

# MADISON COUNTY

## PLANNING & DEVELOPMENT

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# Frequently Asked Questions

**Purpose:**

The purpose of this booklet is to provide direction on common inquiries received by the Planning and Development Department for unincorporated Madison County. The material contained herein constitutes general guidelines and information only and does not supplement, modify, or replace any applicable laws including, but not limited to, Madison County’s ordinances, rules, and regulations.

**About Us:**

The Planning and Development Department provides a wide range of services to the residents, businesses, and local governments of Madison County. This includes planning, zoning administration, building permits and inspections, subdivision review, site development, and code enforcement. Unlike traditional planning organizations, the department also oversees stormwater management, landfill inspections, sewer permits and inspections, sustainability and recycling, and license investigations. The department also staffs the Stormwater Management Commission to oversee the development of the Stormwater Management Plan and has partnered with the Village of Glen Carbon and the City of Edwardsville to provide assistance in the development of the I-55 Corridor Plan.

**Mission Statement:**

The mission of the Madison County Planning and Development Department is to provide professional advice and technical expertise for the effective planning, design, and management of development within Madison County and to oversee the implementation of the county’s long-range master plan; to plan for future growth; to manage the environmental resources of Madison County and to focus on the long term commitment of economic and environmental quality for the citizens of Madison County.

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**What building code does Madison County use?**

Madison County uses the 2012 International Building Code when reviewing building plans for commercial and residential projects.

**When do I pay for my permit?**

You will be required to pay for the permit upon submitting your building permit application.

**What forms of payment are accepted?**

You may pay with cash (for charges up to \$300), check, or a major debit or credit card. Please note that debit and credit card transactions are subject to a service fee administered by GovPayNet.

**Do I need a building permit to install windows?**

No, a building permit is not required to replace existing windows. However, if an existing window is being replaced with a larger window or if a new window is being installed, a building permit is required.

**Do I need a permit to replace siding?**

No, a building permit is not required to repair or replace siding.

**Do I need a permit to remodel my kitchen and/or bathroom?**

Unless you alter the rough plumbing, remove a load-bearing wall, upgrade the electrical service, pull the electrical meter, or add square footage to the home, a building permit is not required.

**How do I determine a property's zoning classification?**

In order to determine a property's zoning classification, you must contact the Planning and Development Department at (618)296-4468.

**When may I begin work on my project?**

You may begin work on your project once the application is approved by the Building Inspector and you receive your Madison County building permit.

**How long is my building permit active?**

A building permit is active for one (1) year from the date it is issued. If your permit is expired, please contact the Planning and Development Department at (618) 296-4468 to request a permit review and renewal.

**How do I contact the inspector?**

You may contact your inspector by calling our office at (618) 296-4468. Please be prepared to provide your building permit number. If you are calling prior to 9:00 AM to schedule an inspection, this will typically ensure same-day inspection.

**May I live in my home during a repair, remodel, or alteration?**

Yes, provided it was previously approved for occupancy as a dwelling.

**When do I need a demolition permit?**

A demolition permit is required for all structures demolished and/or removed from their present location. A final inspection is required upon completion of the project and landfill receipts are mandatory for all waste removed from the site for disposal purposes.

**How long is a demolition permit active?**

A demolition permit is active for six (6) months from the date it is issued.

### **What building code does Madison County use?**

Madison County uses the 2012 International Building Code when reviewing building plans for commercial and residential projects.

### **When should I apply for my permit?**

You must apply for and be issued a building permit prior to beginning construction. Allow at least 72 hours for the review process.

### **When may I begin work on my project?**

You may begin work on your project once the application has been through the review process and you receive your Madison County building permit.

### **May I mail my permit application to the office?**

You must apply for your building permit in-person at the Planning and Development Department between the hours of 8:30 AM and 4:00 PM, Monday through Friday, except county holidays.

### **Is the homeowner's signature required on permit applications?**

The homeowner, or homeowner's representative, must sign the application. In doing so, the homeowner's representative presents themselves as having the authority to act on the homeowner's behalf. However, private sewage maintenance and discharge forms may only be signed by the homeowner, not a representative.

### **When do I pay for my permit?**

You will be required to pay the building permit fee when you submit your application.

