

Champaign County  
 Department of  
**PLANNING & ZONING**  
 1776 E. Washington Street  
 Urbana, Illinois 61802  
 Telephone: (217) 384-3708  
 FAX: (217) 819-4021  
 zoningdept@co.champaign.il.us  
 Hours: 8:00 a.m. - 4:30 p.m.

For Office Use Only	
Township	_____
Section	_____ T _____ R _____
PIN	_____
Permit Application No.	_____
Receipt No.	_____ Fee _____
Date	_____ Zoning District _____
Lot Area	_____

## LAND DISTURBANCE and ZONING USE PERMIT APPLICATION FORM

### 1. INSTRUCTIONS TO APPLICANTS:

All information requested must be completed on this application. Applicants are encouraged to visit this office and assistance will be given in filling out this form. If possible, please call (217) 384-3708 for an appointment to avoid delays.

Application is hereby made for the following (check all that apply):

- Grading and/or Demolition Permit not related to any construction (located outside of the MS4 Jurisdictional Area)
- ZONING USE (or CHANGE OF USE) PERMIT and ZONING COMPLIANCE CERTIFICATE
- LAND DISTURBANCE EROSION CONTROL PERMIT (required in the MS4 Jurisdictional Area in addition to any required ZONING USE PERMIT and ZONING COMPLIANCE CERTIFICATE)

In making this application, the applicant represents that all the following statements and any attached maps and drawings are a true description of the proposed land disturbance and any new or altered uses and/or structures. The applicant agrees that the permit(s) applied for, if granted, is issued based on the content of this application and that any permit issued may be revoked if any information contained in this application is found to be false or inaccurate.

A permit issued pursuant to this application grants only the right to disturb land, erect structures or to use any premises as described in this application and to disturb no other land or erect no other structures or conduct any other use nor relieve the applicant from obtaining any other permit required by the Zoning Ordinance, or by other ordinances, codes or regulations of the County of Champaign, Illinois.

The applicant further agrees to notify the Zoning Administrator at the completion of the activities stated on any permit. The Zoning Administrator shall, upon completion of construction, inspect the premises and issue or refuse a ZONING COMPLIANCE CERTIFICATE. It is further understood that unless construction is started within 180 days and unless it is substantially completed within 365 days, this permit shall become null and void according to Section 9.1.2(D) of the Zoning Ordinance.

### 2. IDENTIFICATION - To be completed by all applicants:

	NAME	MAILING ADDRESS	ZIP CODE	PHONE NO.
Owner/Lessee				
Contractor				
Engineer				
Architect				

**3. LOCATION OF PROPOSED CONSTRUCTION OR GRADING OR DEMOLITION:**

Address of Proposed Construction: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

(description by metes and bounds or lot number, block number and name of subdivision - attach additional sheets if necessary)

**4. PERMANENT IDENTIFICATION NUMBER:** \_\_\_\_\_

**5. LOT AREA (Acres or Square Feet):** \_\_\_\_\_

**6. ZONING DISTRICT:** Property is located in the \_\_\_\_\_ Zoning District on the Zoning Map of Champaign County. (Department staff can provide)

**7. SPECIAL FLOOD HAZARD AREA:**

\_\_\_\_\_ Yes \_\_\_\_\_ No Panel No. 17019C \_\_\_\_\_ D (Department staff can provide; Floodplain Development Permit may be required)

**8. USE OF EXISTING PROPERTY AND STRUCTURES:**

**Existing Use:** \_\_\_\_\_  
(Commercial, industrial, residential, agricultural, vacant lot, etc.)

**9. PROPOSED USE and CONSTRUCTION and/ or LAND DISTURBANCE:**

- A. ( ) Land Disturbance\* only (including grading and/ or demolition; specify which)
- B. ( ) New Building with Land Disturbance\* (indicate use below)
- C. ( ) Alterations or additions to buildings with Land Disturbance\* (indicate use below)
- D. ( ) Other: \_\_\_\_\_

