

## VILLAGE OF ROANOKE

### PACKET FOR APPLYING FOR A ZONING USE PERMIT

Contents of this Packet:

1. Checklist for Applying for a Zoning Use Permit
2. Application for Zoning Use Permit
3. Zoning Use Permit / Zoning Compliance Certificate (to be completed by Zoning Officer)
4. Application and Permit for Sewer Service (applicable only when applying for new sewer service).

Any forms provided in this packet can be duplicated for your use as necessary.

***Return Envelope*** with Application & Zoning Use Permit/Zoning Compliance Certificate  
To: Phil Reed, Zoning Officer  
630-240-6686

VILLAGE OF ROANOKE

**CHECKLIST FOR APPLYING FOR A ZONING USE PERMIT  
(Also known as a "Building Permit")**

1. Contact Village Zoning Officer regarding the need to obtain a Zoning Use Permit for your construction or demolition project or if you are changing the use of your property.
2. Complete Application for the Zoning Use Permit, check the appropriate box to indicate whether this is a "Building Permit", a "Special Use Permit", or a "Demolition Permit", and then sign and date the application form. The Zoning Officer may be able to assist you with completing the application form. Also, the deed for your property may provide information needed for the application form.
3. Attach the necessary maps and diagrams to the application form **with accurate measurements.**
4. The Application for Zoning Use Permit, along with payment of the application fee, **made payable to The Village of Roanoke**, should be submitted to the Zoning Officer.
5. The Zoning Officer will review your Permit application and will determine whether it complies with the Roanoke Zoning Code, thereby deciding whether to grant or deny your requested Permit.
6. If a Variance request, Special Use request, or Zoning Change request is needed to obtain proper approval of your Permit, the Zoning Officer will provide you the necessary packet and materials for making that request. These requests require hearings in front of the Zoning Board before a final decision is made.
7. You should not begin working on or constructing any proposed structures or begin altering the land uses that are the subject of your Zoning Use Permit request until you have received a Zoning Use Permit signed and dated by the Zoning Officer.
8. You must post your Zoning Use Permit in plain view on your structure or property at an open and conspicuous place.
9. You must begin your construction, alteration, or demolition project within 120 days after being issued a Zoning Use Permit or your Permit will automatically be revoked, requiring you to apply for a new permit. Also, you should complete your project within one (1) year after being issued a Permit.
10. You must have your structure or property approved by the Zoning Officer, who will issue you a Zoning Compliance Certificate, before you can begin using the structure or your property as permitted by your Zoning Use Permit.

I have read and understand this **checklist** for applying for a zoning use permit and I have received a copy of this document. \_\_\_\_\_ (Name)  
\_\_\_\_\_ (Date)



**ZONING USE PERMIT**

\_\_\_\_\_ is hereby authorized to \_\_\_\_\_  
(Applicant Name) (construct, remodel, operate)

a \_\_\_\_\_ located at (address) \_\_\_\_\_  
\_\_\_\_\_ at an estimated cost of \$ \_\_\_\_\_.

Permit fee: \$ \_\_\_\_\_ Payment received on (date): \_\_\_\_\_

Check if Applicable:

Permit issued on (date): \_\_\_\_\_

Variance Request Granted

Special Use Request Granted

Case No. \_\_\_\_\_

Signed \_\_\_\_\_  
(Zoning Officer)

**Note:** Permit is not valid until signed by the Zoning Officer.

**Failure to begin this project within 120 days of the issuance date of this Permit will result in the automatic revocation of this Permit. Permit expires 1 year from date of issuance.**

**ZONING COMPLIANCE/OCCUPANCY CERTIFICATE**

**Note:** Before Property Owner or Applicant can use or occupy property in accordance with the Zoning Use Permit, Applicant/Contractor must contact the Zoning Officer to set up the review of the project and receive approval that the project has been completed in accordance with the plans provided herein and complies with all Village ordinances.

\_\_\_\_\_ is hereby authorized to use or occupy  
(Property Owner / Applicant Name)

the property and/or building or structures described herein according to this Zoning Use Permit and the applicable Village Ordinances.

Inspection completed on (date): \_\_\_\_\_

Certificate issued on (date): \_\_\_\_\_

Signed \_\_\_\_\_  
(Zoning Officer)

**Note:** Certificate is not valid until signed by the Zoning Officer.