



**COUNTY OF TAZEVELL**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
 11 South 4<sup>th</sup> Street, Room 400, Pekin, Illinois 61554  
 Phone: (309) 477-2235 Fax: (309) 477-2358 Email: [zoning@tazewell.com](mailto:zoning@tazewell.com)  
**Kristal Deininger, Community Development Administrator**

**TELECOMMUNICATIONS CARRIER FACILITY SUBMITTAL CHECKLIST**

The following checklist is aid in a thorough submittal process and shall be submitted with a Permit Application:

- Completed Telecommunications Carrier Facility Permit Application to include a Site Plan of the lot showing the new structure, setbacks from lot lines and between buildings, existing septic system and location of driveways, parking and landscaping areas. **Allow 14 business days for approval.**
- Completed Erosion & Sediment Control Permit (if project area is between 5,000 to 21,780 square feet) or an Erosion, Sediment and Stormwater Control Permit (if project area is greater than 21,780 square feet). Shall be approved prior to issuance of building permit.
- Completed Electrical Permit Application (if applicable).
- Completed 9-1-1 Address Application. (Required for all new towers, and existing towers that have yet been assigned an official 9-1-1 Address.
- 2 copies of a Site Plan of the lot showing the new structure, setbacks from lot lines and between buildings, existing septic system and location of driveways, parking and landscaping areas.
- 2 complete sets of architecturally sealed construction plans. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed; and show in detail that it will conform to the provisions of applicable codes, relevant law, ordinances and rules and regulations, as determined by the building official. All plans shall include all structural, and electrical. Applicant is responsible for knowing the current adopted building codes.
- An access permit or sign off is required from the appropriate road district (IDOT for State Highways, Tazewell County Highway Dept. for County Highways or Township Road Commissioner for Township Roads) (if applicable)
- For proposed facilities necessitating the erection of a new tower, compliance with the notice requirements for the State of Illinois.
- A non-refundable Fee is required at the time of filing the application. Cash or check only

**FEES Associated**

<b>Communication Facilities (Includes equipment buildings &amp; fencing)</b>	\$15.00 per vertical foot*
<b>Communication Facilities (Co-location)</b>	\$1,000.00* (may require electrical)
<b>Electrical Permits: (include electrical service upgrades and revisions)</b>	
<b>- up to 1,500 square feet</b>	\$50.00
<b>Erosion, Sediment Stormwater Permits:</b>	
<b>- 5,000 to 21,780 square feet</b>	\$200.00
<b>- more than 21,780 square feet</b>	\$75.00 per acre minimum \$450 and maximum \$3,000
<b>9-1-1 Addressing Application</b>	\$50.00

The following codes, with amendments, adopted by the County Tazewell Board are to be enforced solely for multi-family, commercial, industrial and institutional structures are as follows: International Building Code 2012; International Property Maintenance Code 2012; NFPA 70: National Electrical Code 2011 Edition; State of Illinois Plumbing Code Part 890 Illinois Administrative Code; International Mechanical Code 2012; International Fire Code 2012; Illinois Accessibility Act 1996; International Energy Conservation Code 2012



