

ACCESSORY USE STRUCTURE INFORMATION PACKAGE

An "ACCESSORY USE" is defined as: Any structure or use that is:

- (A) Subordinate in size or purpose to the principal use or structure which it serves;
 - (B) Necessary or contributing to the comfort and convenience of the occupants of the principal use or structure served; and
 - (C) Located on the same lot as the principal use or structure served.
- (See Village Ordinance Code Section 40-2-2.)

To erect an Accessory Use Structure within the Village of Albers the following documents must be completed and processed within the guidelines established by the following Village ordinances:

- Building Permit Application and Review Procedure.
- Application for Certificate of Zoning Compliance.
- Village Of Albers Ordinance 40-3-15, Accessory Use.
- Village Of Albers Ordinance 40-3-16, Accessory Use Restrictions.
- Village Of Albers Ordinance 40-4-2(B), Area and Bulk Regulations.
- Village Of Albers Ordinance 40-4-2(D), Permitted and Special Use.
- Village Of Albers Ordinance 40-9-13, Fees.

VILLAGE OF ALBERS BUILDING PERMIT APPLICATION and REVIEW PROCEDURE:

Application Package Issued by: _____ Date: _____

1. All applications are to be fully filled out, and returned with proper payment to the Albers Village Hall, 206 West Dwight, PO Box 132, Albers, Illinois, 62215-0132.

Application for Certificate of Zoning Compliance Received by: _____ Fee Paid: _____
Date: _____

2. Application is then reviewed by the Village Zoning Administrator. Rcv by: _____ Date _____

3. Once the application is submitted, it is the applicant's responsibility to notify Ms Jeannie Brendel, Village Zoning Administrator (618-248-5687 or Village Hall 618-248-5154) when the project is staked-out (marked on the property).

4. The Zoning Administrator then checks the stake-out to ensure setbacks are in compliance with all Zoning codes.

Zoning Administrator 1st Review: _____ Date: _____

5. After the stake-out is verified, the applicant is permitted to dig and put up the forms for the footings. After forms are in place, applicant shall again notify the Village Zoning Administrator (618-248-5687 or Village Hall 618-248-5154).

Zoning Administrator 2nd Review: _____ Date: _____

6. The Village Zoning Administrator shall conduct a final review of the location of the forms, and if in compliance with all Zoning codes, a building permit will be issued.

Building Permit Issued by: _____ Date: _____

7. If not in compliance with Zoning codes (setbacks are not adequate) the above steps shall be repeated until forms are in compliance.

If you have any questions regarding the procedure, please contact Ms. Jeannie Brendel, Village of Albers Zoning Administrator, at 618-248-5687, or Ms Brenda Morris, Village Secretary, at 248-5154.