### **What forms of payment are accepted?**

You may pay with cash (for charges up to \$300), check, or a major debit or credit card. Please note that debit and credit card transactions are subject to a service fee administered by GovPayNet.

### **How much does a new home permit cost?**

A new home permit is subject to the following fees:

- \$0.15 per square foot (based on total square footage, not living space)
- \$50 Electrical Fee
- \$60 Plumbing Fee
- \$200-\$250 Sewage Disposal System Fee (if applicable)
- \$30 Certificate of Occupancy Fee

### **Is a copy of the deed required?**

Yes, a copy of the recorded deed to the property establishing ownership must be provided for all applications. If you do not have a copy, you may purchase one in the Madison County Recorder's Office, located in Suite 211 of the Administration Building.

### **Am I required to submit floor plans for a new home permit?**

Yes, you must submit two sets of complete floor plans. The floor plans must be at least 11" x 17" and must indicate front, side, and rear elevations, footings, foundation, framing, wiring, plumbing, insulation diagrams, and HVAC plans. The floor plans must also indicate the location of doors, windows, all electrical, and lighting.

### **Is a site plan required?**

Yes, a site plan must be provided indicating the precise dimensions of the property and the approximate location of existing and proposed structures. It is the owner's responsibility to verify exact property lines during construction to assure that setback requirements are met. The drawing should be made to scale.

### **When building a new home, may the owner do all of the work?**

Yes, as long as the dwelling will be their primary residence, the owner may do all of the work with the exception of installing an aerobic treatment unit. Aerobic treatment units must be installed by a licensed private sewage installer.

**Are metal roofs permitted?**

Yes, standing-seam or other professionally-installed metal roofs are permitted in all Agriculture and Single-Family Residential Districts. Tin roofs are not permitted.

**May I install a second kitchen or mother-in-law suite in my home?**

No, by definition this constitutes multi-family housing and is not permitted.

**May I rebuild on an existing foundation following fire damage?**

The foundation must be inspected and approved by the Zoning Administrator and be in compliance with the provisions put forth in the Zoning Ordinance in order to be approved.

**May I live in the existing home on my parcel while my new home is being built on the same lot?**

Yes, provided a demolition permit is applied for and issued in conjunction with the new home permit. The demolition must be completed within six (6) months of the Certificate of Occupancy being issued for the new home.

**May I live in the partially-constructed home on my parcel while it is being built?**

No, the new home may not be occupied until the final inspection has been conducted and the Building Inspector has issued a Certificate of Occupancy.

**How long is my building permit active?**

A building permit is active for one (1) year from the date it is issued. If your permit is expired, please contact the Planning and Development Department at (618) 296-4468 to request a permit review and renewal.

**What if the property is located in the 100 year floodplain?**

If any part of the proposed structure is located in the 100 year floodplain, you must provide an elevation certificate from a licensed surveyor or engineer indicating that the finished floor elevation is two (2) feet above the base flood elevation.

If the contractor proposes to bring fill in to raise the ground elevation above the base flood elevation, FEMA approval will be required prior to the issuance of a building permit. The fill must not disturb existing drainage patterns from adjacent properties unless an alternative route is constructed. The slopes must meet the Zoning and Stormwater Ordinances.

In addition, if the home is located near a creek, drainage channel, or low-lying area, Madison County strongly encourages that the lowest sill elevations (such as walk-outs and basement windows) are located above the adjacent road elevation.

For questions, contact the Stormwater Coordinator via phone at (618) 296-4468 or via email at [zoning@co.madison.il.us](mailto:zoning@co.madison.il.us).

**What is a REScheck™ and why am I required to have a REScheck™?**

REScheck™ is a software application developed to simplify and clarify compliance with the International Energy Conservation Code (IECC) and a number of state-specific codes for residential building projects. REScheck™ is used to assist builders, designers, and contractors in demonstrating energy code compliance and creates a compliance report for code officials based on project inputs. The State of Illinois requires enforcement of the IECC, which regulates energy conservation requirements for new residential structures. In order to enforce the IECC, Madison County is requiring each application for new residential structures to contain a REScheck™ form to demonstrate compliance with the code. The forms must be completed at [http:// www.energycodes.gov](http://www.energycodes.gov). Click the REScheck-Web™ link and follow the prompts to complete the form online. When filling out the REScheck™ form, please note that Madison County is located in Climate Zone 4.

