

**City of Anna**  
**Zoning Application Checklist**  
(This page is for office use only)

**Property Address:** \_\_\_\_\_

- Application is complete
  - Property is Staked out or Marked
  - Deed showing legal description is attached
  - A Plat or Map drawn to scale showing the premises, floor plan, and dimensions is attached
  - J.U.L.I.E. Locate is complete (1-800-892-0123)
  - Zoning Permit Fee is attached
- Allow 5 days for processing
  - Allow 2 days for Zoning Inspector review
  - Allow 2 days for review of utility services by Public Works Manager

Once all steps are complete, the application will be placed on the next scheduled City Council Meeting for approval.

Questions: Call the Zoning Inspector at (618) 833-7813 or City Hall at (618) 833-8528

Reviewed by: \_\_\_\_\_  
Zoning Inspector/ Public Works Manager

City Council Meeting Date: \_\_\_\_\_

Approved / Denied

**(See page 2 to begin application)**

## City of Anna Zoning Application

(Please review the City's Zoning Ordinance and Map at [cityofanna.org](http://cityofanna.org))

TO ZONING INSPECTOR: The undersigned applies to the City of Anna, Illinois [the "City"], for a permit to build or modify, and use a structure on the premises hereinafter described in compliance with the City Zoning Ordinance, and represents to the Zoning Inspector and the City the truth and accuracy of the following information:

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Please Circle Yes or No to the Following Statements:**

- **Property is staked out or marked** *(Circle): Yes No*
- **There is attached hereto a copy of the applicant's deed showing the legal description**  
*(Circle): Yes No*
- **There is attached hereto a plat or map in duplicate (drawn to scale no smaller than 1"=20') showing the actual dimension of premises, and floor plan and dimensions thereof**  
*(Circle): Yes No*
- **The Deed and Plat are of this application** *(Circle): Yes No*
- **Any structure located or to be constructed on the premises is or will be connected to a sanitary sewer at applicant's expense, if sewer is available to the premises**  
*(Circle): Yes No*

**Anticipated Date of:**

a. Commencement of Construction: \_\_\_\_\_

b. Completion of Construction: \_\_\_\_\_

**Zoning District (Circle):** R-1 R-2 R-3 B-1 B-2 M-1 A-1

**Subdivision:** \_\_\_\_\_

**Proposed Uses:**

Principal Building: \_\_\_\_\_

Accessory Building: \_\_\_\_\_

Type of Structure: \_\_\_\_\_

**Dimensions:**

Lot Area: \_\_\_\_\_ Square Feet (SF)      Basement Floor Area: \_\_\_\_\_ (SF)

First Story Floor Area: \_\_\_\_\_ (SF)      Type of Roof (Circle): Flat    Pitched    Mansard

Front Yard Depth: \_\_\_\_\_ (FT)    Rear Yard Depth: \_\_\_\_\_ (FT)    Side Yard Depth: \_\_\_\_\_ (FT)

Percentage of Lot that current structure(s) is covering: \_\_\_\_\_ %

Percentage of Lot that New Structure will be covering: \_\_\_\_\_ %

Height of Basement below Average Adjoining Grade: \_\_\_\_\_

Height of Structure from Average Adjoining Grade: \_\_\_\_\_

**If Applicable:**

# of Rooms: \_\_\_\_\_      # of Families to Occupy: \_\_\_\_\_

# of Parking Spaces: \_\_\_\_\_      # of Signs: \_\_\_\_\_

**Estimated Cost of Construction:** \_\_\_\_\_

(Permit fees are \$2 per \$1000 of construction. Min. fee of \$10. Check must be attached)

**J.U.L.I.E. Locate Dig #:** \_\_\_\_\_ Please Call (800) 892-0123 to request a Locate

**CONDITIONS AND LIMITATIONS:** Applicant understands and agrees to the following conditions of and limitations of the issuance of any PERMIT TO PROCEED or any CERTIFICATE OF COMPLIANCE:

1. Each is binding upon the City only to the extent of the accuracy and veracity of the representations make in this Application, in the OWNER’S CERTIFICATE OF COMPLETION, in any other accompanying documents or attachments, and only in the event construction is completed by the date stated in Application; in the event construction is not completed by said date, this PERMIT is void, and the City is authorized by Applicant to pursue all remedies under laws pertaining to uncompleted buildings (65 ILCS 5/11-31-1) in the same manner and to the same extent as if the uncompleted structure or improvement were an uncompleted and abandoned building under the Statute cited;
2. The building or structure to be erected or to be structurally altered pursuant to the issuance of the PERMIT TO PROCEED issued on the basis of this Application shall not be OCCUPIED OR USED until a CERTIFICATE OF COMPLIANCE has been issued by the Zoning Inspector;
3. No change shall be made in the USE of a building or structure or any part thereof now or here after erected or structurally altered, or in the USE of the premises, without a CERTIFICATE OF COMPLIANCE having first been issued by the Zoning Inspector;
4. NO PERMIT or CERTIFICATION signed by the Zoning Inspector issued pursuant to this application is intended to or does preclude any entity or person, other than the City, from exercising or attempting to exercise or enforce any right or remedy under or pursuant to the City Zoning Ordinance, the

