUCTURES, SETBACK DISTANCES TO PROPERTY LINES AND ANY OFF-STREET PARKING. THE ZONING OFFICER HAS THE DISCRETION TO REQUIRE A SITE PLAN BASED UPON A PROPERTY SURVEY IF DEEMED NECESSARY TO ASCERTAIN COMPLIANCE WITH THE APPLICABLE ZONING REGULATIONS.**

**THE SITE PLAN SHALL BE CONSIDERED PART OF THE APPLICATION. FAILURE TO PROVIDE A SITE PLAN WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU.**

FAILURE TO COMMENCE THE WORK/IMPROVEMENTS APPROVED UNDER THIS PERMIT WITHIN ONE YEAR FROM THE DATE OF ISSUANCE SHALL RENDER THE APPROVAL AS NULL AND VOID.

PLEASE REFER TO ATTACHED SAMPLE DRAWING

YOUR ZONING PERMIT CANNOT BE PROCESSED WITHOUT IT.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE, CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE. IT IS UNDERSTOOD AND AGREED BY THIS APPLICANT THAT AN ERROR, MISSTATEMENT OR MISREPRESENTATION OF MATERIAL FACT, EITHER WITH OR WITHOUT INTENTION ON THE PART OF THIS APPLICANT, SHALL CONSTITUTE SUFFICIENT GROUNDS FOR THE REVOCATION OF THE APPROVAL OF THIS PERMIT.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

IF YOU ARE BOTH THE APPLICANT AND THE OWNER OF THE PROPERTY, SIGN BOTH OF THE ABOVE LINES. THE OWNER'S SIGNATURE IS ALWAYS REQUIRED. FAILURE TO PROVIDE OWNER'S SIGNATURE WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU.

APPROVED       DENIED

\_\_\_\_\_  
SIGNATURE OF ZONING OFFICER

\_\_\_\_\_  
DATE

**ALL INFORMATION BELOW IS TO BE COMPLETED BY  
BOROUGH ZONING OFFICER**

- A. IF THE PERMIT IS DENIED, THE ZONING OFFICER SHALL NOTE THE APPLICABLE SECTIONS/BASIS OF DENIAL BELOW:

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

- B. A COPY OF THE ZONING OFFICER'S OFFICIAL LETTER OF DENIAL SHALL BE ATTACHED TO THIS PERMIT.

C. HAS THE APPLICANT/OWNER REQUESTED AN APPEAL OF THE ZONING OFFICER'S DECISION TO THE ZONING HEARING BOARD?

YES

NO

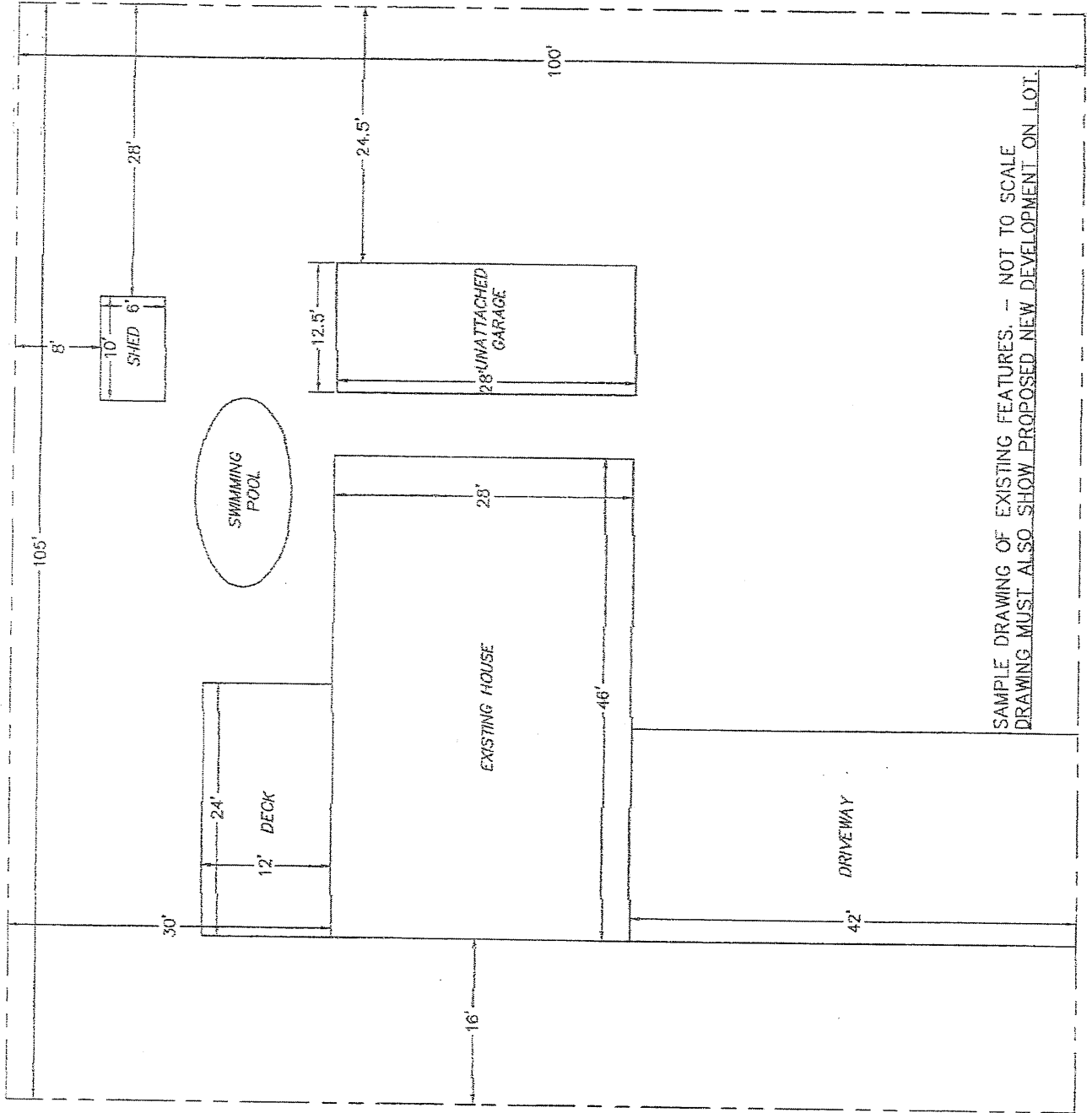
UNDECIDED/PENDING

D. IF APPLICABLE, DATE OF WRITTEN REQUEST OF APPEAL: \_\_\_\_\_

ATTACH COPY OF APPLICANT/OWNER'S WRITTEN REQUEST FOR APPEAL TO ZONING HEARING BOARD.

E. IF APPLICABLE, DATE OF SCHEDULED ZONING HEARING BOARD MEETING: \_\_\_\_\_

SAMPLE OF DRAWING REQUIRED WITH ZONING PERMIT APPLICATION



SAMPLE DRAWING OF EXISTING FEATURES. -- NOT TO SCALE  
DRAWING MUST ALSO SHOW PROPOSED NEW DEVELOPMENT ON LOT.

STREET