



Permit Application: Accessory Structure

[FOR OFFICE USE ONLY]

Permit #: _____

Application Received: _____

Applicant/Owner Information

Property Address:	_____		
Property Owner:	_____	Phone: _____	Email: _____
Mailing Address:	_____		
Applicant Name:	_____	Phone: _____	Email: _____

Project Information

Lot Dimensions: Width: Depth: Square Ft: **Lot Type:** Corner Interior Other

New Structure Height: **Width:** **Length:**

Total Existing Square Footage Primary Structure: Addition: Accessory Structure:

Setback measurements (must also be included on site plan): Front: Side 1: Side 2: Rear:

Additional Comments: _____

Planned use for new structure: _____

Stormwater Mitigation Plan Attached (Required): **Site Plan Attached (Required):**

SEE THE REVERSE OF THIS PAGE FOR ADDITIONAL INFORMATION TO BE INCLUDED WITH A ZONING PERMIT FOR NEW CONSTRUCTION.

I understand that approval of this application does not constitute approval for any administrative review, conditional use permit, variance, or exception from any other Village regulations which are not specifically the subject of this application. I understand that I remain responsible for satisfying requirements of any private restrictions of covenants appurtenant to the property. I further acknowledge that due to subsurface conditions present in this region (shallow bedrock, high water table) that subterranean or subsurface structures such as basements and lower levels in any building or structure may become wet or flooded during rain events or due to some other natural occurrence.

I, the undersigned do hereby certify that I am the applicant, and the information and statements given on this application, drawings, and specifications are to the best of my/our knowledge, true and correct. I understand that the Village is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of this Zoning permit as determined by the Village. I further certify that I am the Owner, or the lessee, or agent, fully authorized by the owner to make this submission. I certify that statements made to me about the time required to process this application are general estimations and not binding. Further, I understand that it may be necessary for the Village to request additional information and clarification after I have submitted this application and accompanying documentation.

I hereby certify, under penalty of perjury, that all the information provided on this application is true and correct.

Owner Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY		
Zoning Fee: \$ _____	Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Card	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Other fees: \$ _____	Zoning District:	SEE ATTACHED LETTER FOR CONDITIONS
Tap Fees - Water \$ _____	PC/BZA Hearing Date:	PC/BZA Case #:
Sewer \$ _____ Electric \$ _____		
Total \$ _____	Zoning Official Name and Title	Date

ACCESSORY STRUCTURES – GENERAL REQUIREMENTS

A. Permit required.

- a. No building permit or other permit required to allow construction and no certificate of occupancy shall be issued for any of the above, unless a zoning permit has been issued by the Zoning Administrator.

B. Zoning Permit Process.

- a. The application shall be accompanied by a scale drawing of the site exhibiting existing and proposed improvements, as follows:
 - i. All exterior lot lines, with dimensions based upon an actual survey;
 - ii. Dimensions of existing and proposed buildings and structures;
 - iii. Setback of all existing and proposed structures from property lines;
 - iv. Required setback distances, according to the zoning district;
 - v. Height of existing and proposed buildings and structures;
 - vi. Location of off-street parking, including dimensions of parking spaces and access aisles, and distance of parking areas from property lines;
 - vii. Any other information deemed necessary by the Zoning Administrator to determine compliance with this code.
 - viii. The Zoning Administrator may require that the proposed location of buildings and improvements be staked upon the lot prior to zoning permit approval, in order to determine compliance with this code.

Accessory Buildings and Structures.

(1) Accessory buildings or garages shall be considered to be part of the principal building and subject to all setback requirements of the principal building, if structurally and architecturally integrated into the building or if attached by an enclosed breezeway or similar enclosed structure not greater than ten feet in length. Detached accessory buildings shall be located at least ten feet from any principal building.

(2) Accessory buildings and structures shall not be erected in any front yard.

(3) Accessory buildings and structures as measured from its furthest extension, including roof eaves, balconies, porches or decks, may be erected in a rear yard if set back at least ten feet from the rear and five feet from the side property lines. Accessory structures may not be built within 7.5 feet of 7200-volt distribution lines and an inspection by the Village's Public Works Department is required prior to zoning approval. Relocation of lines will require aid to construction at the expense of the developer.

(4) A stormwater management plan shall be submitted with the permit application following the Appendix: Stormwater Guidelines for Low Impact Development of the Planning Code.

(5) An accessory building or structure designed for and containing a vehicle entrance to be accessed from an existing publicly dedicated and commonly used alley may be located on the rear lot line, if parking space plans have been approved by the Zoning Administrator.

(6) The height of an accessory structure shall not exceed 18 feet when a hip or gable roof is used, 15 feet when a mansard or gambrel roof is used and 12 feet when a flat or shed roof is used, except when a dwelling unit is included in the structure, in which case the height shall not exceed 24 feet.

(7) Accessory structures shall not exceed 66% of the principal building's gross floor area or 800 square feet, whichever is less.

(8) An accessory building or accessory structure shall not be constructed or occupied on a lot before the principal building or use on the lot is constructed.

(9) Accessory buildings and structures in planned unit developments shall be subject to the same requirements as in the Residential Districts.

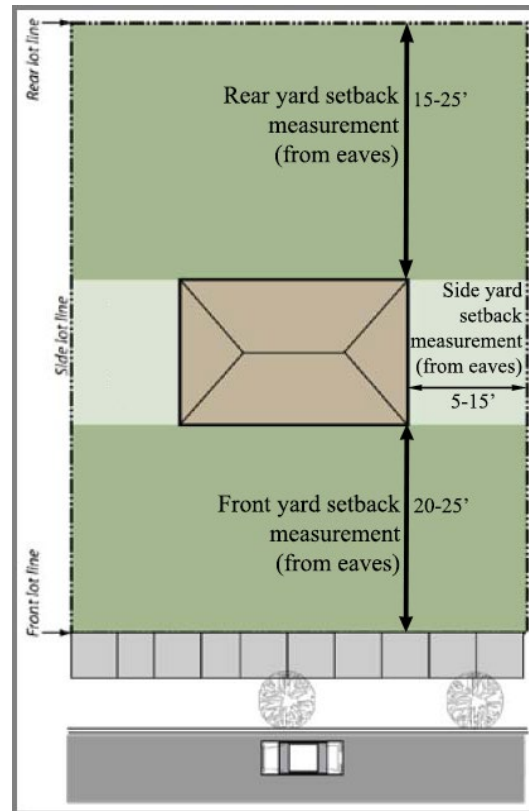
(10) Accessory structures located in a designated flood hazard area shall comply with the additional provisions set forth in [Chapter 1282](#).

(11) Swing sets, playground equipment, garden trellises, well-head covers, portable or temporary pools less than 24 inches in depth, and similar above-ground yard equipment accessory to a residential use shall be exempt from the provisions of this zoning code, except for height limitations, or unless specific provision is made for such equipment by Village ordinance.

(12) Buildings and structures accessory to nonresidential uses shall meet the minimum setback requirements and height limitations for principal buildings in the respective zoning district.

(13) Accessory structures and buildings shall share all public utilities (water/ sewer/electric) with the principal building. Accessory structures and buildings will not be separately metered.

How to measure your setback: The proposed structure must be entirely outside of the setback required by the Zoning District requirements.



The diagram above will reflect how you will be required to measure your setback. Do not measure from the footprint, but instead from the furthest edge of the structure. If there are roof eaves, measure your setback starting at the edge of the roof eaves. If there is a built in porch or balcony, the same rule applies to those extensions of the structure.