



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 type="checkbox"/> SITE PLAN REVIEW
<input type="checkbox"/> TEXT AMENDMENT	<input type="checkbox"/> RPD (<input type="checkbox"/> Concept; <input type="checkbox"/> Preliminary; <input checked="" 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 (_____ Major; _____ Minor)		
¹PRIMARY CONTACT	PRIMARY CONTACT MAILING ADDRESS	PRIMARY CONTACT EMAIL
PRIMARY CONTACT PHONE #	PRIMARY CONTACT FAX #	PRIMARY CONTACT OTHER #(Cell, etc.)
²ENGINEER 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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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



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RPD Final Plat Approval CHECKLIST

In addition to all other requirements, the formal petition must contain:

_____ 20 initial copies of Final Plat for property involved showing the following items (more copies of the Final Plat will be required for subsequent meetings):

(Please note: If submitting copies 11"x17" or smaller, a 24"x36" copy is required for display purposes. A PDF of the Final Plat must also be submitted)

- _____ a. Name of Subdivision, scale of not less than 1"=100', north arrow, & unit number (if appropriate)
- _____ b. Location (map and by section, township, & range)
- _____ c. Date of Drawing
- _____ d. Location (map and by section, township, & range)
- _____ e. Developer/Owner (name, address, & contact information)
- _____ f. Designer/Surveyor (name, address, & contact information)
- _____ g. Boundary lines
- _____ h. Monuments and primary control points (location & description)
- _____ i. Easements (location, dimensions, & purpose)
- _____ j. Streets & other rights-of-way (complete with cross sections, profiles, & dedication statements)
- _____ k. Lot lines, dimensions, angles (lot & block numbers)
- _____ l. Setback lines (for buildings)
- _____ m. Designated areas for public and non-public uses (location & use)
- _____ n. Base Flood Elevation (if present on property)
- _____ o. Protective Covenants
- _____ p. Other information required by PBZ Department
- _____ s. Pavement width of street and driveways
- _____ t. Street Classification
- _____ u. Lot sizes
- _____ v. Open space recreation facilities
- _____ w. All principle and accessory buildings and their use
- _____ x. Building line easements for utility services
- _____ y. Off-street parking
- _____ z. Service areas

_____ 20 initial copies of a detailed landscape planting plan, prepared by a landscape architect which meets the approval of the Plan Commission including the following:

(Please note: If submitting copies 11"x17" or smaller, a 24"x36" copy is required for display purposes. A PDF of the Final Plat must also be submitted:

- _____ a. Parkway shade trees shall be provided such that the total number of trees shall equal or exceed the ratio of one tree for each forty (40) feet of street frontage
- _____ b. Seventy (70) percent of significant trees are required to be preserved under the tree preservation plan
- _____ c. Loading docks, service yards, parking areas, and trash dumpsters shall be screened by a solid fence or continuous landscaping of at least six (6) feet in height

- _____ d. Buffers of at least 50 feet around wetlands and along major collector roads
- _____ e. Buffers of at least 100 feet along existing streams and waterbodies
- _____ f. Trees along the perimeter of proposed stormwater management areas
- _____ g. Location of all areas to be planted with native or specialized plantings

_____ **20** initial copies of preliminary architectural plans for all **residential** buildings containing more than one dwelling unit must be submitted in sufficient detail to show the following:

(Please note: If submitting copies 11"x17" or smaller, a 24"x36" copy is required for display purposes. A PDF of the Final Plat must also be submitted:

- _____ a. Basic planning
- _____ b. Number of units per building
- _____ c. Estimated number of bedrooms per dwelling unit
- _____ d. Building elevations required

Business or other non-residential buildings:

- _____ a. Elevations
- _____ b. Proposed exterior materials

Supplemental Exhibits

_____ **20** copies of a rendered plan of the Planned Development area showing in contrasting colors or by other means the respective location of all categories of land use

_____ **20** copies of a map of the general area showing the location of the Planned Development site and its relation to the existing roads and streets and use districts within the immediately adjacent and surrounding area

_____ **5** sets of Final Engineering plans including specifications for the following improvements:

- _____ a. Roads and streets, including classifications, width of right-of-way, widths of paved surfaces and construction details
- _____ b. Sidewalks and biking and hiking trails including widths of paved surfaces and construction details
- _____ c. Sanitary and storm sewer system
- _____ d. Water supply system
- _____ e. Street lighting and public area lighting system
- _____ f. Recommended installations for electric, gas and telephone facilities and distribution
- _____ g. Sequence of phases or stages of development of the Planned Development
- _____ h. Stormwater Management System and calculations
- _____ i. Any requests for any variances to stormwater management
- _____ j. Engineers' estimated cost of improvements including proposed trails and landscaping
- _____ k. Septic Overlay Plan

_____ The following must be provided by either graphic exhibits or written statement:

- _____ a. The density of residential uses and the number of dwelling units by type
- _____ b. The ancillary and non-residential uses to be provided in a residential planned development