**What are the zoning setback requirements for a new dwelling?**

**“A” Agriculture District**

- 50 feet from all property lines.

**“R-1” Single-Family Residential District**

- Front yard setback: 50 feet\*
- Side yard† setback: 25 feet
- Rear yard setback: 75 feet

**“R-2” Single-Family Residential District**

- Front yard setback: 40 feet\*
- Side yard† setback: 10% of the width of the lot at the building line
- Rear yard setback: 40 feet

**“R-3” Single-Family Residential District**

- Front yard setback: 25 feet\*
- Side yard† setback: 10% of the width of the lot at the building line
- Side yard† setback: one side yard must have a minimum setback of 10 feet
- Rear yard setback: 30 feet

**“R-4” Single-Family Residential District**

- Front yard setback: 25 feet\*
- Side yard† setback: 10% of the width of the lot at the building line
- Side yard† setback: one side yard must have a minimum set back of 10 feet
- Rear yard setback: 25 feet

\*There is an average front yard exception in the Single-Family Residential and Manufactured Home Park zoning districts where the lots on one side of a street, between intersecting streets, constitute 50% or more of the frontage. When these lots are developed with an average front yard variation of ten (10) feet or less, the average front yard setback shall be the minimum requirement so long as the setback is not less than 20 feet or more than 35 feet.

†Any yard area abutting a public or private roadway is treated as a “front yard” and must adhere to the “front yard” setback requirement.

**What are the zoning setback requirements for an attached garage, breezeway, or carport?**

All attached structures must meet the primary structure setback requirements.

**Is there a minimum square footage requirement for new single-family dwellings?**

Yes, new single-family dwellings must be at least 620 square feet.

**Is there a maximum lot coverage standard?**

**Agriculture District**

- No lot coverage standard.

**“R-1” Single-Family Residential District**

- Not more than 15% of the area of a zoning lot may be covered by buildings or structures, including accessory structures.

**“R-2” Single-Family Residential District**

- Not more than 30% of the area of a zoning lot may be covered by buildings or structures, including accessory structures.

**“R-3” Single-Family Residential District**

- Not more than 35% of the area of a zoning lot may be covered by buildings or structures, including accessory structures.

**“R-4” Single-Family Residential District**

- Not more than 50% of the area of a zoning lot may be covered by buildings or structures, including accessory structures.

### How much does a permit for an accessory structure cost?

An accessory structure building permit is subject to the following fees:

- \$0.15 per square foot
- \$50 Electrical Fee (if separate electrical service is requested)
- \$60 Plumbing Fee (if applicable)
- \$30 Final Inspection Fee

### What are the zoning setback requirements for a new accessory structure?\*

#### Agriculture District Setbacks

- Front yard: 50 feet
- Side yard†: 15 feet
- Rear yard: 15 feet
- From existing structures: 5 feet

#### “R-1” Through “R-4” Single-Family Residential District Setbacks

- Front yard: May not be located in front yard setback area
- Side yard†: 5 feet
- Rear yard: 7.5 feet
- From existing structures: 5 feet

\*Any structure used for housing horses must be at least 100 feet from the nearest existing principal building on an adjacent lot or 50 feet from the nearest side lot line, whichever is greater.

†Any yard area abutting a public or private roadway is treated as a “front yard” and must adhere to the “front yard” setback requirement. In Single-Family Residential Districts, an accessory structure may not be located in the required front yard setback area or in that portion of a side yard adjacent with the front yard requirements of contiguous lots.

### May an accessory structure be located in the front yard?

Accessory buildings may not be located in the front yard, except on an Agricultural zoned tract of land two (2) acres or larger in size. In this case, an accessory building can be built in front of the home, or a new home may be located behind an existing accessory building. Please note that accessory buildings located in front of the home in Agriculture Districts must still meet the 50 foot setback from public and private roadways.

### How large may I build an accessory structure?

In all Single-Family Residential Districts, the maximum floor area of the accessory structure shall be no greater than two (2) times the first-level floor area of the primary structure and must adhere to the maximum lot coverage standard. There is no size limit for accessory structures located in Agriculture Districts.

### What is the maximum height an accessory building may be?

- Building height is measured from the base elevation at the front of the structure to the peak roof height.
- 25 feet for Agriculture and Conservation Districts.
- 20 feet for Single-Family Residential Districts.