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**TELECOMMUNICATIONS CARRIER FACILITY BUILDING PERMIT APPLICATION**

PROPERTY OWNER NAME & ADDRESS

APPLICANT/ CONTRACTOR NAME & ADDRESS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**GENERAL INFORMATION:**

Construction Site Parcel ID Number: \_\_\_\_\_

Construction Site 911 Address: \_\_\_\_\_

\*Address must be applied for prior to issuance of any Building Permits

Construction Cost: \_\_\_\_\_ Zoning: \_\_\_\_\_ Parcel Size: \_\_\_\_\_

**TYPE OF PROPOSED TELECOMMUNICATIONS FACILITY:**

Colocation/Attached Antenna: <input type="checkbox"/> Yes <input type="checkbox"/> No	New Tower: <input type="checkbox"/> Yes <input type="checkbox"/> No	If new Tower is it: Monopole <input type="checkbox"/> Lattice <input type="checkbox"/> Guyed <input type="checkbox"/>
Tower Height: _____ ft.	Fencing Height: _____ ft.	Tower Setbacks: Front: Side: Rear
Accessory Building/Equipment: <input type="checkbox"/> Yes <input type="checkbox"/> No Note: such building shall be so designed to be compatible with the character of the area	Square Footage of Accessory Building: _____ x _____ = _____ ft.	Accessory Building/Equipment Setbacks: Front: Side: Rear
What is the Horizontal Separation Distance of the new tower, in feet, to the nearest principal residential structure: _____ ft.	Will there be removal of trees greater than 3" dia. at 3 feet above ground level: <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the facility face an existing residential use in a Residential Zoning District: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the landscaping plan attached? <input type="checkbox"/> Yes <input type="checkbox"/> No

**All information contained herein and or any accompanying documents are true and correct  
 If the scope of work is modified the Owner/Applicant shall contact the Community Development Department**

\_\_\_\_\_  
 Signature of Owner or Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Application Received By

**OFFICE USE ONLY:**

EL Permit #: \_\_\_\_\_ Building Permit #: \_\_\_\_\_ DATE OF ISSUANCE: \_\_\_\_\_ Fee of \$ \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ APPROVAL DATE: \_\_\_\_\_



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**Phone: (309) 477-2235 Fax: (309) 477-2358 Email: zoning@tazewell.com**

**Kristal Deininger, Community Development Administrator**

**APPLICATION FOR ELECTRICAL PERMIT**

**PERMIT # \_\_\_\_\_ - EL**

Address of Job \_\_\_\_\_

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

Owner/Tenant \_\_\_\_\_

Phone # \_\_\_\_\_

Owner/Tenant Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

Phone # \_\_\_\_\_

Contractor Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Total Square Feet of Area: \_\_\_\_\_ Describe the Scope of Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Temp Pole and Main Service Inspections:** Scheduled inspections are required.  
The Building Inspector will contact Ameren upon a PASSED inspection.

**Residential:**

- New  Existing
- Single Family  Two Family
- Temp Pole
- Add Wiring
- Remodel
- Service Replacement
- Meter Relocation
- HVAC

**Number of Amps:** \_\_\_\_\_

**Commercial:**

- New  Existing
- Phase 1  Phase 3
- Temp Pole
- Add Wiring
- Remodel
- Service Replacement
- Number of Amps:**
- 120/240  120/208  277/480

Other: \_\_\_\_\_

The undersigned does hereby agree to install above noted work in compliance with the laws of the State of Illinois and with the code of Tazewell County. The inspector will make all required inspections. It is the sole responsibility of the permit holder to call the inspector and make arrangements for required inspections.

**I understand that this permit is for only the undersigned party and is non-transferable. If a change in the contractor is needed, a new permit must be issued and charged a base fee. Any changes to the scope of work will be subject to additional fees. All stand alone permits will expire 180 days from the date of issuance.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor  Owner

**Fee Total \$** \_\_\_\_\_

**Building Permit #** \_\_\_\_\_

**COMMUNICATION FACILITIES CHECK LIST – NEW TOWERS**

The applicant for Permit # \_\_\_\_\_ hereby demonstrates compliance with the following restrictions of the Tazewell County Zoning Code:

- (1) Setbacks: No portion of a facility’s supporting structure or equipment housing shall be less than 15 feet from the front lot line of the facility lot or less than 10 feet from any other lot line. If the tower is placed on a leased portion of a larger lot, owned by someone other than the owner of the tower, setbacks shall be measured from the boundaries of such leased portion of the lot;
- (2) Lighting: Except with respect to lighting required by the FCC or FAA, all lighting shall be shielded so that no glare extends substantially beyond the boundaries of a facility;
- (3) Septics and Easements: All recorded easements and any existing septic fields shall be indicated on the site plan;
- (4) Fencing: A fence of at least eight (8) feet in height shall be required around the perimeter of the facility;
- (5) Exterior Materials and Color: If a facility is to be located adjacent to a residentially zoned lot the building should be designed with exterior material and colors that are reasonably compatible with the residential character of the area.
- (7) The height of the facility is not in excess of 200 feet and is proposed to be located within one and one-half miles of the corporate limits of any municipality with a population of 25,000 or more residents, or the height of the facility is not in excess of 350 feet and proposed to be located more than one and one-half miles from the corporate limits of any municipality with a population of 25,000 or more residents.
- (8) The horizontal separation distance to the nearest residential dwelling is not less than the height of the supporting structure; except that if the supporting structure exceeds 99 feet in height, the horizontal separation distance to the nearest principal residential building shall be at least 100 feet or 80% of the height of the supporting structure, whichever is greater.

Signed:

Date:

\_\_\_\_\_  
Applicant/Authorized Agent

\_\_\_\_\_

## NOTIFICATION CRITERIA FOR COMMUNICATION FACILITIES

In accordance with 55 ILCS 5/5-12001.1 the applicant hereby acknowledges that Written Notice of its intent to construct the facility has been given to the following: (To be performed 30 days prior to Building Permit Issuance)

1. Written Notice to State Representative for the District in which the subject facility is located;
2. Written Notice to State Senator for the District in which the subject facility is located;
3. Written Notice to all County Board Members for the District in which the subject facility is located;
4. All property owners notified within 250' of the parcel for the tower.

Applicant further demonstrates compliance with the Notice requirements by submitting certified mail receipts or equivalent mail service receipts at the same time that the applicant submits the Building Permit Application.

_____	_____
Applicant/Authorized Agent	Title
_____	_____
Date	

\*\*\* The Written Notice to the State Representative, State Senator and County Board shall contain:

1. Name, address and telephone number of the Company responsible for construction of the facility;
2. Name, address, telephone number of the governmental entity authorize to issue the building permit;
3. The location of the proposed facility

\*\*\* The Written Notice to adjoining property owners shall contain:

1. Name, address and telephone number of the Company responsible for construction of the facility;
2. The name, address, telephone number of the governmental entity authorized to issue the building permit;
3. A site plan and site map of sufficient specificity to indicate both the location of the parcel where the facility is to be constructed and the location of all telecommunication facilities within the parcel and the Property Index Number and common address of the parcel where the facility is to be located.

**\*\*\*NOTICE TO INDIVIDUALS REQUESTING 911 ADDRESS\*\*\*\***

*The Tazewell County Board understands the importance of efficient and orderly addressing for all properties in the unincorporated areas of Tazewell County. Therefore, the Tazewell County Department of Community Development has been authorized by the County Board to accept 911 addressing applications and fees for properties needing an address assignment.*

***Please note that the 911 Addressing Application and \$50.00 fee must be filed with the Tazewell County Community Development Department prior to issuance of the Building Permit. If the application is not completed in its entirety we will not be able to issue the Building Permit. Once the application is filed with the Tazewell County Department of Community Development there will be an approximate ten (10) day waiting period to receive your address.***

*Please complete the attached application in its entirety!!! Then return the application with the \$50.00 fee to the Tazewell County Department of Community Development. We will then Transmit all information to the Addressing Contractor who conducts the field work. Be sure to identify the driveway with stakes, this helps the addressing contractor to accurately identify the property.*

***\*\*PLEASE DISPLAY THE NEW 911 ADDRESS PROPERLY AND VISUALLY!!!! IF THE ADDRESS IS NOT VISUALLY DISPLAYED A CERTIFICATE OF COMPLIANCE WILL NOT BE ISSUED BY THIS OFFICE!!!***

*If you have any questions, please do not hesitate to contact the Community Development Office at (309) 477-2235. Thank-you for your cooperation regarding this matter!!*

