

VILLAGE OF AVISTON
ZONING BOARD OF APPEALS / PLANNING COMMISSION

INSTRUCTIONS TO APPLICANTS:

Before beginning any construction, a Building & Zoning Permit must be obtained from the Zoning Administrator. Application for permit must be made by the owner of the property on which the construction is to take place, his duly authorized agent, or the owner of the structure to be constructed. A legal description of the property and a site plan of the proposed construction must be included with the application. The following pages list information, which must be shown for the permit.

All information requested on the forms attached must be provided before any permit will be issued. Applicants are encouraged to call the Zoning Administrator for any assistance needed in completing this form. If the proposed construction meets the zoning requirements, a permit shall be issued. The Building & Zoning Permit will be good for one (1) year from the date of issuance.

If the Zoning Administrator determines that your application does not comply with the requirements of the Zoning Code, a permit will not be issued. The applicant may then

- (1) request for an appeal of the regulation before the Planning Commission,
- (2) request a variance, or
- (3) request a zoning amendment.

The Planning Commission will conduct a public hearing and form a recommendation that will then be forwarded to the Village Board for approval or disapproval on the requested action.

A Footing/Foundation Inspection **is required** before any concrete is poured. **You must contact the Zoning Administrator at least 24 hours prior to such action for this inspection.**

GENERAL NOTES:

An authorized representative of the Village must inspect all water hook-ups. Check with the Village Hall for any associated costs.

An authorized representative of the Village must inspect all sewer taps to the sewer main. Check with the Village Hall for any associated costs

Culverts for any driveways will NOT be installed by the Village of Aviston however you must contact the Village Maintenance Shed for length and size of the culvert before purchasing and installing.

All business or commercial structures must present plans that are sealed by a registered architect or engineer.

You must check with the Aviston Postmaster regarding the installation of any mailboxes.

**VILLAGE OF AVISTON
FILING FEES**

PERMIT FEES:

Single-Family Residence	\$150.00
Multi-Family Residence	\$225.00
Commercial Structure	\$300.00
Industrial Structure	\$300.00
Mobile Home Replacement	\$500.00
Accessory Building	\$ 50.00 per building
Structural Additions (residential)	\$ 50.00
Preliminary Plat	
40 Acre Tract – 2 Phases	
10 acres or less	\$300.00
20 acres	\$400.00
40 acres	\$500.00
Sidewalk Permit	\$ 25.00
Sign Permit	\$ 50.00
Miscellaneous Permit (non-structure) (i.e., parking lot, patio, driveway, pool and deck permanently installed)	\$ 50.00
Renewal of expired filing fee (no changes to plan)	\$ 75.00
Renewal of expired filing fee (with changes to plan)	\$150.00

ZONING BOARD OF APPEALS AND PLANNING COMMISSION FEES:

Special Use Permit	\$150.00
Variance Permit	\$150.00
--Additional Fees--	
Publication fees as determined by the newspaper. Notice to all property owners within 250 yards	\$ 1.50 per mailing

CONTACT NUMBERS FOR YOUR CONVENIENCE

Gary Rakers, Zoning Administrator	618-623-8361 cell
	618-228-7361 office
Aviston Village Hall	618-228-7262
	618-228-7244 fax
Village Maintenance Shed	618-228-7361
For culverts/drainage	618-228-7361 leave message
For water/sewer	618-623-8361
	Gary
Aviston Postmaster	618-228-7759

**VILLAGE OF AVISTON
APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE**

Applicant(s) Information

Date: _____

Name: _____

Address: _____

Phone: _____

Project Information

1. Property interest of applicant:

Owner Lessee Contract Purchaser Other _____

2. Name of owner if other than applicant:

Name: _____

Address: _____

Phone: _____

3. Street address of proposed construction or improvement:

Legal description (property #): _____

4. Proposed improvement (check all applicable items):

- New Building
- Addition or alteration (explain) _____
- Relocation of existing building
- Other (explain) _____

5. Brief description of proposed improvement to property:

6. Describe the proposed construction or improvements, as applicable:

Number of rooms: _____ Square feet of structure: _____
Number of stories: _____ Estimated cost of structure: _____
Construction start date: _____ Target completion date: _____
Percentage of brick: _____
Contractor (if applicable): _____

7. Height of foundation above curb (**should not be greater than 30"**, if so explain): _____

8. **Site plan / full set of blue prints: (8 ½ x 11 would suffice)**

Must Include (a grid is attached to this application for your convenience):

- 1. Location and dimension of lot, building, driveways and off-street parking spaces.**
- 2. Distance between building(s) and front, side and rear lot lines.**
- 3. Distance between principal building and accessory building.**
- 4. Location of signs and easements,**
- 5. Duplexes must have a double wide drive to park 2 cars side by side per each unit.**

