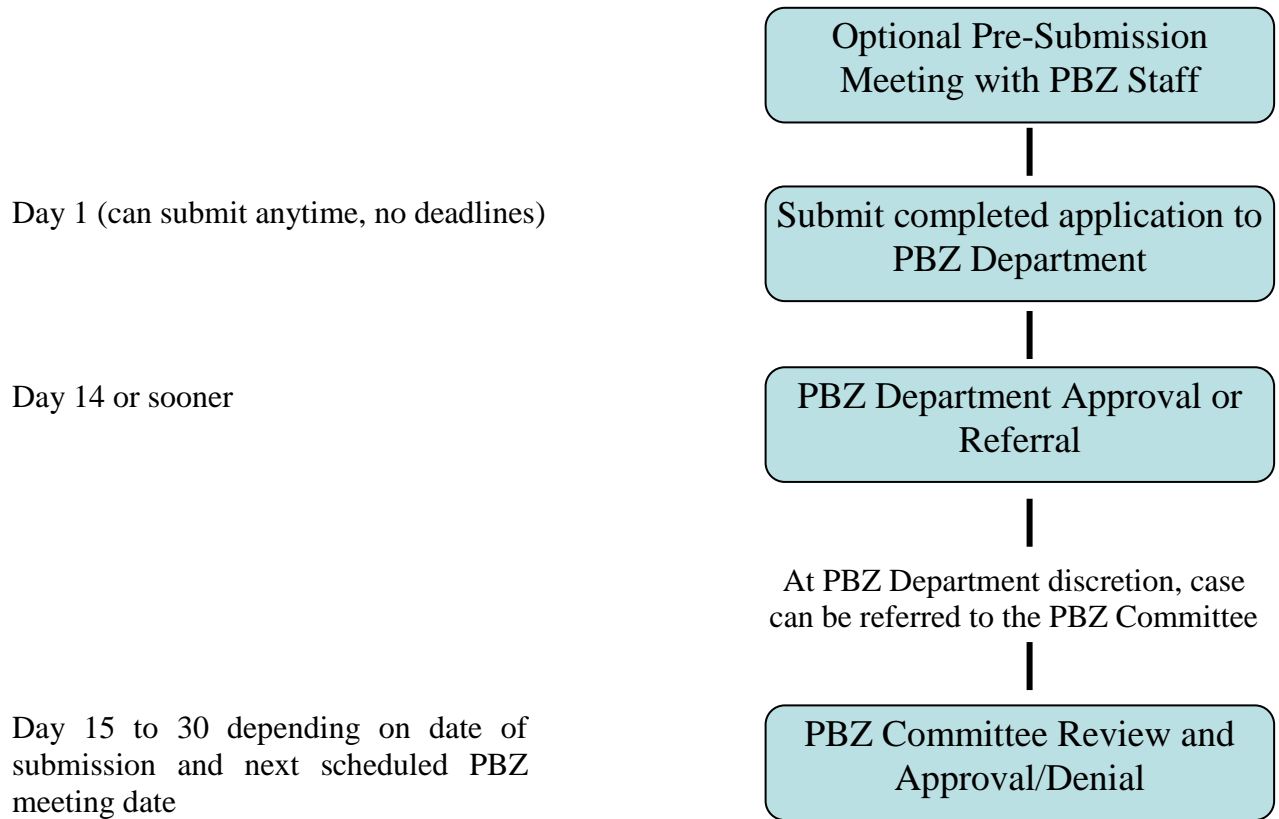


Kendall County Conditional Use Process



Notes:

1. Timeline assumes application submittal is complete, and no major changes are requested during the review process.
2. The PBZ Committee may continue or table an item if it is determined that additional time is needed for review. Such actions will extend the review process.

**DEPARTMENT OF PLANNING, BUILDING & ZONING**

807 West John Street • Yorkville, IL • 60560

(630) 553-4141

Fax (630) 553-4179

CONDITIONAL USE APPLICATION

PROJECT NAME _____ FILE #: _____

NAME OF APPLICANT (Including First, Middle Initial, and Last Name)

CURRENT LANDOWNER/NAME(s)

SITE INFORMATION

ACRES

SITE ADDRESS OR LOCATION

ASSESSOR'S ID NUMBER (PIN)

EXISTING LAND USE

CURRENT ZONING

LAND CLASSIFICATION ON LRMP

REQUESTED ACTION (Check All That Apply): **YOU MUST MEET ALL CONDITIONS LISTED IN THE ORDINANCE TO QUALIFY**

- | | | |
|-------------------------------------|-------------------------------------|-------------------------------|
| ___ ECHO HOUSING | ___ BUYING AND SELLING OF LIVESTOCK | ___ RIDING STABLES |
| ___ ACCESSORY AGRICULTURAL SERVICES | ___ TRUCK/TRACTOR AMUSEMENTS | ___ FEED YARDS |
| ___ AGRICULTURAL LABOR HOUSING | ___ GUEST HOUSE | ___ PUBLIC 911 SAFETY TOWER |
| ___ HOME-BASED FOOD OPERATION | ___ MODEL HOME | ___ SINGLE FAMILY DWELLING |
| ___ SCHOOL | ___ DRY CLEANER | ___ PLACES OF WORSHIP |
| ___ ELECTRICAL APPLIANCE STORE | ___ CONSTRUCTION SERVICES | ___ LAUNDRYMAT (SELF-SERVICE) |
| ___ ENCLOSED SELF-SERVICE STORAGE | ___ LABORATORIES | ___ CONTRACTOR'S OFFICE |
| ___ PROCESSING OR ASSEMBLY | ___ OUTDOOR DISPLAY | |