*Kristal Deininger, Community Development Administrator*

**TAZEWELL COUNTY COMMUNITY DEVELOPMENT  
APPLICATION FOR STRUCTURE ADDRESS NUMBER IN  
UN-INCORPORATED TAZEWELL COUNTY  
(9-1-1/mail/utilities/all other purposes)**

**NAME OF STREET/ ROAD** \_\_\_\_\_

**TOWNSHIP** \_\_\_\_\_ **PARCEL I.D. #** \_\_\_\_\_

**SUBDIVISION** \_\_\_\_\_ **LOT #** \_\_\_\_\_

**NAME OF PROPERTY OWNER** \_\_\_\_\_

**PRIMARY USAGE** (residence, business, other) \_\_\_\_\_

**IF SPEC HOME NAME OF BUILDER** \_\_\_\_\_

**EXISTING ADDRESS NUMBER ON EACH SIDE OF THE PROPERTY TO BE  
ADDRESSED (if available)** \_\_\_\_\_ & \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_  
(DAY) (NIGHT)

*Return this application as quickly s possible. Utilities and agencies issuing permits or starting service require an address immediately. Addresses are assigned as quickly as possible, however Municipal Addressing Services, Inc. as ten (10) days to complete the work. The Contractor may call the applicant to ask that the intersection point of the driveway and public street be marked with flags or stakes.*

**THE BUILDING PERMIT FROM THE COMMUNITY DEVELOPMENT DEPARTMENT WILL NOT BE  
ISSUED UNTIL THE ADDRESS APPLICATION AND FEE HAS BEEN FILED WITH THE  
COMMUNITY DEVELOPMENT DEPARTMENT.**

**RETURN \$50.00 FEE WITH THIS APPLICATION  
PAYABLE TO TAZEWELL CO. COMMUNITY DEVELOPMENT DEPT.**

\*\*\*\*\*The addressing assignment is conducted by Municipal Addressing Services, Inc. a contractor authorized by the Tazewell County Board. \*\*\*\*\*

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**\*\*FOR COMMUNITY DEVELOPEMENT OFFICE USE ONLY:** **APPLICATION NO.** \_\_\_\_\_

**DATE APPLICATION RECEIVED:** \_\_\_\_\_ **FEE PAID:** \_\_\_\_\_

**DATE FORM TRANSMITTED TO CONTRACTOR:** \_\_\_\_\_

**\*\*FOR MUNICIPAL ADDRESSING USE ONLY:** **DATE ASSIGNED:** \_\_\_\_\_

**ADDRESS ASSIGNED BY CONTRACTOR:** \_\_\_\_\_

**ESN** \_\_\_\_\_ **Police/TCSO** \_\_\_\_\_ **Fire** \_\_\_\_\_ **EMS** \_\_\_\_\_ **Dispatch** \_\_\_\_\_

**Date form transmitted back to Tazewell Community Development:** \_\_\_\_\_

# ROAD OFFICIAL CONTACT LIST

## *Illinois State Highways*

<b>IDOT</b>	Office 309-671-3333	District 4	401 Main St. Peoria, IL 61602
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## *Tazewell County Highways*

<b>County Engineer</b>	Office 309-925-5532	Craig Fink	21308 IL Rte 9 Tremont, IL 61568
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## *Township Roads - Highway Commissioners*