9. Utilities (check all applicable items):

() Public water service () Public sewer service () Ameren IP
() Private well () Aeration tank () REA
() Other: _____ () Other: _____ () Other: _____

10. Present use of property: _____

ZONING ADMINISTRATOR'S CHECKLIST:

_____ Completed application with estimated cost

_____ Site Plan / Sealed Plan

_____ Applicant's signature / Developer's signature

_____ Zoning Fee \$_____ made payable to: VILLAGE OF AVISTON

_____ Date Building Permit Issued

_____ Date of Footing / Foundation Inspection:

_____ Date of Final Inspection after completion

Applicant Representation:

Application is hereby made for an Initial Certificate of Zoning Compliance (Building Permit) required under the Zoning Code of the Village of Aviston, for the erection, movement or alteration and/or use of buildings and premises. In making this application, the applicant represents all the previous statements and 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 the responsibility of the applicant to identify and avoid contrary development of that property sections affected by any easements, right-of-ways, or any other covenants, be it by subdivision restrictions, Village Ordinance, or other controlling legal authority. If the application is found in violation, it is further understood that it shall be deemed the owner’s responsibility and cost if corrective action ever needs to be taken in the future.

It is further understood that any permit issued as a result of information contained in 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 Code or by other Ordinances, codes or regulations of this Village.

Signature of Applicant(s) _____ **Date** _____

_____ **Date** _____

Sump pump must be hooked up to drainage line. _____
(This will be inspected for proper placement) **Signature Required**

The premises address must be posted on the residence, visible from the roadway. In subdivisions where the home is a ways away from the road the address must be posted on the house, and in the front yard, visible from the roadway.

Signature of Applicant(s) _____ **Date** _____

Home owner will be responsible for removal of buildings and such, required to be moved if built on an easement.

Signature of Applicant(s) _____ **Date** _____

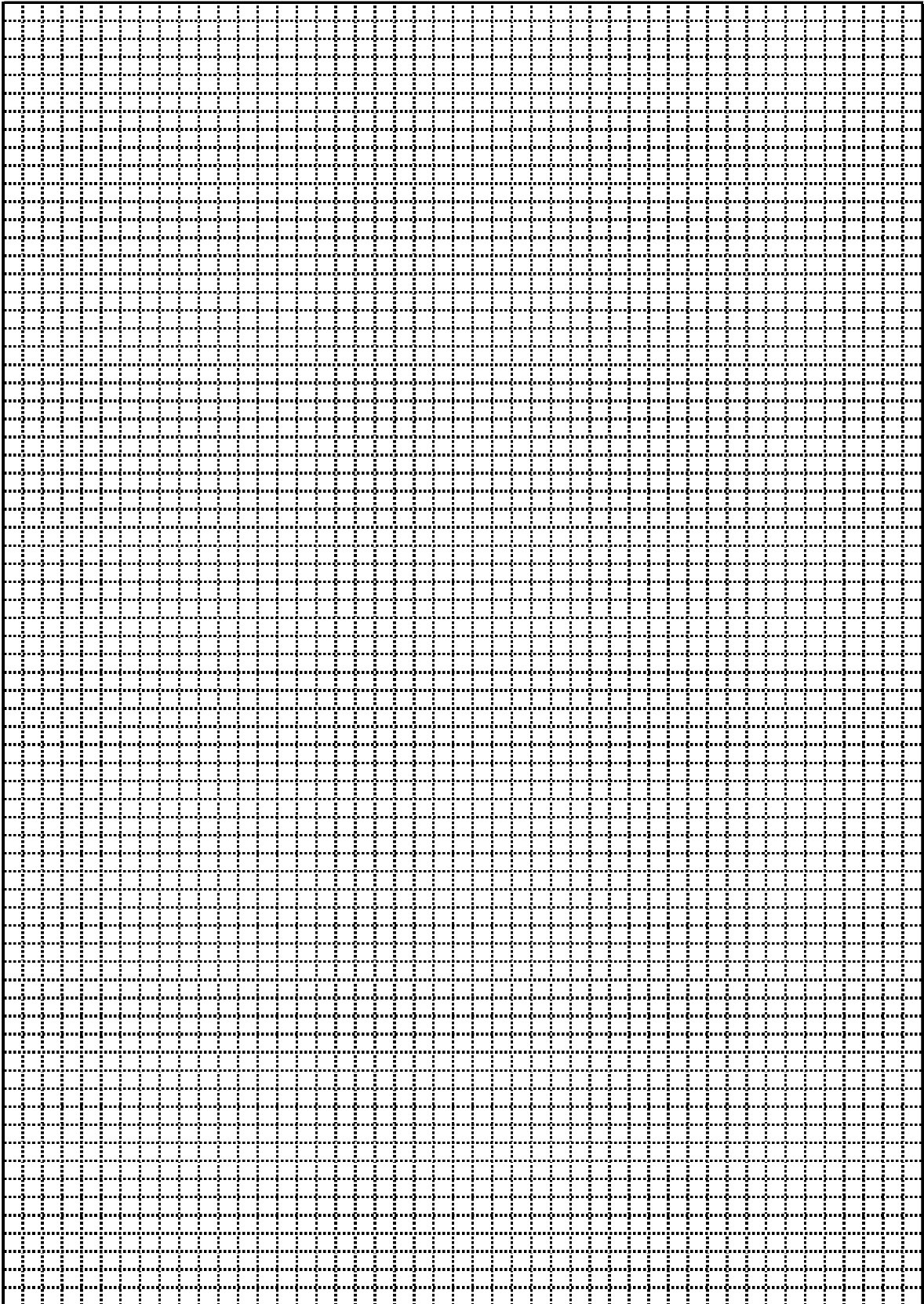
PROPERTY PINS MUST BE LOCATED, MARKED AND VISIBLE TO THE ZONING ADMINISTRATOR BEFORE BUILDING PERMIT IS ISSUED.