¹PRIMARY CONTACT
EMAIL

PRIMARY CONTACT MAILING ADDRESS

PRIMARY CONTACT

PRIMARY CONTACT PHONE #

PRIMARY CONTACT FAX #

PRIMARY CONTACT OTHER #(Cell, etc.)

I UNDERSTAND THAT BY SIGNING THIS FORM, THAT THE PROPERTY IN QUESTION MAY BE VISITED BY COUNTY STAFF & BOARD/ COMMISSION MEMBERS THROUGHOUT THE PETITION PROCESS AND THAT THE PRIMARY CONTACT LISTED ABOVE WILL BE SUBJECT TO ALL CORRESPONDANCE ISSUED BY THE COUNTY.

I CERTIFY THAT THE INFORMATION AND EXHIBITS SUBMITTED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I AM TO FILE THIS APPLICATION AND ACT ON BEHALF OF THE ABOVE SIGNATURES. **THE APPLICANT ATTESTS THAT THEY ARE FREE OF DEBT OR CURRENT ON ALL DEBTS OWED TO KENDALL COUNTY AS OF THE APPLICATION DATE.**

SIGNATURE OF APPLICANT

DATE

FEE PAID:\$ _____

CHECK #: _____

¹Primary Contact will receive all correspondence from County



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CONDITIONAL USE APPLICATION CHECKLIST

- _____ Completed Application Form
- _____ Application Fee
- _____ Legal Description of Property Involved (submitted either on CD or email to PBZ Dept.)
- _____ Proof of Ownership (Deed or Title Insurance Policy)
- _____ A Beneficiary Disclosure Statement for Property (if held in trust)
- _____ Proof of Application to Soil and Water Conservation District for Natural Resource Inventory (If needed)
- _____ Affidavit signed saying you will abide by all the conditions (Please ask staff for affidavit before applying, each affidavit is different depending on the use)
- _____ 2 Copies of a Plat of Survey less than five years old depicting the following items*:
 - _____ Title
 - _____ Scale of Drawing
 - _____ "North Arrow" showing north at top of the drawing
 - _____ Location Map
 - _____ Date of drawing (as well as dates of any and all revisions)
 - _____ Names of Developer/Owner
 - _____ Names of Designer/Surveyor
 - _____ All existing structures on the property and adjacent properties within 100' of property line
 - _____ Proposed location of dwelling unit with distances to lot lines
 - _____ Proposed location of well and septic
 - _____ Utilities on the property and adjacent properties
 - _____ Existing easements (location, width and purpose)
 - _____ Existing streets and other rights-of-way
 - _____ Topography at 1 or 2 foot contours
 - _____ Wooded areas (if present)
 - _____ Natural drainage to, from and on the property
 - _____ Base Flood Elevation (if present on the property)
 - _____ Wetlands (if present on the property)
 - _____ Present zoning classification and PIN on subject property and all adjacent properties on plat or separate plan

*if submitting copies of 11"x17" or smaller, one additional 24"x36" copy is requested for display purposes.

KENDALL COUNTY
DISCLOSURE OF BENEFICIARIES FORM

1. Applicant _____
Address _____
City _____ State _____ Zip _____

2. Nature of Benefit Sought _____

3. Nature of Applicant: (Please check one)

- ☐ Natural Person (a)
- ☐ Corporation (b)
- ☐ Land Trust/Trustee (c)
- ☐ Trust/Trustee (d)
- ☐ Partnership (e)
- ☐ Joint Venture (f)

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of the applicant:

5. If your answer to Section 3 you have checked letter b, c, d, e, or f, identify by name and address each person or entity who is a 5% shareholder in case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has proprietary interest, interest in profits and losses or right to control such entity:

NAME	ADDRESS	INTEREST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Name, address, and capacity of person making this disclosure on behalf of the applicant:

VERIFICATION

I, _____, being first duly sworn under oath that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make the disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Subscribed and sworn to before me this _____ day of _____, A.D. _____

(seal)

Notary Public



**Kendall County Soil & Water
Conservation District**

7775A Route 47, Yorkville, Illinois 60560 • (630)553-5821 extension 3



www.kendallswcd.org

NATURAL RESOURCE INFORMATION (NRI) REPORT APPLICATION

Petitioner: _____ **Contact Person:** _____
Address: _____
City, State, Zip: _____
Phone Number: () _____ () _____
Email: _____

Please select: How would you like to receive a copy of the NRI Report? Email Mail

Site Location & Proposed Use

Township Name _____ **Township** _____ **N, Range** _____ **E, Section(s)** _____
Parcel Index Number(s) _____
Project or Subdivision Name _____ **Number of Acres** _____
Current Use of Site _____ **Proposed Use** _____
Proposed Number of Lots _____ **Proposed Number of Structures** _____
Proposed Water Supply _____ **Proposed type of Wastewater Treatment** _____
Proposed type of Storm Water Management _____

Type of Request

Change in Zoning from _____ to _____

Variance (Please describe fully on separate page)

Special Use Permit (Please describe fully on separate page)

Name of County or Municipality the request is being filed with: _____

In addition to this completed application form, please including the following to ensure proper processing:

Plat of Survey/Site Plan – showing location, legal description and property measurements

Concept Plan - showing the locations of proposed lots, buildings, roads, stormwater detention, open areas, etc.

