

A GUIDE TO **ONE STOP SHOP**



Beginning a building project can be an overwhelming task. Developing site plans, obtaining the correct permits, and meeting the various code requirements can leave some wondering where to start. With that in mind, the Village of Morton established a free and easy way to help residents, developers, and contractors put their ideas and projects into motion.

With the **One Stop Shop** program, the Village assembles key staff members from our different departments to hear your ideas, review your plans, and provide feedback and guidance for your project. You can make an appointment for a **One Stop Shop** meeting by contacting the Village of Morton Zoning and Code Enforcement Officer, Zack Davis, at (309) 266-5361 ext. 2239.



For more information about One Stop Shop, please contact:

Zack Davis, Zoning and Code Enforcement Officer, at (309)266-5361 ext. 2239

What should I expect from a One Stop Shop meeting?

Village staff members will listen to your idea and review plans for your proposed project. Staff members will address any issues, discuss codes and ordinances that may apply, and inform of any permits or special approvals that may be required. The purpose of **One Stop Shop** is to help your project progress seamlessly from start to finish.

Village Departments Included in a One Stop Shop Meeting are:

- **Public Works Department** – Stormwater, Gas Dept., Wastewater Dept., & Water Distribution Dept.
- **Fire Department**
- **Zoning & Code Enforcement Department**

Please Note:

It is the responsibility of the individual to prepare all applications, site plans, and other documents accurately and completely. Failure to do so may delay project approval. Comments and advice provided during a One Stop Shop meeting do not equate absolute approval of the project under discussion. All required process must still be followed to obtain project approval.

What should I bring to a One Stop Shop meeting?

- Your project idea and any preliminary or conceptual site plans
- The address or Parcel Identification Number (PIN) of the property where the proposed project will take place
- An electronic device or pen and paper for making notes