\* Land Disturbance that is not exempted by *Champaign County Land Disturbance Erosion Control and Storm Water Management Ordinance*

**Proposed Use (check all that apply):**

RESIDENTIAL		NONRESIDENTIAL	
<input type="checkbox"/>	One family	<input type="checkbox"/>	Amusement, recreational
<input type="checkbox"/>	Two family or more - number of units _____	<input type="checkbox"/>	Church, other religious
<input type="checkbox"/>	Transient Motel, Motel, or dormitory - number of units _____	<input type="checkbox"/>	Parking garage
<input type="checkbox"/>	Garage - attached	<input type="checkbox"/>	Service station, repair garage
<input type="checkbox"/>	Garage - detached	<input type="checkbox"/>	Hospital, institutional
<input type="checkbox"/>	Carport	<input type="checkbox"/>	Office, bank, professional
<input type="checkbox"/>	Other - specify _____	<input type="checkbox"/>	Public utility
<input type="checkbox"/>	Basement	<input type="checkbox"/>	School, library, other educational
<input type="checkbox"/>		<input type="checkbox"/>	Stores, mercantile
<input type="checkbox"/>		<input type="checkbox"/>	Towers, tanks
<input type="checkbox"/>		<input type="checkbox"/>	Other - specify _____

**10. ESTIMATED COST OF CONSTRUCTION:** \_\_\_\_\_

**11. SITE PLAN:**

A. SPECIFICATIONS: For each building, structure, or use (existing and proposed) identify on the plat (see below) the following information, if applicable:

Structure	Height in Feet	No. of Stories	No. of Dwelling Units	Area in Square Feet*	No. of Parking Spaces	Source of Water Supply	Means of Wastewater Disposal
Existing							
Proposed							

\* Include all interior areas (including basement & attached garage) and all exterior covered porches.

\*Include floor plans for all public use buildings pursuant to IEBA/ADA

Total Proposed Area of Land Disturbance (including construction access)	
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B. SITE OR PLOT PLAN – To Be Submitted By Applicant

A plat (map) drawn to approximate scale is attached and shows the following:

- 1) Actual shape and size of lot or property (including overall dimensions)
- 2) Label adjacent streets and roads (by number or name) and adjacent streams or ditches
- 3) Location and dimensions of any known easements and near-by water body or drainage ditch
- 4) Location, ground area, dimensions, and identification of use of all (existing and proposed) buildings, structure, driveways, parking areas
- 5) Dimensions of front, side, and rear yards
- 6) Location of well and septic system (if any) including the location of any discharge (outlet) from any private wastewater treatment system or sump pump established after June 19, 2015
- 7) Any construction stockpiles of earth or other loose materials of 150 cubic yards or more or 100 cubic yards or more if in the MS4 Jurisdictional Area
- 8) Signed and sealed construction plans indicating compliance with IEBA/ADA when relevant
- 9) Total proposed area of land disturbance (including construction access)

