



**III. SELECTED CHARACTERISTICS OF BUILDING**

(For new buildings and additions, complete Parts F-N; for demolition, complete only Part K, for all others skip to IV.)

<b>F. Principal Type of Frame</b>		<b>G. Principal Type of Heating Fuel</b>		<b>H. Type of Sewage Disposal</b>	
	Masonry (wall bearing)		Gas		Public or private company
	Wood frame		Oil		Private (septic tank, etc.)
	Structural steel		Electricity		
	Reinforced concrete		Coal	<b>I. Type of Water Supply</b>	
	Other - Specify		Other - Specify		Public or private company
					Private (well, cistern)

<b>J. Vinyl Siding</b>	(Yes or No)	<b>Minimum thickness of siding must be .046 inch.</b>	
Will there be any vinyl siding used?		If yes, what is the thickness of the vinyl siding?	inch

<b>K. Type of Mechanical - (Yes or No)</b>			
Will there be central air conditioning?		Will there be an elevator?	

<b>L. Dimensions</b>	
Number of stories:	
Total square feet of floor area, all floors, based on exterior dimensions (including garage and decks)	
Total land area – square feet	

<b>M. Number of Off-Street Parking Spaces</b>	
Enclosed:	
Outdoors:	

<b>N. Residential Buildings Only</b>	
Number of bedrooms:	
Number of bathrooms:	Full - Partial -

**IV. IDENTIFICATION: (ITEMS BELOW MUST BE COMPLETED BY APPLICANT – N/A IF NOT APPLICABLE)**

<b>Name</b>	<b>Phone #</b>	<b>Mailing address – Number, street, city, state &amp; zip code</b>
<b>Owner:</b>		

<b>Contractor:</b>		
<b>License #:</b>		

<b>Architect/Engineer:</b>		
<b>License #:</b>		

<b>Roofing:</b>		
<b>License #:</b>		

<b>Plumbing:</b>		
<b>License #:</b>		

<b>Electric:</b>		
<b>Registration #:</b>		

**V. ADDITIONAL PERMITS REQUIRED FOR OTHER JURISDICTION APPROVAL**

Permit or Approval	Check	Date Obtained	No.	By	Permit or Approval	Check	Date Obtained	No.	By
Boiler					Grading				
Curb or Sidewalk Cut					Water				
Elevator					Sewer				
Furnace					Street Grades				
Other -					Other -				

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
**Applicant Signature (mandatory)**

\_\_\_\_\_  
**Date**

**(DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY)**

**VALIDATION:**

<i>Building Permit Issued:</i>	
<i>Building Permit Fee:</i>	\$
<i>Certificate of Occupancy:</i>	\$
<i>Drain Tile:</i>	\$
<i>Plan Review Fee:</i>	\$

<i>For Department Use Only</i>	
<i>Use Group:</i>	
<i>Fire Rating:</i>	
<i>Live Loading:</i>	
<i>Occupancy Load:</i>	

