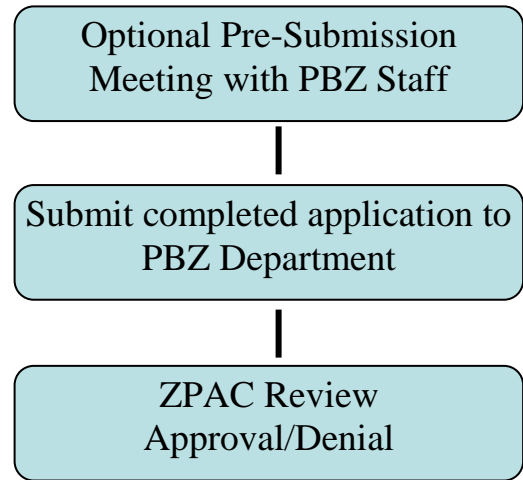


Kendall County Site Plan Review Process



Notes:

1. Timeline assumes application submittal is complete, and no major changes are requested during the review process.
2. The ZPAC 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.

KENDALL COUNTY SITE PLAN REVIEW TIMETABLE 2024

<u>Application Deadline</u>	<u>ZPAC</u>
By 4:30 p.m.	(9:00 A.M.)
11/21/23	12/05/23
12/19/23	01/02/24
01/23/24	02/06/24
02/20/24	03/05/24
03/19/24	04/02/24
04/23/24	05/07/24
05/21/24	06/04/24
06/18/24	07/02/24
07/23/24	08/06/24
08/20/24	09/03/24
09/17/24	10/01/24
10/22/24	11/05/24
11/08/24	12/03/24
12/24/24	01/07/25



DEPARTMENT OF PLANNING, BUILDING & ZONING

111 West Fox Street • Yorkville, IL • 60560
 (630) 553-4141 Fax (630) 553-4179

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):		
<input type="checkbox"/> SPECIAL USE	<input type="checkbox"/> MAP AMENDMENT (Rezone to _____)	<input type="checkbox"/> VARIANCE
<input type="checkbox"/> ADMINISTRATIVE VARIANCE	<input type="checkbox"/> A-1 CONDITIONAL USE for: _____	<input checked="" type="checkbox"/> SITE PLAN REVIEW
<input type="checkbox"/> TEXT AMENDMENT	<input type="checkbox"/> RPD (<input type="checkbox"/> Concept; <input type="checkbox"/> Preliminary; <input type="checkbox"/> Final)	<input type="checkbox"/> ADMINISTRATIVE APPEAL
<input type="checkbox"/> PRELIMINARY PLAT	<input type="checkbox"/> FINAL PLAT	<input type="checkbox"/> OTHER PLAT (Vacation, Dedication, etc.)
<input type="checkbox"/> AMENDMENT TO A SPECIAL USE (<input type="checkbox"/> Major; <input type="checkbox"/> Minor)		
¹ PRIMARY CONTACT	PRIMARY CONTACT MAILING ADDRESS	PRIMARY CONTACT EMAIL
PRIMARY CONTACT PHONE #	PRIMARY CONTACT FAX #	PRIMARY CONTACT OTHER #(Cell, etc.)
² ENGINEER CONTACT	ENGINEER MAILING ADDRESS	ENGINEER EMAIL
ENGINEER PHONE #	ENGINEER FAX #	ENGINEER 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
²Engineering Contact will receive all correspondence from the County's Engineering Consultants



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SITE PLAN REVIEW 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
- _____ Detailed description of proposed site improvements and/or expansion of operation
- _____ Endangered Special Consultation Report (<http://dnrecocat.state.il.us/ecopublic/>)
- _____ **2** Copies of a Plat of Survey less than five years old depicting the following items:
If submitting copies of 11"x17" or smaller, one additional 24"x36" copy is requested for display purposes. A copy of the plat of survey must be submitted in PDF format either on CD or email to PBZ Dept.)
 - _____ 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)
 - _____ Developer/Owner (Name and Address)
 - _____ Designer/Surveyor (Name and Address)
 - _____ All existing structures on the property and all structures on adjacent land within 200 feet of subject property
 - _____ 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
- _____ **8** Copies of a Site Plan for the property involved depicting the following:
if submitting copies of 11"x17" or smaller, one additional 24"x36" copy is requested for display purposes. A copy of the plat of survey must be submitted in PDF format either on CD or email to PBZ Dept.)
 - _____ Title/Project name
 - _____ Scale of Drawing

- _____ "North Arrow" showing north at top of the drawing
- _____ Location and dimensions of all existing and proposed structures including square footage
- _____ Contiguous land uses, zoning and location and use of structures within 200' of the site
- _____ Location of all existing and proposed roads, parking areas, driveways
- _____ Location of all existing and proposed paths, trails or pedestrian ways
- _____ Location of proposed signage (If applicable)
- _____ Location and details of proposed fencing (If applicable)
- _____ Location and details for screening of proposed refuse area (if applicable)
- _____ Site data including the following:
 - _____ Total Acres
 - _____ Number of proposed parking stalls
 - _____ Number of required parking stalls
 - _____ Number of proposed handicap parking stalls
 - _____ Number of required handicap parking stalls
- _____ **2** Copies of a Photometric Plan (if proposed parking exceeds 30 stalls) including location, height, intensity and bulb type of all external lighting fixtures. The direction of illumination and methods to eliminate glare into adjoining properties should be shown also
- _____ **3** Copies of a Landscape Plan including existing and proposed vegetation
- _____ Phasing Plan (if applicable) and timetable for construction of improvements
- _____ **5** Copies of proposed engineering plans
- _____ Building Elevations showing all four sides indicating height, building materials, and colors
- _____ Time Table for construction of improvements
- _____ Any other information requested by the Planning, Building and Zoning Department (i.e. traffic studies, soils map, tree survey, wetland delineation, etc.)
- _____ Copies of any permit applications and any revisions required by U.S. Army Corps of Engineers for any flood plain or wetland modification (if applicable)

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
 - Corporation
 - Land Trust/Trustee
 - Trust/Trustee
 - Partnership
 - Joint Venture

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



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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	\$1,000.00 ¹
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 Ordinance 2019-15.