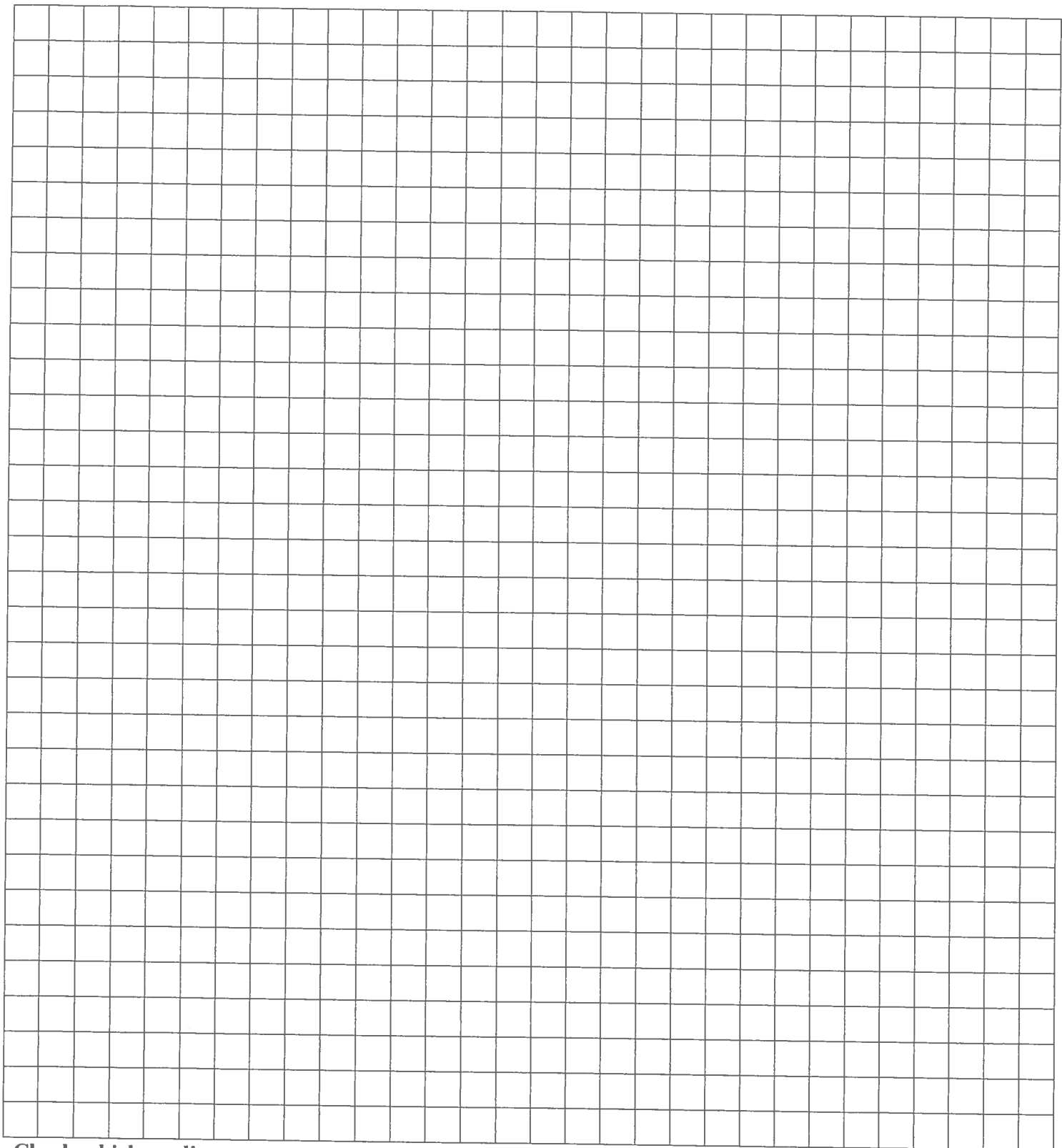
- NOTES: \*
- \*\* **Dimensions of buildings & yards should total the overall dimensions of the lot.**
  - \*\* **Residential Accessory buildings that are more than 1,000 sq.ft. in area must have floor plans or indicate interior walls on the site plan.**
  - \*\*\* Include a copy of any permits from other agencies (e.g., Illinois Environmental Protection Agency) which may be required to approve these facilities.