### I am having a shed delivered and installed. Do I need a permit?

Any structure 200 square feet or larger in size requires a building permit and must comply with the general development regulations of the Zoning Ordinance. If the structure is under 200 square feet, then no permit is necessary, but you are still required to meet the accessory building setback requirements.

**Do I need a building permit for an accessory structure that will be smaller than 200 square feet?**

No, a building permit is not required when the accessory structure is smaller than 200 square feet. However, setback requirements must be met.

**May I construct a metal accessory structure?**

Metal accessory structures are permitted in Agriculture Districts and “R-1” Single-Family Residential Districts. Metal accessory structures are prohibited in all other Single-Family Residential Districts. Please note that standing-seam or other professionally-installed metal roofs are permitted in all Agriculture and Single-Family Residential Districts. Accessory buildings under 200 square feet do not require a building permit and may be constructed of metal.

**May I construct a carport?**

Yes, carports are permitted and are subject to the same setback and building height requirements as all accessory structures. Metal carports are permitted in Agriculture Districts and “R-1” Single-Family Residential Districts. Metal carports are prohibited in all other Single-Family Residential Districts.

**May I construct living quarters in an accessory structure?**

No, by definition, this would constitute multi-family housing.

**May I construct a full bathroom in an accessory structure?**

Yes, however, the Building Inspector must approve the plans before the application is accepted. The property owner will also be required to sign an affidavit stating that the accessory structure will not be used for living quarters or commercial purposes.

**May I run a separate electrical service to an accessory structure?**

Yes, however, the Building Inspector must approve the plans before the application is accepted.

**May I build my accessory structure before the dwelling?**

In all zoning districts, a building permit may be issued for an accessory structure on a tract of ground with no dwelling but only when the applicant concurrently submits a building permit application for a dwelling on that same tract.

**If my property is zoned Agriculture, may I build an accessory structure on my tract with no intentions of building a dwelling?**

Yes, but only when the primary use of the property and the building is Agricultural; the applicant must demonstrate this by submitting a completed Agricultural Exemption form upon permit application.

**May I run a separate electrical service to an accessory structure?**

Yes, however, the Building Inspector must approve the plans before the application is accepted and there is a \$50 electrical inspection fee.

**Do I need a permit to install a stand-alone generator?**

Yes, an electrical permit is required and there is a \$50 electrical inspection fee.

**Is there a minimum service requirement?**

Yes, 100 amps is the minimum service requirement.

**Are metal roofs permitted?**

Yes, standing-seam or other professionally-installed metal roofs are permitted in all Agriculture and Single-Family Residential Districts. Tin roofs are not permitted.

**May I install the roof on my home?**

The owner may install the roof on non-commercial buildings. If anyone other than the owner will be installing the roof, the individual must be licensed to roof by the State of Illinois.

**Do I need a permit to build a deck?**

Yes, a building permit is required to build a deck.

**Are there height and space requirements for deck railings?**

Yes, the minimum height requirement for deck railings is 36 inches. If spindles are used, there must be no more than four (4) inches of space between spindles. If there are four (4) or more stairs leading to the deck, handrails are required.

**How much does a deck permit cost?**

A deck permit costs \$0.15 per square foot of deck space plus a \$30 final inspection fee.

**Do I need a building permit in order to erect a fence?**

No, a building permit is not required to erect a fence. However, please be aware that you must still submit a site plan to the Zoning Administrator indicating the location and dimension of property lines as well as where the fence will be placed on the property.

**Are there regulations regarding the type of fence that may be erected?**

Yes, a fence shall not obstruct the view at a public or private road. The maximum height of any fence, or portion thereof, is six (6) feet. Fencing erected in the front yard setback area must be at least 50% open and no taller than four (4) feet in height. The finished side of any fence shall face outward toward adjacent properties; no double-fencing is permitted.

**What material may I use when building a fence?**

Permitted fencing materials include wood, vinyl, rod iron, composite, and chain link. Any other materials would be subject to approval by the Zoning Administrator. Construction fencing may be utilized during the construction of an improvement or structure and shall be removed within two (2) months of completion.

