

## WOODFORD COUNTY ZONING DEPARTMENT

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Office Hours: Monday - Friday, 8 am to 5 pm

### **Some frequently asked questions regarding zoning & planning:**

***NOTE: The following information applies only to properties in the unincorporated portion of Woodford County. If you own property within a city or village please contact your local jurisdiction for permitting regulations.***

#### **Q: When do I need a zoning permit?**

A: No building or other structure shall be erected, constructed, reconstructed, altered, converted, removed, added to, used or the use therein changed unless and until a zoning permit is obtained from the Zoning Administrator. The permit requirements shall apply to all permanent, temporary and movable buildings, structures, signs or uses, unless exempted in the Zoning Ordinance. No zoning permit shall be issued by the Zoning Administrator except in conformity.

Examples of projects that permits are issued for include, but are not limited to: sheds, fences, decks, additions, garages, pools, pole barns and porches. A structure is anything constructed or erected or otherwise the use of which requires a location on a parcel of land. This includes a fixed or movable building which can be used either temporarily or permanently. If you are not sure if you need a permit, please call the Zoning Department at 309-467-3023.

#### **Q: Where are permits issued and how do I obtain a permit?**

A: The Zoning office is located on the first floor of the Woodford County Courthouse and is open Monday through Friday from 8 am to 5 pm. You may stop in and fill out an application during these times. Information needed to process the permit includes dimensions of the structure, location, use, construction cost and elevation drawing or picture similar to appearance of proposed structure. Single Family Dwelling Requirements are located under "Zoning Resources" on the County website or contact the office for more information.

#### **Q: What is the zoning permit application process?**

A: It depends on what your zoning permit is for. Typically, we can process an application that day if we have the elevation drawing, location, use, dimensions and construction cost of the structure. Zoning permits for dwellings cannot be processed until a septic permit and soil erosion permit is acquired.

**Q: How much does a permit cost?**

A: The Fee Schedule is located under "Zoning Resources" on the County website or contact the office for more information.

**Q: What are some of the items that I do not need a permit for?**

A: Replacement of siding, installation of additional roll or batt insulation, replacement of rain gutter, any interior or exterior painting, wallpapering, tiling, carpeting, flooring, cabinets, counter tops and similar finish work.

**Q: Do I need a permit to replace my roof shingles?**

A : No, as long as you do not change the structural value or dimension of your home.

**Q: Do I need a permit for the installation and/or replacement of a window, door, garage door, storm window or storm door?**

A: No, if the dimensions of the structure are not altered.

**Q: Do I need a permit to install a porch or deck?**

A: Yes, you need a zoning permit if the deck or porch is being installed or replaced.

**Q: Do I need a permit for a driveway, landscape/retaining wall or sidewalk?**

A: No.

**Q: Do I need a permit for a fence?**

A: Yes, if the fence is over four feet in height and/or more than 50% solid. Front yard fences may not be more than 48 inches tall and must be at least 50% open. No fencing may encroach into the right-of-way.

**Q: Do I need a permit for a swimming pool?**

A: Yes - if your swimming pool is defined as a man-made rigid or semi-rigid structure for water, whether intended for indoor or outdoor use, having a depth at any point greater than two (2) feet and with a water surface area exceeding 125 square feet, which is used or intended to be used for swimming, wading, bathing, immersion, or partial immersion of human beings and which is constructed, installed and maintained inground.

**Q: Am I required to have a fence around my pool?**

A: The Woodford County Zoning Department does not have any regulations requiring fencing for either inground or above ground pools.

**Q: What is the Zoning Board of Appeals?**

A: The Zoning Board of Appeals is a panel of 5 individuals from Woodford County appointed by the County Board Chairman and confirmed by the Woodford County Board. It is their job to review zoning ordinance appeals and decide issues of variances and forward recommendations of approval/denial for special uses, map amendments and text amendments to the County Board.