

**LAKE PETERSBURG ASSOCIATION**  
17754 North Shore Drive  
Petersburg, IL 62675  
[Lakeoffice@lakepetersburg.org](mailto:Lakeoffice@lakepetersburg.org) 217-632-7492

**BUILDING PERMIT APPLICATION  
FOR  
NEW CONSTRUCTION OR CHANGE IN FOOTPRINT**

**FEES:**

- All new construction or change in footprint including new building, addition to existing building, sheds with foundations, and garages:
  - Base Fee: \$100 non-refundable
  - Member will pay all Professional Review and Inspection Fees incurred by LPA authorized person/entity.
  - Deposit to cover Professional Review and Inspection Fees: \$1,400\* (Additional fees may be due depending on the actual number of inspections and the time required to complete each inspection. The complexity of the project, changes made to plans after approval of building permit, violations discovered during inspections resulting in remediation being required, etc. can result in increased inspection and review fees.)  
TOTAL FEE TO BE SUBMITTED WITH APPLICATION: \$1,500
  
- Sheds without foundations, Decks and Dog Runs are changes in footprint but these structures should not require as many inspections so the deposit is less:
  - Base Fee: \$100 non-refundable
  - Member will pay all Professional Review and Inspection Fees incurred by LPA authorized person/entity.
  - Deposit to cover professional review and inspection fees: \$150\* (Additional fees may be due depending on the actual number of inspections and the time required to complete each inspection. The complexity of the project, changes made to plans after approval of building permit, violations discovered during inspections resulting in remediation being required, etc. can result in increased inspection and review fees. If it is determined during the review process that more inspections will be needed, then the deposit will be increased to meet the anticipated cost before the permit will be approved.)  
TOTAL FEE TO BE SUBMITTED WITH APPLICATION: \$250

***\*Any funds remaining from deposit for review and inspection fees will be returned to Member within 15 days after passing final inspection. Any costs incurred by LPA in excess of deposit for reviews and inspections, will be paid by Member to LPA within 15 days of Member receiving invoice for such fees.***

**REQUIREMENTS:**

1. No review or processing of any application will be conducted until complete plans (drawn to scale), specifications and other necessary information and fees have been submitted and survey completed with a plat drawn to scale with the required items as described below indicated on it. Survey and plat must be completed by a State of Illinois licensed professional land surveyor. The survey requirement may be waived by the Building Permits Committee Chair and the Board if and only if the proposed structure is a small,

simple addition to the footprint and it is obvious that the setback and footprint requirements will be met.

2. Plat must be drawn to scale clearly indicating:
  - a. Lot lines and shore line including dimensions.
  - b. Location of all existing structure(s) including dimensions, square footage and distance to lot lines.
  - c. Location of proposed structure(s) including dimensions, square footage and distance to lot lines.
  - d. Location of driveway, parking areas, patios, pools, fire pits, retaining walls, etc. including dimensions, square footage and distance to lot lines.
  - e. North indicator
  - f. Each plat must include a signed affidavit from members' architect and/or contractor stating that the plat was created to conform to current LPA building rules and regulations.
3. Applicants must complete every part of this form, unless special directions Indicate otherwise. Blanks will delay processing of your application and issuance of your permit.
4. Place an "X" or a check mark in spaces where you are not making a response.
5. Specific questions or problems can be addressed with the LPA Building Permits Committee Chair.
6. Attach additional pages where necessary to provide complete information.
7. The Member or his designee will be required to stake the lot lines as determined by a State of Illinois licensed professional land surveyor. The proposed building will also need to be staked by the Member or his designee at various times in the building permit approval and building process as deemed necessary by LPA reviewing agent.
8. All permits involving a change in footprint will be reviewed at the Member's expense by an LPA authorized professional such as an architect to ensure that all appropriate codes are being followed and any appropriate variances have been secured.
9. Once a Building Permit has been approved a building permit must also be obtained from the Menard County Zoning Office if applicable.