**May I erect a barbed wire fence?**

Barbed wire fencing is prohibited in all Single-Family Residential Districts. Barbed wire fencing below six (6) feet in height is permitted exclusively in Agriculture Districts.

**May I erect and electrically charged fence?**

Electric fencing is prohibited in all Single-Family Residential Districts. However, electric fencing is permitted exclusively in Agriculture Districts.

**Do I need a swimming pool permit?**

Any pool 24 inches or greater in depth requires a swimming pool permit.

**Is a swimming pool permit required for a temporary pool?**

Yes, any pool 24 inches or greater in depth requires a swimming pool permit. The permit fee for temporary pools is \$50. The home owner must provide proof of permit each year the temporary pool is in use.

**Which inspections are required for a swimming pool permit?**

An electrical inspection (when applicable) and final inspection (installation & fencing/alarms/safety devices) are required before a certificate of completion will be issued.

**How much does a swimming pool permit cost?**

Swimming pool permits are \$100. Temporary swimming pool permits are \$50.

**How far must the swimming pool be from property lines?**

Swimming pools must adhere to the accessory structure setback requirements of the zone district in which the property is located. Swimming pools may not be located in the front yard setback area and must be at least ten (10) feet from any side lot line adjacent to a street.

**How far must the swimming pool be from private sewage components?**

In-ground swimming pools must be a minimum of twenty-five (25) feet from private sewage components. There is no minimum requirement for above-ground swimming pools.

**Do I need a fence?**

All swimming pools greater than 24 inches in depth must have an obstacle of at least four (4) feet in height around the pool. The obstacle may be a fence or other approved item such as a removable or fold and lock ladder.

**What is the egress requirement for private swimming pools?**

At least one (1) means of egress shall be provided from a swimming pool.

**What is a private sewage system?**

A private sewage system is a wastewater disposal system used to treat small volumes of wastewater in the event that municipal sewers are not available.

**Do I have to tie in to municipal sewers?**

If municipal sewers are within 200 feet of the property line, you must tie in. Please inquire with the nearest municipality to determine if sewers are available.

**May I install the private sewage system for my home?**

A property owner can install or replace a private sewage septic tank and/or a subsurface lateral field system at their principal residence after obtaining a building permit from Madison County. A licensed private sewage installer must be contracted for aerobic treatment units, rental properties, and businesses.

**I am purchasing a home with a private sewage system. How do I have the system inspected?**

You may schedule an inspection with one of our private sewage inspectors by calling (618) 296-4468; the inspection fee is \$50. You may also contact a licensed private sewage installer to conduct the inspection.

**Does a garbage disposal affect the size my private sewage system will need to be?**

Yes, the Illinois Private Sewage Code requires the size of the septic tank to be increased by 50% if a garbage disposal is used.

**I'm adding a bedroom addition to my dwelling. Will this affect my private sewage system?**

The size of your septic tank is based on the number of bedrooms in the home and the on-site soil conditions; adding another bedroom could over-burden your system.

**What are the setback requirements for my private sewage components?**

COMPONENT PART OF SYSTEM	MINIMUM DISTANCE ALLOWABLE FROM:				
	Cistern Well/ Suction Line from Pump to Well	Water Supply Line Pressure	Lake, Stream, In-Ground Swimming Pool, or Other Body of Water	Property Dwelling	Property Line
Building Sewer	50 feet	10 feet	25 feet	-	-
Septic Tank or Aerobic Treatment Plant	50 feet	10 feet	25 feet	10 feet	10 feet
Distribution Box	75 feet	10 feet	25 feet	10 feet	10 feet
Subsurface Seepage System	75 feet	25 feet	25 feet	10 feet	10 feet
Sand Filter	75 feet	25 feet	15 feet	10 feet	10 feet
Privy	75 feet	25 feet	25 feet	20 feet	10 feet
Waste Stabilization Pond	75 feet	25 feet	25 feet	20 feet	10 feet
Surface Discharge Effluent Line	50 feet	10 feet	-	-	10 feet
Effluent Receiving Trench	75 feet	25 feet	15 feet	10 feet	10 feet
Treated Effluent Discharge Point	50 feet	10 feet	-	20 feet	25 feet
Class V Injection Wells	200 feet	25 feet	25 feet	10 feet	10 feet

**Do I need a building permit for a modular home?**

Yes, you must be issued a building permit prior to installing a modular home. Please note that the modular home you choose must be on the State of Illinois' approved modular buildings list and meet all building code specifications.