<b>Boynton</b>	Cell 309-202-2572	<b>Brian Eeten</b>	1385 Townhall Rd. Delavan, IL 61734
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<b>Cincinnati</b>	Office 309-348-3807 Cell 309-241-2446 Home 309-348-2223	<b>Ronald Hawkins</b>	P.O. Box 507 South Pekin, IL 61564
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<b>Deer Creek</b>	Office 309-447-6383 Home 309-965-2115	<b>Michael Childers</b>	
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<b>Delavan</b>	Office 309-244-8213 Cell 309-620-4951	<b>John Larimore</b>	P.O. Box 483 Delavan, IL 61734
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<b>Dillon</b>	Cell 309-267-7344 Home 309-244-7344	<b>Kenneth Siegrist</b>	8590 Locust Rd. Delavan, IL 61734
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<b>Elm Grove</b>	Cell 309-241-1366 Shop 309-925-7781	<b>Jerry Brown</b>	13400 Oak Lake Court Tremont, IL 61568
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<b>Fondulac</b>	Office 309-699-1099 Cell 309-369-1780 Home 309-699-2566	<b>Paul Whittington</b>	1985 E. Washington St. East Peoria, IL 61611
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<b>Groveland</b>	Office 309-387-6812 Cell 309-303-0772	<b>Jim McCool</b>	P.O. Box 217 Groveland, IL 61535
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<b>Hittle</b>	Cell 309-242-2155 Office 309-392-3315	<b>Jeff Schneider</b>	2273 Dale Rd. Armington, IL 61721
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<b>Hopedale</b>	Cell 309-241-7996	<b>Trent Willis</b>	
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<b>Little Mackinaw</b>	Home 309-392-2866	<b>Greg Troyer</b>	8172 Minier Rd. Minier, IL 61759
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<b>Mackinaw</b>	Office 309-359-8952 Cell 309-678-0064	<b>Mike Rankin</b>	15050 King Rd. Danvers, IL 61732
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<b>Malone</b>	Cell 309-657-9372	<b>David Shay</b>	12116 Nichols Rd. Green Valley, IL 61534
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<b>Morton</b>	Office 309-266-6445 Cell 309-303-5567	<b>Greg Menold</b>	300 W. Jefferson St. Morton, IL 61550
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<b>Sand Prairie</b>	Office 309-352-2233 Cell 309-696-2059	<b>Wylie Coriell</b>	15425 Woodrow Rd. Green Valley, IL 61534
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<b>Spring Lake</b>	Office 309-545-2224 Cell 309-241-2392 Home 309-545-2392	<b>Butch Knaak</b>	13538 Cedar St. Manito, IL 61546
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<b>Tremont</b>	Office 309-925-3258 Cell 309-241-5492 Home 309-925-5791	<b>Larry Bolliger</b>	P.O. Box 45 Tremont, IL 61568
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<b>Washington</b>	Office 309-444-2987 Cell 309-696-0338 Home 309-444-3912	<b>David Weaver</b>	P.O. Box 96 Washington, IL 61571
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# APPLICATION FOR ENTRANCE PERMIT

Name \_\_\_\_\_ Permit # \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Location of Proposed Entrance:

Land Section \_\_\_\_\_ Area of Tract \_\_\_\_\_

Subdivided \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Name of Subd. \_\_\_\_\_

Lot No. \_\_\_\_\_ Recorded: \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Document No. \_\_\_\_\_

Legal Description: (If not subdivided)

\_\_\_\_\_  
\_\_\_\_\_

*During the spring of each year, the County and Township Road Commissioners post the roads for weight limits. If you have building materials delivered to your property, please be aware of the restrictions and contact your commissioner if you have any questions.*

I Certify the foregoing to be true and correct.

\_\_\_\_\_  
\_\_\_\_\_

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

Signature – Owner(s)/Applicant(s)

***Entrance Approved***

***Entrance Disapproved***

\_\_\_\_\_  
Signature - Twp. Road Commissioner

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

***Permit Number to be assigned by the Township Road Commissioner.***

Culvert size required \_\_\_\_\_ Diameter \_\_\_\_\_ Length \_\_\_\_\_

The applicant shall take due care to prevent any damage to the entrance culvert between the time of the application and the time in which construction is completed. If damage occurs to the new culvert, it shall be repaired to the satisfaction of the \_\_\_\_\_ Township Highway Commissioner. If such damage is not repaired, the Township Highway Commissioner may refuse to maintain such an entrance culvert.

***MAIL BOX POSTS CAN BE NO BIGGER THAN 4 INCHES IN DIAMETER***

***NO HEAD WALLS ON CULVERT ENDS***

***NO SUMP PUMPS OR FILTER BEDS DRAINING INTO THE DITCH***