Zoning Enabling Act of the State of Illinois, or any other law regulating the use of property, or the health, safety, and welfare of its citizens and inhabitants;

- 5. Neither the PERMIT nor the CERTIFICATION issued pursuant to this application pertain to or purport to constitute evidence of compliance with any law or regulation in the nature of any building code, electrical code, plumbing code, fire prevention code, architectural code, housing code, health code construction code, or any similar other law or regulation;
- 6. The City disclaims any monetary liability whatsoever by the issuance of any PERMIT or CERTIFICATION, including any obligation to indemnify Applicant arising from or out of any claim or suit by any other person or entity; the only force effect, extent, or consequence of any PERMIT or CERTIFICATE is to bar the City from any administrative or equitable remedy under its Zoning Ordinance and the only to the extent set forth in Paragraph (1) above.

\_\_\_\_\_  
Signature of the owner(s) or of authorized agents

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

**PERMIT TO PROCEED:** I find that the information in the above Application and any accompanying documents describe a proposed structure or modification of a structure which will comply with the City Zoning Ordinance, and Ordinance No. 97-6 if applicable, and do hereby permit Applicant to proceed, upon the condition that construction is commenced and completed before the date stated in application; otherwise, this permit become void.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Zoning Inspector

**OWNER'S CERTIFICATE OF COMPLETION:** The undersigned certifies and represents that the structure described in the Application and the accompanying documents have been completed and are in compliance with the Zoning Ordinance.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Owner

Dated: \_\_\_\_\_

\_\_\_\_\_  
Owner

**CERTIFICATE OF COMPLIANCE:** I certify that I have inspected the completed structure and that it complies with the representations made in the Application and the accompanying documents and is in compliance with the City Zoning Ordinance.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Zoning Inspector

## **Exhibit A Dimension Regulations**

### **R-1 Lateral Dimension Regulations**

- Lot Area: 10,000 square feet
- Frontage: 80 feet
- Front Yard Depth: 35 feet
- Side Yard Depth: 20 feet total, 7 feet one side
- Rear Yard Depth: 40 feet
- Floor Area: 1,200 square feet
- Maximum Lot Coverage: 20%

### **R-2 Lateral Dimension Regulations**

- Lot Area: 7,000 square feet
- Lot Width: 65 feet
- Front Yard Depth: 30 feet
- Side Yard Width: 15 feet total, 6 feet one side
- Rear Yard Depth: 40 feet
- Lot Area per Family: 4,000 square feet R
- Floor Area: 1000 square feet for single family; 900 square feet for 2 family dwellings or per dwelling unit
- Maximum Lot Coverage: 20%

### **R-3 Lateral Dimension Regulations**

- Lot Area: 5,500 square feet
- Lot Width: 60 feet
- Front Yard Depth: 30 feet
- Side Yard Width: 12 feet total, 5 feet one side
- Rear Yard Depth: 40 feet
- Lot Area per Family: 3,000 square feet
- Floor Area: 500 square feet for single family; 600 square feet for 2 family; 300 square feet for multi-family
- Maximum Lot Coverage: 40%

### **B-1 Lateral Dimension Regulations**

(Residential Uses: Regulations prescribed for R-3 district)

- Frontage: No requirement
- Lot Area: No requirement
- Floor Area: No requirement

- Side Yard: No requirement except when business abuts and R district, then side yard shall be the same as required in the adjacent R district.
- Front Yard: No requirement
- Rear Yard: No requirement except when adjacent to lot in any R district on side lot line, there shall be a rear yard equal to one-half (1/2) that required in the adjacent R district.
- Lot Coverage: No Requirement

### **B-2 Lateral Dimension Regulations**

- Lot Area: 10,000 square feet
- Lot Width: 100 feet
- Front Yard Depth: 40 feet
- Side Yard Width: None, except where adjacent to an R district, then 15 feet on the abutting side
- Rear Yard Depth: 20 feet
- Maximum Lot Coverage: 50%

### **A-1 Lateral Dimension Regulations**

#### **(Single Family residence)**

- Lot Area: 2 ½ Acres
- Frontage: 125 Feet
- Front yard Depth: 50 feet
- Side Yard Width: 40 feet total, minimum 15 feet one side
- Rear Yard Width: 75 feet
- Floor Area: 900 square feet
- Maximum Lot Coverage 10%

### **M-1 Lateral Dimension Regulations**

**(Please see Zoning Ordinance)**

**Note—please see the Zoning Ordinance for Permitted Uses at [cityofanna.org](http://cityofanna.org)**