



City of Highland

Department of Community Development
Building & Zoning Division

REF: FENCES /SHEDS/DRIVEWAYS/OUTSIDE STORAGE OF VEHICLES, BOATS, RV'S etc

Dear Homeowner;

The City of Highland Building & Zoning Division requires completion and submittal of a Zoning Compliance Document form for fences, sheds less than 200 sq. ft., driveways and outside storage of vehicles, boats, RV's, etc. There is no charge and it assures the proper placement of the structure. We recommend having the utilities located through the J.U.L.I.E., a one call system, so that you may be made aware of any utilities that may be in the area of placement. That phone number is 1-800-892-0123 and there is no charge for this service.

- Fences may be placed in the easement and right up to the property line, although we recommend remaining at least one foot off the property line for maintenance purposes. Should the fence be placed in an easement the City has the right, if needed, to remove the fence and not replace it. Fences on corner lots must stay a minimum of 30' from the intersection and stay off the City Right-of-Way (usually 9'), unless council permission is granted in writing to place the fence on the Right-of Way.
- Sheds are not allowed in easements and must meet all setback requirements as specified in the Zoning Code.
- Driveways and outside storage of vehicles, boats, RV's etc must be a minimum of 3' from the property line

The Zoning Code may be found on the city's website at www.highlandil.gov . Go to quick find and click on the link to Highland Municipal Code of Ordinances, then click on Muni Code Chapter 90 for the Zoning Code.

Please fill out the enclosed form, make a sketch of the proposed layout of the structure, and return it to Department of Community Development, Building & Zoning Division PO Box 218 Highland IL 62249.

If you have any questions please contact this office at 654-7115

Sincerely,
Building & Zoning Division
City of Highland

ZONING COMPLIANCE DOCUMENT

Name: _____ Date: _____

Address: _____ Phone: _____

Type of Improvement: _____

Requirements:

1. Compliance with all Rules and Regulations of the City of Highland
2. Sketch of proposed improvements, including size and distance from property lines, other structures, bodies of water, etc.
3. Completed Zoning Compliance Document
4. J.U.L.I.E. locate done for utilities that may be in the area of placement.
1-800-892-0123 (suggested)

Certification

I hereby certify that I am the owner of record of the named property, or that the owner of record authorizes the proposed work, and that I have written authorization from the owner to make this application as his/her agent. I agree to conform to all applicable laws of this jurisdiction. In addition, I certify that the Code Official or the Code Official's authorized representative shall have the authority to enter areas covered by this document at any reasonable hour to enforce the provisions of the Code(s).

Signature of Owner/Representative: _____

Official Use Only

Is the proposed work in a flood plain?	Y or N	Date Checked: _____
Does it meet the setback requirements?	Y or N	Date Checked: _____
Are the zoning requirements met?	Y or N	Date Checked: _____
Sketch provided of proposed work area?	Y or N	Date Checked: _____

Building Inspector: _____

(4/09)

SITE-PLAN

