

INSTRUCTIONS FOR WRECKING PERMIT

IMPORTANT: Filling out the wrecking permit completely can save you time in getting your permit. If you have any questions, call the Zoning Administrator at 618/539-5545.

The following numbers correspond to the numbers on the wrecking permit:

1. Attach additional sheets if necessary.
2. If the same as #1, write "same."
3. Could be several answers: owner, contractor, etc.
4. Could be the same as #1 or #2 or different.
5. The permanent parcel number can be found on your tax bill or the previous owner's tax bill. (If you live in a new subdivision, you may not have a permanent parcel number yet).
6. The square footage that you are removing is needed.
7. Tell what you are removing. Example: I am tearing down an old building behind the house.
8. Tell what the structure that you are tearing down is used for presently. Zoning district can be found from the large zoning map on the wall at the Municipal Center.
9. This is a must in order to issue a permit. You may either use the graph paper attached or a sheet of paper of your own. Show all parts on your sketch plat (a, b, c, d, e, f).
10. Should be read by all applicants before signing.
11. Sanitary sewer connection instructions.
12. Possible asbestos removal.

APPLICATION FOR BUILDING AND ZONING OCCUPANCY PERMIT

Village of Freeburg
Office of the Zoning Administrator
Municipal Center
14 Southgate Center
Freeburg, IL 62243

Zoning Application No.: _____

Date: _____

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date: _____ Zoning fee paid to the Village of Freeburg

- () Permit Issued
- () Permit Denied

\$ _____ Date: _____
If denied, cause of denial:

Permanent Parcel No.: _____

1. Name of Owner(s): _____ Phone: _____

Address: _____ Zip: _____

2. Applicant's name: _____ Phone: _____

Address: _____ Zip: _____

3. Property interest of applicant _____

4. Address of proposed demolition: _____

5. Permanent parcel number: _____

6. Total sq. ft. of demolition: _____

7. Explanation of the demolition: _____

8. Use of existing structure:

Existing Use: _____

Proposed Use: _____

Check appropriate zoning district:

- | | |
|---|---|
| <input type="checkbox"/> Agricultural – A | <input type="checkbox"/> Single Family Residence, Large |
| <input type="checkbox"/> Mobile Home Residence – MH-1 | |
| <input type="checkbox"/> Two Family Residence – MR-1 | <input type="checkbox"/> Multiple Family Residence – MR-2 |
| <input type="checkbox"/> Community Business – B - 1 | <input type="checkbox"/> Highway Business – B-2 |
| <input type="checkbox"/> Light Industrial – I-1 | <input type="checkbox"/> Moderate Industrial – I-2 |

9. A copy of a sketch plan (drawn to scale) shall be attached, showing the following:
- a. Dimensions and use of all buildings.
 - b. Dimensions of the zoning lot.
 - c. Distance of each building from zoning lot lines.
 - d. Distance between accessory buildings and principal buildings.
 - e. Part to be removed.
 - f. Any additional information as may be reasonably required by the Zoning Administrator and applicable requirements of the Zoning Code.
10. **INITIAL CERTIFICATE OF ZONING COMPLIANCE:** Upon the effective date of this Chapter, no land shall be developed, no new use or structure shall be established or erected, and no existing use or structure shall be enlarged, extended, altered, relocated or reconstructed until an initial certificate of zoning compliance has been issued. The Zoning Administrator shall not issue an initial certificate of zoning compliance unless he or she determines that the proposed activity conforms to the applicable provisions of this chapter. (See Section 155.426 of the Zoning Code).

It is understood that any permit issued on this application will not grant any right or 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 Freeburg. The Village of Freeburg does not enforce private restrictive covenants which may affect the construction of the proposed improvement.

(APPLICANT)

TEMPPORARY CERTIFICATE OF ZONING OCCUPANCY
(valid for twelve (12) months)

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 Village officials.

Failure to comply with the above shall constitute a violation of the provisions of the Village Zoning Ordinance.

DATE: _____

Zoning Administrator, Village of Freeburg

11. **Sanitary Sewer Connection Instructions:**

Please check which option applies to the property being demolished:

_____ Option 1: If the property being wrecked is connected to the Village sanitary sewer system, and there are no plans for sewer in the future OR the plans are for sewer in a different location, then the existing sewer lateral to the main must be capped off and inspected by the Village Public Works Department prior to backfilling the area.

_____ Option 2: If the property being wrecked is connected to the Village sanitary sewer system and there are plans to reuse the existing sewer lateral at the present time or in the future, the existing sewer lateral should be extended to above ground level and capped off until the property owner is ready to reconnect the sewer. At the time the sewer is connected or reconnected to the sanitary sewer main or lateral, the connection **MUST BE** inspected by the Village Public Works Department prior to backfilling the area.

_____ Option 3: No sewer is connected to the property being wrecked.

If you have any questions or need additional information regarding the wrecking/demolition and sanitary sewer line, please contact John Tolan, Public Works Director at 539-5545.

12. **Possible Asbestos Removal:**

Air toxics regulation under the Clean Air Act specify work practices for asbestos to be followed during demolitions and renovations of all facilities, including but not limited to, structures, installations and buildings (excluding residential buildings that have four or fewer dwelling units). The regulations require a thorough inspection where the demolition or renovation operation will occur. The regulations require the owner or the operator of the renovation or demolition operations to notify the appropriate delegated entity (often a state agency) before any demolition, or before any renovations of buildings that contain a certain threshold amount of regulated asbestos-containing material.

Any demolition or renovation operation at an institutional, commercial or industrial building is regulated by the Asbestos NESHAP.

If #12 pertains to your wrecking permit, you are responsible for providing documentation to the Village of Freeburg that appropriate action has been taken on your part.