#### **TYPICAL REVIEW AND INSPECTION SCHEDULE:**

- Review of initial plans and application
- Inspect after stake-out but prior to excavation
- Inspect after footings and foundation walls are poured/laid
- Inspect after framing is complete
- Inspect upon final completion

CONTACT INFORMATION

Date \_\_\_\_\_

PROJECT  
ADDRESS \_\_\_\_\_

Parcel # \_\_\_\_\_

Lot(s) # \_\_\_\_\_

OWNER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**EROSION CONTROL PLAN:** At a minimum, install a silt fence between any area to be excavated, and the lake. The bottom edge of the silt fence will be placed in a trench at least 6 inches deep and then the bottom of the silt fence will be buried in the trench by back filling the trench.  
Initial \_\_\_\_\_

**NO BURNING CONSTRUCTION / DEMOLITION DEBRIS  
(THIS IS AGAINST STATE LAW REGULATIONS)**  
Initial \_\_\_\_\_

**NO DUMPING DIRT OR ANY OTHER MATTER ON ANY LPA PROPERTY WITHOUT  
PERMISSION AND PAYMENT OF APPLICABLE FEES**  
Initial \_\_\_\_\_

**NO DUMPING DIRT OR ANY OTHER MATTER INTO LAKE**  
Initial \_\_\_\_\_

**IF ANY CONTRACTOR NEEDS TO USE THE BOAT RAMP, A CONTRACTOR'S SPECIAL  
EQUIPMENT BOAT RAMP ACCESS PERMIT APPLICATION WILL BE COMPLETED**  
Initial \_\_\_\_\_

OFFICE USE ONLY

Building Permit No. \_\_\_\_\_ Amount paid \_\_\_\_\_

Date Issued \_\_\_\_\_ Date paid \_\_\_\_\_ Collected by \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Date Building Permit denied & Comments: \_\_\_\_\_

## CONTRACTORS

Architect \_\_\_\_\_

General Contractor \_\_\_\_\_

Electrical \_\_\_\_\_

Plumbing \_\_\_\_\_

License Number (required): \_\_\_\_\_

Mechanical \_\_\_\_\_

Excavation \_\_\_\_\_

Roofer \_\_\_\_\_

Sewer **Henson Robinson/Petersburg Plumbing and Excavating\***

Other \_\_\_\_\_

\*HR/PPE is the ONLY LPA authorized entity to access LPA sewer system. They will need written authorization from LPA prior to providing sewer hookup

Initial \_\_\_\_\_

### TYPE OF CONSTRUCTION PROPOSED:

(Please give detailed Description of Project)

New building \_\_\_\_\_

Addition to existing building \_\_\_\_\_

Garage \_\_\_\_\_

Shed \_\_\_\_\_

Dog Run \_\_\_\_\_

Deck \_\_\_\_\_

Other \_\_\_\_\_

### LOT INFORMATION\*

Please list as you are facing the lake:

Shoreline length in feet \_\_\_\_\_

Road side length in feet \_\_\_\_\_

Right side length in feet \_\_\_\_\_

Left side length in feet \_\_\_\_\_

TOTAL SQUARE FEET OF LOT: \_\_\_\_\_

Septic Tank Abandoned :            YES                            NO

\*Needs to be staked on site and provided in writing by a State of Illinois licensed professional land surveyor.

\*Any portion of the original lot that has eroded will NOT be included in the lot size. The shoreline is defined as the point at which the land meets the water when the water level of the lake is at full pool.

\*Setback distance is not measured from the foundation but from the outer most point of the structure including gutters and decks.

### FOOTPRINT AND STRUCTURE INFORMATION

Square footage of existing structure(s) footprint \_\_\_\_\_

Square footage of proposed structure(s) footprint \_\_\_\_\_

TOTAL SQ FEET OF EXISTING & PROPOSED STUCTURE(S) FOOTPRINT \_\_\_\_\_

TOTAL FOOTPRINT AS % OF LOT \_\_\_\_\_

(Footprint shall not exceed 25% of the square foot area of the building site.)

HEIGHT OF PROPOSED STRUCTURE \_\_\_\_\_

(Maximum height of any roof shall be no more than 30 feet measured from the street side grade to the highest point of the roof.)