**Approved by:** \_\_\_\_\_

**Title:**                *Building Inspector*    

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

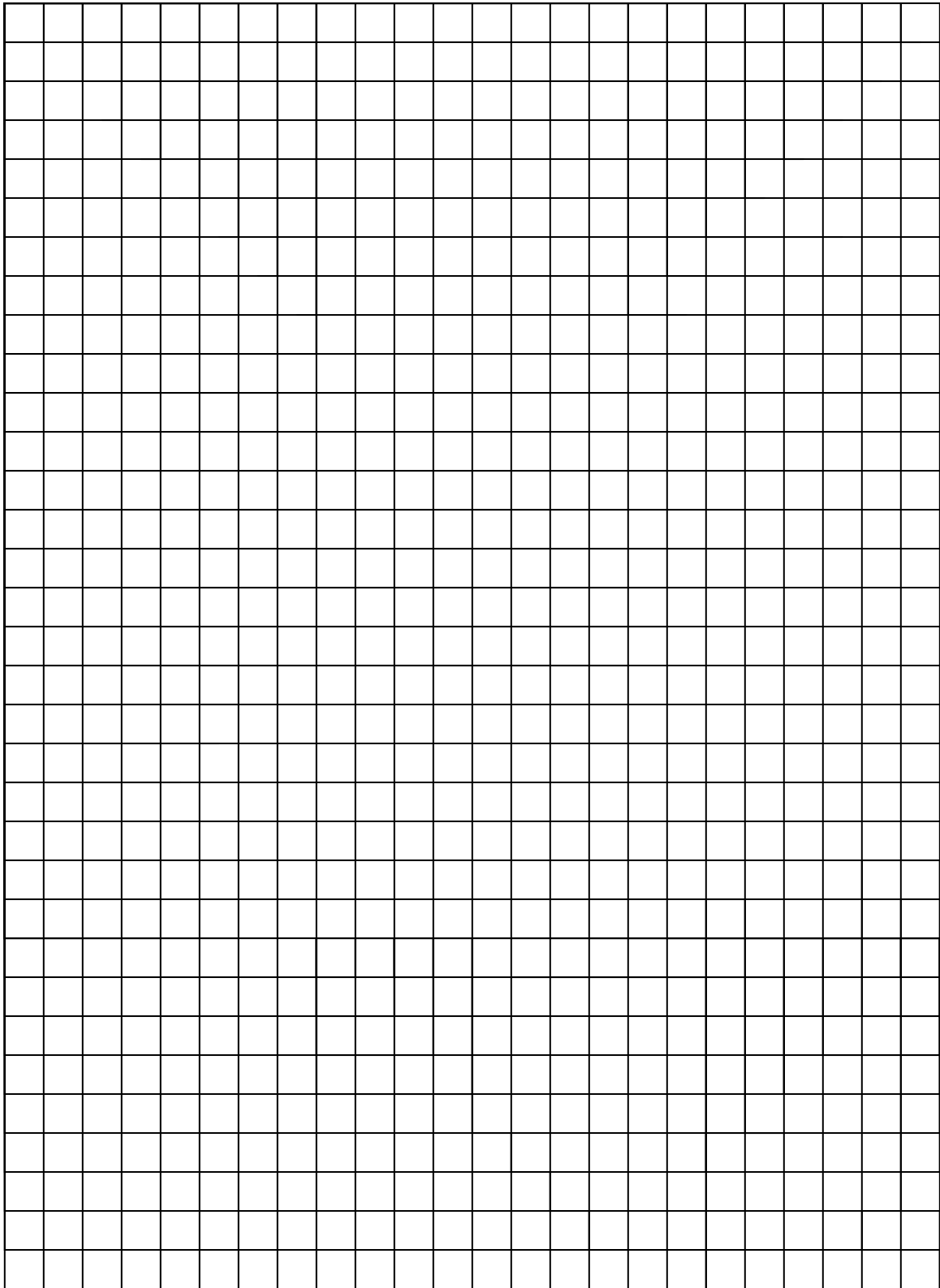
**ZONING PLAN EXAMINERS NOTES:**

<i>District:</i>
<i>Use:</i>
<i>Front Yard:</i>
<i>Side Yard:</i>
<i>Side Yard:</i>
<i>Rear Yard:</i>
<i>Notes:</i>

**SITE PLAN REQUIRED**

All applications must include a site plan that indicates all setback measurements, sides, back, and front. Also, include distances from other structures, location of other structures and distance of those structures from property line and from new construction, as well as the square footage of any buildings already constructed on the property. All easements must be indicated on the site plan.

**N**



SEP 17 2018

**CITY OF COLUMBIA, ILLINOIS  
ORDINANCE NO. 3427**

  
City Clerk

**AN ORDINANCE AMENDING SECTION 15.04 “BUILDING PERMITS” OF THE CITY  
OF COLUMBIA MUNICIPAL CODE TO INCORPORATE BUILDING PERMIT SITE  
PLAN REQUIREMENTS**

**WHEREAS**, the City Council of the City of Columbia (“City Council”) previously adopted Section 15.04 “Building Permits” of the City of Columbia Municipal Code (“City Code”), addressing building permit requirements within the City of Columbia (“City”); and

**WHEREAS**, the City Council believes it is in the best interest of the City, and now desires to amend Section 15.04 “Building Permits” of the City Code to incorporate Section 15.04.032 “Site Plan Requirements” for the issuance of building permits;

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of Columbia, Illinois, as follows:

**Section 1.** That the preceding recitals in the upper part of this ordinance are realleged, restated and adopted as paragraph one (“1”) of this Ordinance.