- _____ c. The off-street parking and other service facilities proposed
- _____ d. The exception or variations to the Kendall County zoning or subdivision requirements being requested as part of the Planning Development application
- _____ e. Estimates of cost of installation of all proposed improvements, confirmed by a registered Illinois engineer
- _____ f. The calculation of buildable acreage, the percent and acreage of land use for each Primary and Secondary Conservation purposes, and the type and acreage of passive and recreational open space (*Available through completion of Calculation of Buildable Acreage Worksheet*)
- _____ g. Density Bonus Worksheets

_____ Supporting Documents including but not limited to:

- _____ a. Proposed covenants, restrictions and conditions
- _____ b. Proposed Development Agreements
- _____ c. Open Space Covenants/Restrictions Conservation Easements
- _____ d. Back Up Special Service Area Ordinances
- _____ e. Home Owner's Association By-laws and Covenants
- _____ f. Detailed short and long-term open space and trails management and maintenance plan.
- _____ g. R.O.W. Maintenance Agreement (if applicable)

_____ Application for any variances being sought to the RPD Zoning regulations.

_____ Written request and justification for any and all variances being sought to County or Municipal Subdivision Regulations.

_____ Written request and justification any and all variances being sought to the County's Stormwater Management Ordinance.

PUBLIC NOTICE
KENDALL COUNTY
****KENDALL COUNTY REGIONAL PLANNING COMMISSION****

Notice is hereby given that the Kendall County Regional Planning Commission will hold a public meeting on _____ at 7:00 p.m. at the Kendall County Office Building, Room 209 & 210 at 111 West Fox Street, Yorkville, IL.

The purpose of this meeting is to consider comments and make a determination regarding Petition # _____ is/are seeking to

The property is located at _____, and

is legally described in Exhibit "A" attached. **(ATTACH LEGAL DESCRIPTION ON SEPARATE PAGE)** Petition # _____ and related documents may be reviewed at the Planning, Building and Zoning Department, Room 203, 111 West Fox Street, Yorkville, IL 60560. Questions can be directed to the same Department. Telephone (630) 553-4141. Fax (630) 553-4179. All interested persons may attend and be heard. Written comments should be directed to the Department but shall only be entered as part of the record at the discretion of the Kendall County Regional Planning Commission.

Name(s) of Applicant _____

PUBLIC NOTICE
KENDALL COUNTY
****ZONING BOARD OF APPEALS****

Notice is hereby given that Zoning Board of Appeals will hold a public hearing on _____ at 7:00 p.m. at the Kendall County Office Building,
(Day, Date, Year)

Room 209 & 210 at 111 West Fox Street, Yorkville, IL. The purpose of this hearing is to consider testimony and make a determination regarding

Petition # _____ is/are
(Application #) (Name(s) of Applicant)

seeking a variance from Section _____ of the Kendall County Zoning
(Section #)

Ordinance to _____
(Description of request.)

The property is located at _____, and is legally
(Address or physical location.)

described in Exhibit "A" attached. **(ATTACH LEGAL DESCRIPTION ON**

SEPARATE PAGE) Petition # _____ and related documents may be
(Application #)

reviewed at the Planning, Building and Zoning Department, Room 203, 111 West Fox Street, Yorkville, IL 60560. Questions can be directed to the same Department. Telephone (630) 553-4141. Fax (630) 553-4179. All interested persons may attend and be heard. Written testimony should be directed to the Department but shall only be entered as part of the record at the discretion of the Kendall County Zoning Board of Appeals.

Name(s) of Applicant

Endangered Species Consultation Process
Executive Summary
January 7, 1991

There are 497 species listed as threatened or endangered within the state of Illinois. Habitat loss or degradation is the most serious problem facing these species. One of the goals of this new program is to avoid or minimize adverse impacts to state listed species and their essential habitat that result from the actions of state and local units of government.

The following is a summary of the steps involved in this consultation process:

1. Identify those actions that may have an adverse impact. Actions requiring review include:

“Any construction, land management, or other activity authorized, funded or performed by a State agency or local unit of government that will result in a change to the existing environmental conditions and/or may have a direct or indirect adverse impact on a listed species or its essential habitat or that otherwise jeopardizes the survival of that species...” (Section 1075.30)

 - A. **Please note that rezoning requests for lands currently zoned, developed, and used in its entirety for commercial, industrial or residential purposes are exempt from this process.** Rezoning requests for lands currently zoned as agricultural or other “open space” designation to one that would allow development shall be submitted for review.
 - B. The issuance of building and zoning use permits, and other non-discretionary decisions by administrative officials are also exempt from the consultation process. Approval of Planned Unit Developments, conditional or special use permits, and preliminary and final subdivision plans are subject to this review process.
2. Once a unit of government proposes an action that requires review, the information regarding the location of that action is forwarded to this Department for review. The agency action report (or equivalent information) should be submitted to the following address:

Illinois Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702-1271
3. Within thirty days the Department will reply with one of two responses. If no state listed species are present, no further consultation is required. If, however, a state listed species or its essential habitat is present, further information regarding the area may be required.