**How much is a modular home permit?**

A modular home permit is subject to the following fees:

- \$0.15 per square foot (based on total square footage, not living space)
- \$50 Electrical Fee
- \$60 Plumbing Fee
- \$200-\$250 Sewage Disposal System Fee (if applicable)
- \$30 Certificate of Occupancy Fee

**Do I need an installation permit for a manufactured home?**

Yes, you must be issued an installation permit prior to installing a manufactured home. Please note that unless you locate your manufactured home in an approved manufactured home park, you must first be issued a Special Use Permit allowing the manufactured home to be installed at the property. To determine whether the mobile home park in which you are interested is approved to accept additional manufactured homes, inquire with the Zoning Administrator at (618) 296-4468 or via email at [zoning@co.madison.il.us](mailto:zoning@co.madison.il.us).

**How much is a manufactured home permit?**

A manufactured home permit is subject to the following fees:

- \$0.15 per square foot (based on total square footage, not living space)
- \$50 Electrical Fee
- \$200-\$250 Sewage Disposal System Fee (if applicable)
- \$30 Certificate of Occupancy Fee

**How many animals am I allowed to have?**

The type and number of animals you may keep on your property depends on the property’s zoning district and lot size. Please refer to the table below:

Zoning District: Lot Size	Horses	Maximum number permitted		
		Domestic Animals*	Domestic Farm Animals*	Farm Animals*
Agriculture 40 acres or greater	Not restricted	4 animal maximum	Not Restricted	
Agriculture 5 acres-40 acres	1 horse per acre	4 animal maximum	1 livestock (cattle, sheep, goat, pig, etc.) allowed per acre; 10 fowl (chicken, ducks, etc.) allowed per acre	
Agriculture 2 acres-4.99 acres	1 horse per acre, 2 horse maximum	3 animal maximum	10 chickens, 2 goats, 5 colonies of domestic honey bees	Not Permitted
Agriculture: Less than 2 acres	1 horse per acre, 2 horse maximum	3 animal maximum	Special Use Permit and Public Hearing Required	Not permitted
R-1 Single-Family Residential	1 horse per acre, 2 horse maximum	3 animal maximum	Special Use Permit and Public Hearing required	Not permitted
R-2 Single-Family Residential	1 horse per acre, 2 horse maximum	3 animal maximum	Special Use Permit and Public Hearing required	Not permitted
R-3 Single-Family Residential	1 horse per acre, 2 horse maximum	3 animal maximum	Special Use Permit and Public Hearing required	Not permitted
R-4 Single-Family Residential	1 horse per acre, 2 horse maximum	3 animal maximum	Special Use Permit and Public Hearing required	Not permitted

**\*How are animals classified under the Madison County Zoning Ordinance?**

**Domestic Animal:** Dogs, cats, rabbits, and similarly sized animals commonly kept as household pets, but not including an animal, reptile, bird, or species normally considered wild, as opposed to domesticated.

**Domestic Farm Animal:** Domestic farm animals are small farm animals which have historically coexisted in urban and suburban settings. For the purposes of this ordinance, this definition includes only goats, chickens (hens only), and honey bees.

**Farm Animal:** Farm animals are those which have historically been bred, reared and utilized for the production of meat, wool, leather, milk, eggs, and similar products. This definition is inclusive of all farm animals, fowl, reptiles, and fish, such as; horses, cattle, rabbits, hogs, sheep, geese, chickens, ducks, snakes, catfish, and emus which are raised on a commercial basis.

### **Do I qualify to subdivide my property under the Illinois Plat Act exemptions?**

The Illinois Plat Act is an alternative way to subdivide property within the county. Please contact the Maps and Plats Department at (618) 296-4586 to determine if your property is eligible to be subdivided under the act. Please note that all properties subdivided via the Plat Act must comply with the Madison County Zoning Ordinance.

### **What is the difference between a major and minor subdivision?**

A minor subdivision is a division of land into two (2) but not more than four (4) lots, all of which front upon an existing street and will not involve any new streets or improvements. Minor subdivisions do not require a preliminary plat. Major subdivisions are a division of land into five (5) or more lots and require roadways and improvements. Major subdivisions require submittal of a preliminary plat, improvement plans, and a final plat. All subdivisions require review and approval by the Planning and Development Committee.