LAKE SIDE SETBACK IN FEET: \_\_\_\_\_

(Minimum setback requirement is 30% of lot center line from the existing water's edge).

STREET SIDE SETBACK IN FEET: \_\_\_\_\_

(Minimum setback requirement is 8' from lot line.)

SIDE SETBACK IN FEET: \_\_\_\_\_ SIDE SETBACK IN FEET: \_\_\_\_\_

(Minimum setback requirement is 6' from lot line.)

## PROJECT DRAWING

All drawings must 1) have a north indicator, 2) be to scale and 3) easily interpreted by LPA professional (most likely architect). Please attach drawing which show:

1. All lot lines and their length
2. Streets and shoreline
3. Any existing structure(s)
4. Proposed structure(s) with dimensions and distances from lot lines and any existing structures
5. Elevations from front, rear and sides
6. Height of structure(s) (existing and proposed) from street level grade on the street side elevation
7. Location of driveway, parking areas, patios, pools, fire pits, retaining walls, culverts, ditches, swales, etc.
8. Existing and proposed subsurface drain tiles, sump lines and down spouts

## PLANS

Please attach details of your plan to address the following as referred to in section 8.2 of LPA Rules and Regulations:

1. Erosion Control
2. Drainage Control
3. Impact Control

## CONSTRUCTION MATERIALS

Please attach a list of all materials that will be utilized for the exterior of the structure as well as material composition of driveways, parking areas and culverts.

## **CERTIFICATION**

I hereby certify that I have read and examined this application and answers to the questions are true and complete. I agree to perform said work and/or construct said building/structure as described in the foregoing application and in accordance with the plan and specifications submitted. It is understood that the permit does not provide for the erection or installation of anything extending below, into or above any public thoroughfare.

**Initial** \_\_\_\_\_

I further certify that no work or installation has been or will be performed prior to the issuance of said permit and that all work will be performed to comply with all Federal, State, County and Lake Petersburg rules, regulations, ordinances and Building Codes whether specified in this application and accompanying plans and specifications or not and that no violations now exist on this property. It is understood that any construction activity prior to issuance of the permit will subject me to a double rate permit.

**Initial** \_\_\_\_\_

In addition, I acknowledge that sewer lines are located throughout Lake Petersburg and that one or more of these lines might be located on the property that I have leased. I further agree to be financially responsible and follow all Lake Petersburg Association (LPA) rules and regulations if I with LPA written consent choose to move any such sewer lines on my leased property to accommodate my building plans. Furthermore, I agree to contact LPA if there are any issues with the sewer. I realize and accept that LPA is not financially responsible for moving any sewer line to accommodate my requests or for any sewer work LPA did not authorize in writing. If LPA consents to the moving of such sewer line, in consideration of such consent I hereby release, relinquish, indemnify, and hold harmless LPA, its directors, officers, employees and agents from any and all claims or causes of action arising as a result of my moving said sewer line. It is further understood that lessee shall determine the location of all sewer lines, provided that such has been consented to by the Lake Petersburg Association. I acknowledge that Henson Robinson/Petersburg Plumbing and Excavating are the only LPA authorized entity to address sewer issues.

**Initial** \_\_\_\_\_

I agree to be bound by the terms of the LPA Rules and Regulations.

**Initial** \_\_\_\_\_

If any dispute arises between LPA and the applicant during the construction process, I will agree to temporarily halt construction until the issue is resolved satisfactorily between LPA and me. I agree to cooperate with LPA and provide access to the property for inspections with regard to any item(s) in this application.

**Initial** \_\_\_\_\_

I understand that the Building Permit, herein applied for, becomes null and void if work or construction is not commenced within 90 days after the date of issuance, or if construction or work is suspended or abandoned for a period, exceeding 90 days at any time after work has begun. And the permit shall expire one year from date of issue.

**Initial** \_\_\_\_\_

The total estimated cost of ALL the proposed construction will be \$\_\_\_\_\_

*Applicant signature* \_\_\_\_\_ *Application date* \_\_\_\_\_

*Applicant Name Printed* \_\_\_\_\_

*Applicant mailing address* \_\_\_\_\_ *Phone #* \_\_\_\_\_