If available: topography map, field tile map, copy of soil boring and/or wetland studies

NRI fee (Please make checks payable to Kendall County SWCD)

The NRI fees, as of July 1, 2010, are as follows:

Full Report: \$375.00 for five acres and under, plus \$18.00 per acre for each additional acre or any fraction thereof over five.

Executive Summary Report: \$300.00 (KCSWCD staff will determine when a summary or full report will be necessary.)

Fee for first five acres and under	\$ 375.00
_____ Additional Acres at \$18.00 each	\$ _____
Total NRI Fee	\$ _____

NOTE: Applications are due by the 1st of each month to be on that month's SWCD Board Meeting Agenda. Once a completed application is submitted, please allow 30 days for inspection, evaluation and processing of this report.

I (We) understand the filing of this application allows the authorized representative of the Kendall County Soil and Water Conservation District (SWCD) to visit and conduct an evaluation of the site described above. The completed NRI report expiration date will be 3 years after the date reported.

Petitioner or Authorized Agent

Date

This report will be issued on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, handicap or marital status.

FOR OFFICE USE ONLY

NRI# _____ Date initially rec'd _____ Date all rec'd _____ Board Meeting _____
Fee Due \$ _____ Fee Paid \$ _____ Check # _____ Over/Under Payment _____ Refund Due _____



DEPARTMENT OF PLANNING, BUILDING & ZONING

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ZONING APPLICATION FEES

MAP AMENDMENTS

Any amount of acreage \$500.00

**SPECIAL USE PERMITS, PLANNED UNIT DEVELOPMENTS/ RESIDENTIAL
PLANNED DEVELOPMENTS AND MAJOR AMENDMENTS TO SPECIAL USES**

The following fees include a processing fee, a fee for recording the special use in the recorder's office for 10 pages and a cost for the Zoning Board of Appeals at a rate of \$350.00 shall be imposed on ALL Special Uses

All acreage zoned as A-1	\$1,155
All Other Zoning Districts	
0.0-5.00 acres	\$1,155
5.01-10.00 acres	\$1,905
10.01-50.00 acres	\$2,255 + \$50/acre or part thereof over 10 acres
50.01-100.00 acres	\$4,755 + \$35/acre or part thereof over 50 acres
100.01-500.00 acres	\$6,505 + \$20/acre or part thereof over 100 acres
500.01+	\$14,505 + \$15/acre or part thereof over 500 acres

MINOR AMENDMENT TO SPECIAL USE *(includes a processing fee and a fee for recording the minor amendment to the special use in the recorder's office)*

Any amount of acreage \$150.00

VARIANCE *(includes a processing fee and a fee for recording the variance in the recorder's office)*

As part of Special Use \$100

Not part of Special Use \$475 for first Variance Request of petition and \$50 for each additional request to be included in the same petition

ADMINISTRATIVE VARIANCE *(includes a processing fee and a fee for recording the minor amendment to the special use in the recorder's office)*

Any amount of acreage \$150.00

PRELIMINARY PLAT

Residential	\$1,000.00 + \$50.00/acre or part of an acre
Other	\$1,000.00 + \$100.00/acre or part of an acre

FINAL PLAT

All Final Plats \$50.00/acre or part of an acre (\$500.00 minimum)

OTHER PLAT (Vacation, Dedication, etc.)

All Other Plat Actions \$50.00/acre or part of an acre (\$500.00 minimum)

ADMINISTRATIVE APPEAL \$1,000.00¹

TEXT AMENDMENT \$500.00

SITE PLAN REVIEW \$375.00

CONDITIONAL USE \$100.00

TEMPORARY USES \$100.00

No waiver and no refund shall be made for any fee paid pursuant to this Ordinance without the approval of the Planning Building and Zoning Committee of the County Board

All fees for actions or activities by Kendall County or the Kendall County Forest Preserve District are hereby waived and all fees for non-profit organizations shall be charged half of the normal fees for zoning petitions; provided they show proof of non-profit status and that the permit be used only by the organizations itself*

¹In the event that ruling by the Zoning Board of Appeals favors the appealing party, the submitted fee for an administrative appeal shall be refunded to the applicant.

The deposit fee for renting the 2012 National Rifle Association Range Source Book can be found in Section 26-1(c) of the Kendall County Code.

ZONING FEES ESTABLISHED BY KENDALL COUNTY ORDINANCE EFFECTIVE 12/17/2019