### **How do I begin the subdivision process?**

Before submitting a preliminary plat, the subdivider is encouraged to meet with staff to discuss preplanning activities and to obtain information and guidance before entering into binding commitments or incurring substantial expense in the preparation of detailed plans, surveys, and other data. A sketch plan is extremely useful at this stage.

### **What are the lot specifications for subdivided lots in each Zone District?**

#### **“A” Agriculture District**

- Lots must have an area of at least two (2) acres and a width at the established building line of at least 150 feet.

#### **“R-1” Single-Family Residential District**

- Lots must have an area of at least 40,000 square feet and a width at the established building line of at least 150 feet.

#### **“R-2” Single-Family Residential District**

- Lots must have an area of at least 15,000 square feet and a width at the established building line of at least 100 feet.

#### **“R-3” Single-Family Residential District**

- Lots must have an area of at least 9,000 square feet, and a width at the established building line of at least 70 feet.

#### **“R-4” Single-Family Residential District**

- Lots must have an area of at least 6,000 square feet, and a width at the established building line of at least 50 feet.

### **What items must I present to the Recorder’s office in order to have my final subdivision plat recorded?**

You must provide the following items to have your final plat recorded:

- Three (3) signed Mylar copies of the final plat
- Four (4) signed paper copies of the final plat
- A copy of the approved covenants and restrictions
- A signed copy of all maintenance agreements for easements, if applicable
- Authorization letter from the surveyor permitting the plat to go on the record

**When is a grading or fill permit required?**

A grading or fill permit is required for any project over 10,000 square feet. The term “fill” refers to an act by which soil, sand, rock, or other materials are deposited or placed by a person or machine at another location and the resulting conditions. Please direct grading and filling questions to the Site Development Coordinator, by email at [zoning@co.madison.il.us](mailto:zoning@co.madison.il.us) or by phone at (618) 296-4468.

**How much does a fill permit cost?**

A fill permit costs \$75.

**What is clean fill?**

Clean fill refers to site-derived and transported soils, uncontaminated broken concrete without rebar, bricks, rock, stone, reclaimed asphalt pavement, and dirt or sand generated from construction or demolition activities which may be properly placed in lifts to achieve a level of compaction required for proper foundation support.

**May I burn my trash?**

Burning household trash on the ground or using a burning barrel is prohibited.

**When am I allowed to burn yard/landscape waste? Is a permit necessary?**

In unincorporated areas of Madison County, you may only burn yard waste during daylight hours, and the yard waste must be burned on the same property it was produced. Yard waste includes leaves, grass clippings, weeds, and small branches. While no permit is required to burn yard waste, we encourage you to burn yard waste in a safe and considerate manner. Please contact your local fire department for safety tips and best practices. Please note that leaf burning is banned in the following Madison County municipalities: Collinsville, Edwardsville, Granite City, Glen Carbon, and Highland.

**My neighbor's tree limbs are hanging over my yard/property line. Can I cut them?**

This is a civil matter between two parties. Madison County Planning and Development Department will not get involved.

**I need to report a suspected case of black mold. Whom should I notify?**

Contact the Zoning Code Enforcer at (618) 296-4468.

### Where are the Madison County Recycling Collection Centers?

There are seven (7) recycling collection centers throughout the county. The locations are as follows:

Edwardsville Home Depot	2500 Troy Rd., Edwardsville
Alton Public Works Dept.	2 Emma Kaus Ln., Alton
Granite City Public Works Dept.	25th St./ Railroad Tracks, Granite City
Hamel Township Highway Dept.	406 N. Old US Rte. 66, Hamel
Marine Township Highway Dept.	4303 Marine Rd., Marine
Maryville Public Works Dept.	8 Schiber Ct., Maryville
Olive Township Highway Dept.	8363 Frontage Rd., New Douglas

### What items are accepted at the Madison County Recycling Collection Centers?

Paper, cardboard, newspaper, #1-5 & #7 plastics, aluminum cans, steel cans, glass bottles and jars, magazines, junk mail, and chipboard are accepted at the recycling collection centers.

