



Madison County Government
Building & Zoning Department

Administrator Chris Doucleff
Madison County Administration Building
157 N. Main Street Suite 254 · Edwardsville, IL 62025-1964
Phone (618) 692-7040 ext. 4468
E-Mail zoning@co.madison.il.us

Kurt Prenzler, CPA
County Board Chairman

SITE DEVELOPMENT PERMIT APPLICATION

PROJECT INFORMATION

Submittal Date:
Project Name:
Project Address:
Parcel ID:
Project Size:
Start Date:

Office Use Only
Intake Clerk:
Fee Amount:
Cash: Check:
Credit Card:
File No:

A site development permit is required when (1) any new development/redevelopment that contains ten thousand (10,000) square feet or more of impervious surface, (2) any clearing, grading, stripping, excavation, fill, or any combination thereof that affects an area of ten thousand (10,000) square feet or more or exceeds one hundred (100) cubic yards, (3) land disturbance within twenty-five (25) feet of a river, lake, pond, stream, sinkhole, or wetland, (4) or land disturbance on the sloping side of the slope disturbance line as per the Madison County Stormwater Ordinance, Chapter 114 of the Madison County Code of Ordinances.

Does the project involve new structures, additions, or renovations? YES NO

Does the project involve new pavement or impervious surfaces? YES NO

Has a zoning petition or subdivision plat been submitted for the property? YES NO

Does the project affect street right-of-way or improvements? YES NO

Does the project include new drainage facilities? YES NO

Will materials be hauled-off or hauled-onto the site? YES NO

Is the project within the floodplain? YES NO

Is the project located near a stream or wetland? YES NO

Is the project greater than one (1) acre? YES NO

If greater than one (1) acre, has a NPDES permit been issued? YES NO

Is there evidence that significant archaeological artifacts are on the site? YES NO

CONTACT INFORMATION

Property Owner: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-mail: _____

Contractor / Developer: _____ Contact Name: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-mail: _____

Project Engineer: _____ Contact Name: _____

Address: _____ Telephone # _____

Fax # _____ Cell # _____ E-mail: _____

PLANS AND SUBMITTALS

- Application Fee is \$200.00, payable to Madison County Building & Zoning
- Attach a location map showing project limits.
- Provide a site plan signed and sealed by a professional engineer as per the Stormwater Ordinance.
- If the applicant is not the owner, provide a signed agreement for contractual services or a signed statement from the owner.
- If the property is under contract, provide a copy of the sale contract.
- If materials are being hauled-off or hauled-onto the site, indicate the location and provide accompanying permits.
- If a NPDES permit is required, provide a copy of the SWPP plan and the permit.
- If other permit by IEPA, IDNR, USACE, municipality, or township is required, provide a copy of applicable permits.
- Minor changes to the approved plan may be reviewed and approved on-site by the site inspector as a field change. Substantive changes require additional plan review and may only be approved by the Building & Zoning Administrator.

INSPECTIONS

The contractor is required to call the site inspector prior to the start and upon completion of the project for inspection. A copy of the permit card and the stamped approved plan are required to be on-site by the contractor during all construction activity.

The site inspector will inspect a minimum of once a week and after each event to ensure that improvements are installed according to plan and to ensure that erosion and sediment control measures are in place and intact until the project is closed-out.

CLOSE-OUT

The project will remain open until the project engineer provides a signed and sealed letter that the improvements identified on the plans have been carried out. An "as-built" survey of all improvements shall be prepared by a licensed surveyor and shall be included with the certification for approval. Madison County will perform a final inspection of the property once the above documentation has been submitted.

DAMAGES

The applicant is required to take immediate action for any damages caused by construction activities on adjoining properties or downstream stormwater facilities, including but not limited to, cleaning, repairing, or replacing said facilities. In such event, the applicant is required to contact the property owner and the site inspector upon said damages.

The applicant is required to repair damages to the roadway, curbs and gutters, sidewalks, natural amenities, and/or public drainage facilities.

PENALTIES

Failure to abide by the permit requirements or adhere to the Madison County Code of Ordinances will result in a violation notice and the matter will be forwarded to the Adjudication Officer for review and assessment of any applicable fine. All parties, including the property owner, contractor, and project engineer (if applicable) will put on notice.

AUTHORIZED SIGNATURE

By signing this application, the applicant takes responsibility for all construction activities, any damages caused by these activities, and adherence to the Madison County Code of Ordinances.

Print Name: _____

Signature: _____ Date: _____

A signed copy of this application, a permit card, and, if applicable, a stamped approved copy of the plan. A copy of these items will be kept on file with the Madison County Building & Zoning Department.

For Office Use Only

Review Date: _____ Permit Issuance Date: _____

Reviewer Signature: _____ Assigned Site Inspector: _____

Building & Zoning Administrator Signature: _____