**Section 2.** That Section 15.04 “Building Permits” of the City Code shall be amended to incorporate Section 15.04.032 “Site Plan Requirements” to read as follows:

**Section 15.04.032  
Site Plan Requirements**

**A. Statement of Purpose.** It is the purpose of this section to regulate the safe, orderly and attractive development, including but not limited to all residential, commercial, and industrial land uses within the city; to preserve and enhance property values, to preserve adequate space for pedestrian, bicycle, and vehicular traffic, including transportation facilities usually associated with such uses; to provide for effective transportation without congestion or hazards; and to provide for effective storm water management and control. It is also the purpose of this section to assure that public utilities and services are provided in a safe and healthful manner and are consistent with any and all applicable regulations and standards. It is the further purpose of the section to recognize, in the planning for and of specific land uses, the densities and uses of adjacent land and the health, safety, morals, appearance and general welfare of the community. In order to achieve the aforementioned objectives, and to encourage creative economic development, certain modifications to these requirements may be permitted the City Council, after seeking the recommendation of the City’s Plan Commission and/or Zoning Board of Appeals.

**B. Applicability.** Any person, corporation, firm or other organization or association making application for a permit issued by the Building Official or designee, shall submit to the Office of the City Clerk, who will distribute to appropriate departments for review and approval, a site plan prepared by a registered architect, registered professional engineer or a licensed land surveyor licensed in the state to practice as such. The City may accept a preliminary plat as a substitute for the site plan required hereunder.

**C. Submittals.** Site plans shall be drawn on a sheet or sheets not to exceed 24 x 36 inches. Said site plan shall also be provided electronically in a format deemed to be acceptable by the City (.pdf file extension preferred). In addition to all requirements contained herein, if the site plan is required to be drawn by a licensed professional engineer, architect, or surveyor, the plans must include the name, firm name, address, and seal of said professional

**D. Minor Changes.** Minor changes to a site plan shall be permitted only after approval of such changes by the Building Official or designee. Request for approval of minor changes shall be made in writing. A new site plan reflecting said changes may be required at the discretion of the Building Official or designee. The Building Official or designee shall approve all minor changes within a reasonable time frame not to exceed 10 business days. Minor changes shall be limited to building footprint or height changes that vary by no more than ten percent (10%) in any one direction.

**E. Major Changes.** Major changes to a site plan shall be permitted only upon submittal of a new site plan. If site plan consists of multiple pages, all pages affected by the major changes must be revised and submitted. If said site plan required a public hearing prior to approval, a public hearing shall be required prior to approval of any major changes. After fifteen (15) days notice is given, a public hearing shall be held before the plan commission and forwarded to the City Council for their approval. Major changes shall include: new buildings, omission of buildings, or reorganization of buildings on the site.

**F. Accessory Structures.**

1. The following information shall be shown on the site plan:
  - (a) Location map, north arrow, graphic plan scale.
  - (b) Zoning district, subdivision name, lot number, and parcel number.
  - (c) Name, address, and telephone number of the person or firm submitting the plan and the person or firm who desires the review comments forwarded to them.
  - (d) Actual shape, location, and dimensions, and distance of the lot drawn.
  - (e) Location and identification of all existing and proposed easements.

- (f) Location of any and all stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, wetlands, sanitary sewage treatment or septic fields.
- (g) Proposed building line and setback requirements for the district in which the property is located.
- (h) Shape, size, and location of all buildings or other structures to be erected, altered, or moved, and of any existing building or structure. The distance to property lines and other structures on the lot shall also be indicated.
- (i) Location of existing and proposed utilities, including service lines and connections.

