



**DEPARTMENT OF PLANNING, BUILDING & ZONING**

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

**ADMINISTRATIVE APPEAL 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	
REQUESTED ACTION (Check All That Apply):		
<input checked="" type="checkbox"/> ADMINISTRATIVE APPEAL		
REASON FOR APPEAL:		
DATE OF DECISION MADE: _____		
PRIMARY CONTACT	PRIMARY CONTACT MAILING ADDRESS	PRIMARY CONTACT EMAIL
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. <b>THE APPLICANT ATTESTS THAT THEY ARE FREE OF DEBT OR CURRENT ON ALL DEBTS OWED TO KENDALL COUNTY AS OF THE DATE OF THE APPLICATION.</b>		
SIGNATURE OF APPLICANT		DATE

FEE PAID:\$ \_\_\_\_\_  
CHECK #: \_\_\_\_\_

### **Section 36-41 - Appeals.**

(a) *Scope.* Except for violations of this chapter cited by the Zoning Administrator or designee, an appeal may be taken to the ZBA by any person, firm, or corporation, or office, department, board or bureau affected by a decision of the office of the Zoning Administrator. The appeal shall specify the grounds thereof and shall be filed within such time and in such form as may be prescribed by the Board by general rule. The Zoning Administrator shall, upon request of the ZBA, transmit to it all documents, plans, and papers constituting the record of the action from which an appeal was taken.

(b) *Hearing.* The ZBA shall fix a reasonable time for the hearing of an appeal. Public notice shall be given of the hearing and due notice shall be given additionally to the interested parties. At the hearing, any party may appear in person, by agent, or by attorney.

(c) *Staying of work on premises.* When an appeal from the decision of the Zoning Administrator has been taken and filed with the ZBA, all proceedings and work on the premises concerning which the decision was made shall be stayed unless the Zoning Administrator shall certify to the Board that, by reason of facts stated in the certificate, a stay would cause imminent peril to life or property. In such case, proceedings or work shall not be stayed except by a restraining order which may be granted by the ZBA or by the County Circuit Court, on application, on notice to the Zoning Administrator and the owner of the premises affected and on due cause shown. After the owner or agent or persons or a corporation in charge of the work on the premises affected have received notice that an appeal has been filed with the ZBA, the Zoning Administrator shall have full power to order such work discontinued or stayed and to call upon the police power of the County to give full force and effect to the order.

(d) *Decision.* In exercising its powers, the ZBA may, upon the concurring vote of three (3) members of a five (5) member board or four (4) members of a seven (7) member board, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from as in its opinion ought to be done in the premises, and to that end have all the powers of the Zoning Administrator.

(Ord. No. 2020-17, exh. M, § 13:06, 9-15-2020)



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**ZONING APPLICATION FEES**

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**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<sup>1</sup>**

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\*\*\*

**<sup>1</sup>In 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