### Where can I safely dispose of old or expired prescriptions and medications?

Madison County currently funds the Rx4 Safety program in partnership with the Madison County Sheriff's Department and the Madison County State's Attorney's Office. This program is designed to reduce environmental impacts and promote awareness of the abuse of prescription medications being used in unintended ways. Unwanted and unused prescriptions and over-the-counter medications can be taken to local police departments. Call your local law enforcement agency for drop-off availability.

### Where can I recycle compact fluorescent bulbs (CFL's)?

CFL bulbs have a small amount of mercury in them and should not be disposed of in a landfill. You can take your burned-out CFL bulbs to any Home Depot customer service desk for free recycling.

### Where can I recycle motor oil and automotive batteries?

If an auto-parts store in Madison County contains the words "Mart", "Lube", or "Zone" in their name, then they likely participate in automobile battery and oil recycling. Please call your local auto-parts store for details and any fees associated with this service.

### How should I dispose of my leftover latex or oil-based paints?

The best option for paint disposal is to use the paint you purchase—either on the project for which the paint was intended or by applying the remaining paint to scrap lumber or cardboard. Keep children and pets away while the paint dries, and place the scrap material in with your regular trash. Alternately, you can let the latex paint solidify in a well-ventilated area away from children and pets and throw it out with your regular trash. You can expedite the solidification process by mixing the paint with absorbents such as newspaper or cat litter. Empty spray paint cans can also be recycled. To empty spray paint cans, spray remaining paint on scrap wood or cardboard, then place it in your recycle bin. Do not puncture the cans prior to disposal.

### General tips for handling and disposing of household hazardous products:

- Buy only the quantities you need
- Keep products in their original containers, and store them according to label directions
- Avoid skin contact and vapors
- Never mix products, violent chemical reactions could occur
- If a product exceeds your needs, ask friends, relatives, neighbors, or charitable organizations if they want them
- Always dispose of these products in an approved manner, or take them to an Illinois EPA household hazardous waste collection

**May I throw away my old electronics?**

Effective January 1, 2012, the Illinois Electronic Products Recycling and Reuse Act banned seventeen (17) types of electronics from being disposed of at a landfill. The law establishes a statewide system for recycling and reusing computers, monitors, televisions, and printers discarded from residences by requiring electronic manufacturers to participate in the management of discarded and unwanted electronic products. The following electronics are banned from landfills: televisions, monitors, printers, computers (including tablet and laptop computers), electronic keyboards, fax machines, videocassette recorders, portable digital music players, DVD players, video game consoles, small-scale servers, scanners, electronic mice, digital converter boxes, cable receivers, satellite receivers, and DVD recorders.

**What electronics can I recycle?**

Computers (including laptops), monitors, televisions, printers, mobile phones, computer cables, computer mice, keyboards, fax machines, MP3 players, PDA's, and video game consoles are all recyclable. Please call your electronic recycler prior to visiting to get a list of their accepted items and drop-off procedures.

**Where in Madison County can I recycle my electronics?**

There are multiple electronic recyclers in Madison County. Please call your recycler prior to visiting to get a list of their accepted items and drop-off procedures. Cathode ray tube (CRT) televisions may only be accepted at some locations. On the opposite page is a list of electronic recyclers located in Madison County; for additional electronic recyclers near you, visit <http://www.call2recycle.org/locator/>

Empowering Technologies 200 Second Ave., Edwardsville	(618) 659-0030
CJD E-Cycling 5257 St. Rt. 157, Edwardsville	(618) 659-9006
CJD E-Cycling 410 Grand Avenue., East Alton	(618) 251-8086
Goodwill Industries 1719 Homer Adams Pkwy, Alton	(618) 462-8828
Goodwill Industries 210 Junction Dr., Glen Carbon	(618) 656-0180
Goodwill Industries 1435 Vaughn Rd., Wood River	(618) 258-7067
Metro East Recycling 9200 Collinsville Rd., Collinsville	(618) 327-3500
Metro East Recycling 116 State St., Madison	(618) 867-6680
Somtech E-Cycling 415 Ridge St., Alton	(618) 433-9359
Total Metal Recycling 2700 Missouri Ave., Granite City	(866) 470-5763

If you have any additional questions or concerns, please contact the Madison County Planning and Development Department at: (618)296-4468 or [zoning@co.madison.il.us](mailto:zoning@co.madison.il.us).