**12. EROSION and SEDIMENT CONTROL PLAN – To Be Submitted By Applicant**

(When required by *Champaign County Land Disturbance Erosion Control and Storm Water Management Ordinance*)

**NOTE: If one acre of land (or more) is to be disturbed in the MS4 Jurisdictional Area, attach the Supplemental Land Disturbance Erosion Control Application Form from Technical Appendix B of the Champaign County Land Disturbance Erosion Control and Storm Water Management Ordinance, and also include copies of the Notice of Intent (NOI) and the Storm Water Pollution Prevention Plan (SWPPP) submitted to the IEPA for ILR10 compliance.**

**SITE PLAN MAY BE DRAWN ON THE FOLLOWING PAGE OR ATTACHED AS A SEPARATE DOCUMENT– NO LARGER THAN 11" x 17"**



**Check which applies:**

- Site Plan
- Erosion & Sediment. Control Plan
- Other: \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**North Arrow:**



**Approval (Office Use Only):**

**Permit Application No.** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

13. The signature below shall evidence the agreement of the owner to abide by all requirements of the Champaign County Zoning Ordinance and, if applicable, the Champaign County Storm Water Management and Erosion Control Ordinance.

If signed by the owner's agent, or officer of the legal ownership, the signature shall also be a representation by the applicant that he or she is authorized to act on behalf of the owner and oblige the owner to all responsibilities imposed by this Ordinance.

**The signature shall also evidence the agreement of the owner to expressly grant permission to the representatives of the Champaign County Planning and Zoning Department to enter the premises under development at reasonable times, for the purpose of inspection to ensure compliance with the Champaign County Zoning Ordinance and, if applicable, the Champaign County Storm Water Management and Erosion Control Ordinance.**

Date \_\_\_\_\_

Signature \_\_\_\_\_

Owner

Officer

Agent

**NOTE:** Neither a Zoning Use Permit Application nor a Receipt authorize construction and construction without a valid Zoning Use Permit is a violation of the *Champaign County Zoning Ordinance* punishable by a fine of up to \$500 per day.

**NOTE:** Land disturbance or construction without an Inspected and Approved Erosion and Sediment Control Plan (when required by the *Champaign County Storm Water Management and Erosion Control Ordinance*) or an approved Land Disturbance Erosion Control Permit (also when required by the *Champaign County Storm Water Management and Erosion Control Ordinance*) is a violation of the *Champaign County Storm Water Management and Erosion Control Ordinance* punishable by a fine of up to \$500 per day.

\*\*\*\*\*

BELOW THIS LINE FOR OFFICE USE ONLY

A. Floodplain : ( ) Yes ( ) No Panel No. 170894 \_\_\_\_\_ B/C

NOTE: See Floodplain Development Permit Application (if applicable) for relevant floodplain information.

B. LAND DISTURBANCE EROSION CONTROL PERMIT AUTHORIZATION (if applicable):

( ) Land Disturbance Erosion Control Permit Not Required

( ) Erosion and Sediment Control Plan Inspected and Approved (if applicable) Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Inspector/Enforcing Officer

( ) Land Disturbance Erosion Control Permit Approved (if applicable). Permit # \_\_\_\_\_ Date \_\_\_\_\_

( ) Land Disturbance Erosion Control Permit Denied Cause (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Signature of Enforcing Officer

C. Land Disturbance Erosion Control Permit Comments (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Use per Section 5.2 of Zoning Ordinance: Single Family Home \_\_\_\_\_  
Other \_\_\_\_\_

E. ( ) Zoning Use Permit issued (if applicable). Permit # \_\_\_\_\_ Date \_\_\_\_\_

( ) Zoning Use Permit denied (if applicable). Cause: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Enforcing Officer

F. Additional Zoning Use Permit comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. ZONING COMPLIANCE (if applicable):

( ) NOTICE OF COMPLETION OF CONSTRUCTION. Date: \_\_\_\_\_

( ) Zoning Compliance Certificate Issued. Certificate #. \_\_\_\_\_ Date: \_\_\_\_\_

( ) Zoning Compliance Certificate Denied. Cause: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Enforcing Officer

H. Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. LAND DISTURBANCE EROSION CONTROL PERMIT TERMINATION (if applicable):

Minor: ( ) LETTER OF TERMINATION. Date: \_\_\_\_\_

Major: ( ) NOTICE OF TERMINATION. Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Enforcing Officer

J. Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_