Signature of Applicant(s) _____ **Date** _____

NORTH

WEST

EAST



SOUTH

LOT PLAN - Distance between building(s) and front, side and rear lot lines must be shown.

CONSTRUCTION

This sediment barrier utilizes burlap, standard strength, or extra strength synthetic filter fabrics. It is designed for situations in which only sheet or overland flows are expected in special cases burlap may be used in drainage ways.

1. The height of the barrier shall not exceed 36" (higher barriers may impound volumes of water sufficient to cause failure of the structure).
2. The fabric shall be purchased in a continuous roll, cut to the length of the barrier to avoid the use of joints. When joints are necessary, filter cloth shall be spliced together only at a support post, with a minimum 6" overlap, and securely sealed.
3. Stakes shall be spaced a maximum of 10' apart at the barrier location and driven securely into the ground (minimum of 12 inches). When extra strength fabric is used without the wire support fence, stake spacing shall not exceed 5 feet.
4. A trench shall be excavated approximately 6" wide and 6" deep along the line of posts and upslope from the barrier.
5. When standard strength filter fabric is used, a wire mesh support fence shall be fastened securely to the upslope side of the stakes using heavy duty wire staples at least 1" long, tie wires or hog rings. The wire shall extend into the trench a minimum of 2" and shall not extend more than 36" above the original ground surface.
6. The standard strength filter fabric shall be stapled or wired to the fence, and 8" of the fabric shall be extended into the trench. The fabric shall not extend more than 36" above the original ground surface. Filter fabric shall not be stapled to existing trees.
7. When extra strength filter fabric or burlap and closed post spacing are used, the wire mesh support fence may be eliminated, in such a case; the filter fabric is stapled or wired directly to the posts with all other provisions of items number 6 applying.
8. The trench shall be backfilled and the soil compacted over the filter fabric.
9. Filter barriers shall be removed when they have served their useful purpose, but not before the upslope area has been permanently stabilized.

PLANS AND SPECIFICATIONS

Plans should show the locations and all dimensions of the filter barriers. Sufficient detail must be shown that control measures are installed as designed. Material requirements must be specified. See Detail Drawings of erosion control measures on the next pages.

Erosion Control: On any construction where soil is disturbed, a Temporary Barrier of a silt fence or straw bales shall be constructed, two (2) feet from curb, drainage swale, ditch or adjacent to developed property line.

All temporary erosion controls shall remain in place at least 30 days after permanent controls are in place at which time these shall be disposed of in a proper manner by the developer and/or his contractor.

Specifications for Barriers:

Silt Fence Materials

1. Synthetic filter fabric shall be a pervious sheet of propylene nylon polyester or ethylene yarn and shall be certified by the manufacturer or supplier as conforming to the following requirements:

<u>PHYSICAL PROPERTY</u>	<u>REQUIREMENTS</u>
Filtering Efficiency	75% (minimum)
Textile Strength at 20% Elongation	Extra Strength 50 lbs./Lin. In (min) Standard Strength 30 lbs./Lin. In (min)
Flow Rate	0.3 Gal/Sq. Ft./Min. (min)

Synthetic Filter Fabric Requirements

2. Burlap shall be 10 ounce per square yard fabric.
3. End stakes for filter fences shall be either 2” x 2” wood or 1.33 pounds per linear foot steel with a minimum length of 5 feet. Steel posts shall have projections for fastening wire to them.
4. Stakes for filter fences shall be 1” x 2” wood (preferred) or equivalent metal with a minimum length of 5 feet.
5. Wire fence reinforcement for silt fences using standard strength filter cloth shall be a minimum of 36” in height, a minimum of 14 gauge and shall have a maximum mesh spacing of 6”.