**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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ENGINEERING CONSULTANT FEES

I, _____ understand that Kendall County uses the services of a
Applicant Name

consultant for engineering reviews and inspections and that I will be responsible for
payment of services on _____ project. I authorize the consulting
Project Name
services to proceed.

IF THIS IS **NOT** PART OF A BUILDING PERMIT APPLICATION, PLEASE CHECK THE BOX AND
COMPLETE THIS SECTION:

I hereby submit a deposit of _____ payable to the **Kendall County Treasurer**
\$ Amount

to be used by Kendall County to reimburse consultant for charges invoiced for work
done in the review, approval and inspection of the proposed improvements.

I understand that if the deposit is depleted that I may be required to replenish the deposit
to have work proceed.

I further understand that Kendall County will not issue a Building Permit or a Certificate of

Occupancy as the case may be until I provide payment or proof of payment for the
engineering services.

Signature of Applicant: _____ Date: _____

KENDALL COUNTY TIMETABLE 2024

**for TEXT AMENDMENTS, MAP AMENDMENTS, RPD's (Residential Planned Developments), NON-RESIDENTIAL PUDS,
SPECIAL USES AND MAJOR AMENDMENTS TO A SPECIAL USE**

Application Deadline	ZPAC	COMBINED KCRPC & ZBA PUBLICATIONS**		Deadline to submit proof of publication to PBZ Dept.***	KCRPC	ZBA	PBZ	CB
		BEGIN	END					
By 4:30 p.m.	(9:00 A.M.)	BEGIN	END		(7:00 P.M.)	(7:00 P.M.)	(6:30 P.M.)	(9:00 A.M.)
10/24/23	11/07/23	11/18/23	12/03/23	12/06/23	12/13/23	12/18/23	01/08/24	01/16/24
11/17/23	12/05/23	11/18/23	12/03/23	12/06/23	12/13/23	12/18/23	01/08/24	01/16/24
12/19/23	01/02/24	12/30/23	01/14/24	01/17/24	01/24/24	01/29/24	02/13/24	02/20/24
01/23/24	02/06/24	02/03/24	02/18/24	02/21/24	02/28/24	03/04/24	03/11/24	03/19/24
02/20/24	03/05/24	03/02/24	03/17/24	03/20/24	03/27/24	04/01/24	04/08/24	04/16/24
03/19/24	04/02/24	03/30/24	04/14/24	04/17/24	04/24/24	04/29/24	05/13/24	05/21/24
04/23/24	05/07/24	04/28/24	05/13/24	05/15/24	05/22/24	05/28/24	06/10/24	06/18/24
05/21/24	06/04/24	06/01/24	06/16/24	06/19/24	06/26/24	07/01/24	07/08/24	07/16/24
06/18/24	07/02/24	06/29/24	07/14/24	07/17/24	07/24/24	07/29/24	08/12/24	08/20/24
07/23/24	08/06/24	08/04/24	08/19/24	08/21/24	08/28/24	09/03/24	09/09/24	09/17/24
08/20/24	09/03/24	08/31/24	09/15/24	09/18/24	09/25/24	09/30/24	10/07/24	10/15/24
09/17/24	10/01/24	09/28/24	10/13/24	10/16/24	10/23/24	10/28/24	11/12/24	11/19/24
10/22/24	11/05/24	11/16/24	12/01/24	12/04/24	12/11/24	12/16/24	01/13/25	01/21/25
11/15/24	12/03/24	11/16/24	12/01/24	12/04/24	12/11/24	12/16/24	01/13/25	01/21/25

TIMELINE IS SUBJECT TO CHANGE-REVIEW BY TOWNSHIPS, MUNICIPALITIES AND ADVISORY BOARDS COULD DELAY THE ADOPTION PROCESS

**** Petitioners must adhere to KCRPC & ZBA publication timeframe as listed. All notifications must be given to property owners and published in the newspaper no earlier than the "begin" date listed and no later than the "end" date listed for the appropriate KCRPC & ZBA meeting. Notices submitted to the paper for publication must also include the legal description of the property that is the subject of the hearing. The "Kendall County Record" and "Beacon News" are the preferred papers for publication of notices. The "Beacon News" is published daily. The Kendall County Record is a weekly publication issued each Thursday. Please check with each publication regarding publication deadlines. For further information regarding the cost and deadlines related to each paper, contact the "Kendall County Record" at (630) 553-7034 (publicnotice@kendallcountynow.com) or the "Beacon News" (suburban.legal@tribpub.com)**

***** Proof of notification must be submitted to the Planning, Building & Zoning Department prior to the KCRPC meeting. The deadline is specified above.**