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

C. §13:10 of the Zoning Ordinance outlines the process and design standards for a site plan review. The following development standards are established as criteria for the review of Site Plans.

1. Responsive to Site Conditions - Site plans should be based on an analysis of the site. Such site analysis shall examine characteristics such as site context; geology and soils; topography; climate and ecology; existing vegetation, structures and road network; visual features; and current use of the site. In addition to the standards listed below, petitioners must also follow the regulations outlined in this Zoning Ordinance. To the fullest extent possible, improvements shall be located to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative effects and alteration of natural features. Fragile areas such as wetlands and flood plains should be preserved as open space. Slopes in excess of 20 percent as measured over a 10-foot interval also should remain as open space, unless appropriate engineering measures concerning slope stability, erosion and safety are taken.
2. Traffic and Parking Layout. Site plans should minimize dangerous traffic movements and congestion, while achieving efficient traffic flow. An appropriate number of parking spaces shall be provided while maintaining County design standards. The number of curb cuts should be minimized and normally be located as far as possible from intersections. Connections shall be provided between parking areas to allow vehicles to travel among adjacent commercial or office uses. Cross-access easements or other recordable mechanisms must be employed. Conflicts between pedestrians and vehicular movements should be minimized. When truck traffic will be present upon the site, the road size and configuration shall be adequate to provide for off-street parking and loading facilities for large vehicles. Barrier curb should be employed for all perimeters of and islands in paved parking lots, as well as for all service drives, loading dock areas, and the equivalent. Relief from this provision may be considered by the PBZ Committee for rear yard parking facilities in Manufacturing (M-1, M-2), and Commercial Recreation (B-4) zoning districts or for hardship cases, such as projects where barrier curb installation would conflict with drainage requirements. Parking lots in industrial or commercial areas shall be paved with hot-mix asphalt or concrete surfacing.

Traffic studies may be required by the Zoning and Planning Advisory Committee (ZPAC) or PBZ Committee. Such traffic studies should address:

- a. Projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;
- b. Projected traffic flow patterns, including vehicular movements at all major intersections likely to be affected by the proposed use of the site; and

- c. Existing and proposed daily and peak hour traffic levels as well as road capacity levels shall also be provided.
3. Site Layout. Improvements shall be laid out to avoid adversely affecting ground water and aquifer recharge; minimize cut and fill; avoid unnecessary impervious cover; prevent flooding and pollution; provide adequate access to lots and sites; and mitigate adverse effects of shadow, noise, odor, traffic, drainage and utilities on neighboring properties.
4. Consistent with the Land Resource Management Plan. The proposed use and the design of the site should be consistent with the Land Resource Management Plan.
5. Building Materials. The proposed site plan design shall provide a desirable environment for its occupants and visitors as well as its neighbors through aesthetic use of materials, textures and colors that will remain appealing and will retain a reasonably adequate level of maintenance. Buildings shall be in scale with the ultimate development planned for the area. Monotony of design shall be avoided. Variations in detail, form, and setting shall be used to provide visual interest. Variation shall be balanced by coherence of design elements.
6. Relationship to Surrounding Development. A site shall be developed in harmony with neighboring street pattern, setbacks and other design elements.
7. Open Space and Pedestrian Circulation. Improvements shall be designed to facilitate convenient and safe pedestrian and bicycle movement within and to the property.
8. Buffering. Measures shall be taken to protect adjacent properties from any undue disturbance caused by excessive noise, smoke, vapors, fumes, dusts, odors, glare or stormwater runoff. Incompatible, unsightly activities are to be screened and buffered from public view.
9. Emergency Vehicle Access. Every structure shall have sufficient access for emergency vehicles.
10. Mechanical Equipment Screening. All heating, ventilation and air conditioning equipment shall be screened on sides where they abut residential districts.

11. Lighting. The height and shielding of lighting fixtures shall provide proper lighting without hazard to motorists on adjacent roadways or nuisance to adjacent residents by extending onto adjacent property. Cut-off lighting should be used in most locations, with fixtures designed so that the bulb/light source is not visible from general side view.
12. Refuse Disposal and Recycling Storage Areas. All refuse disposal and recycling storage areas should be located in areas designed to provide adequate accessibility for service vehicles. Locations should be in areas where minimal exposure to public streets or residential districts will exist. Screening shall be required in areas which are adjacent to residential districts or are within public view. Such enclosures should not be located in landscape buffers. Refuse containers and compactor systems shall be placed on smooth surfaces of non-absorbent material such as concrete or machine-laid asphalt. A concrete pad shall be used for storing grease containers. Refuse disposal and recycling storage areas serving food establishments shall be located as far as possible from the building's doors and windows. The use of chain link fences with slats is prohibited.