2. If the subject property includes stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, floodplains, wetlands, sanitary sewage treatment and/or septic fields, a professional engineer or surveyor shall sign and seal site plans and perform field layouts for accessory structures.

#### **G. Single-Family Dwellings.**

1. The following information shall be shown on the site plan:
  - (a) All information listed in Section 15.04.32.F.1.
  - (b) Existing and proposed contour lines or elevations based on mean sea level datum at vertical intervals of not more than two (2) feet, including established street grades at the foundation walls of all new structures shall be required if any portion of the subject property is identified as being in a floodplain, floodway, or wetland.
  - (c) Elevation of top of foundation of primary structure, finish floor of garage, finish floor of basement and lowest foundation opening where applicable.
  - (d) Location of any and all of the following features on the property: stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, wetlands, sanitary sewage treatment or septic fields.
  - (e) Location of existing and proposed sidewalks.
  - (f) Driveway location, width, and proposed grade (if more than 12% slope).
  - (g) Professional seals affixed to every sheet in a set of documents in accordance with the standards of the Illinois.

2. A professional engineer or surveyor shall perform field layouts for all single-family residential structures.
3. The Building Official or designee may require additional soil testing and documentation if it is determined that the foundation is not placed on virgin soil.
4. The applicant shall provide a slope stability analysis conducted by a professional engineer upon request of the Building Official or designee if the subject property has excessive slope (generally greater than 3 to 1).
5. The Building Official or designee may impose equivalent requirements for additions to single-family dwellings if:
  - (a) The City has no site plan on file for the subject property; or
  - (b) Substantial site modifications or environmental changes have rendered the original site plan obsolete.

#### **H. Multi-Family Dwellings, Non-Residential Buildings, Planned Developments, and other Development**

1. The following information shall be shown on the site plan:
  - (a) All information listed in Section 15.04.32.G.1.
  - (b) Off-street parking spaces, required and proposed, including the number, size, and location of those designated as accessible spaces, width of all interior drive aisles, and degree of angle for individual spaces, if applicable.
  - (c) Location of refuse disposal areas, including dumpster enclosures and grease traps.
  - (d) Location of existing and proposed utilities, including service lines and connections, as well as mains and distribution lines.
  - (e) Location and size of existing and proposed freestanding signs.
  - (f) Site lighting plan which clearly shows no spillover onto adjacent properties or right-of-way.
  - (g) Site landscaping plan, including name and size of existing and proposed plant material.
  - (h) Location of any and all of the following features on the property: stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, and wetlands.



- (i) Dimensions of existing and proposed roadway pavement and right-of-way width for streets abutting the site.

2. The Building Official or designee may request additional information to be placed on the site plan beyond the requirements listed above or may request preparation of a complete set of improvement plans. Improvement plans shall conform to the City of Columbia's standards regarding the preparation of improvement plans found in the City Subdivision Code.

**I. Waiver of Site Plan Requirements.** The Building Official or designee may waive in writing any site plan requirement contained herein determined unnecessary for review and approval of a specific building permit application.

**Section 3.** This Ordinance shall be in full force and effect immediately upon passage as provided by law.

Alderman Agne moved the adoption of the above and foregoing Ordinance; the motion was seconded by Alderman Niemietz, and the roll call vote was as follows:

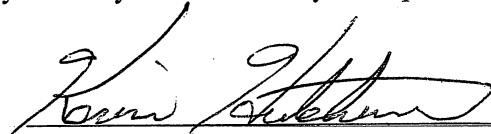
YEAS: Aldermen Ebersohl, Agne, Niemietz, Roessler, Huch, Reis, Holtkamp, and Martens.

NAYS: None.

ABSTENTIONS: None.

ABSENT: None.

**PASSED** by the City Council and **APPROVED** by the Mayor this 17th day of September, 2018.

  
\_\_\_\_\_  
KEVIN B. HUTCHINSON, Mayor

ATTEST:

  
\_\_\_\_\_  
WESLEY J. HOEFKEN, City Clerk

(SEAL)