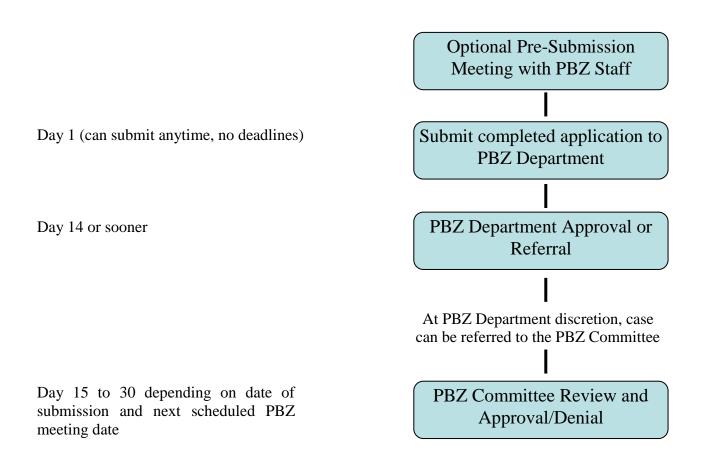
Kendall County Conditional Use Process



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

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

CONDITIONAL USE APPLICATION

CLINOIS .	PROJECT NA	MIE		FILE #:	
NAME OF APPLICANT (Including First, Middle Initial, and Last Name)					
CURRENT LANDOWNER/NAM	IE(s)				
SITE INFORMATION					
ACRES	SITE ADDRESS	S OR LOCATION	ASSESSOR'S ID N	IUMBER (PIN)	
EXISTING LAND USE	CURRENT ZON	NING	LAND CLASSIFICA	ATION ON LRMP	
REQUESTED ACTION (Check /	All That Apply): YOU	MUST MEET ALL CO	NDITIONS LISTED IN T	HE ORDINANCE TO QUALIFY	
SMALL WIND ENERGY SY	STEM			RIDING STABLES	
ECHO HOUSING		BUYING AND SE	LLING OF LIVESTOCK	FEED YARDS	
ACCESSORY AGRICULTU	IRAL SERVICES	TRUCK/TRACTOR	R AMUSEMENTS	PUBLIC 911 SAFETY TOWER	
AGRICULTURAL LABOR H	OUSING	GUEST HOUSE		SINGLE FAMILY DWELLING	
HOME-BASED FOOD OPE	R ATION	MODEL HOME		PLACES OF WORSHIP	
SCHOOL	-	DRY CLEANER		LAUNDRYMAT (SELF-SERVICE)	
ELECTRICAL APPLIANCE	STORE _	CONSTRUCTION S	ERVICES	CONTRACTOR'S OFFICE	
ENCLOSED SELF-SERVIC	E STORAGE	LABORATORIES		OUTDOOR DISPLAY	
PROCESSING OR ASSEM	BLY				
¹PRIMARY CONTACT	PRIMA	RY CONTACT MAILING	G ADDRESS	PRIMARY CONTACT	
EMAIL					
PRIMARY CONTACT PHONE #	# PRIMAR	RY CONTACT FAX #	P	RIMARY CONTACT OTHER #(Cell, etc.)	
	ERS THROUGHOUT	T THE PETITION PROC	ESS AND THAT THE P	: VISITED BY COUNTY STAFF & RIMARY CONTACT LISTED ABOVE	
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

Last Revised: 10.17.22



purposes.

DEPARTMENT OF PLANNING, BUILDING & ZONING

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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

KENDALL COUNTY DISCLOSURE OF BENEFICIARIES FORM

Applicant					
Address					
City			State	Zip	
Nature of Benefit So	ought				-
Nature of Applicant: Natural Personal Corporation Land Trust/ Trust/Truste Partnership Joint Venture	son (a) n (b) Trustee (c) ee (d) (e)	one)			
If applicant is an enti- characteristics of the		escribed in Sec	etion 3, briefly	state the nature a	nd
1	who is a 50% sh				
a trust or land trust, a interest, interest in property. NAME	a joint venture in rofits and losses	n the case of a	joint venture,	y:	ary in the ca
a trust or land trust, a interest, interest in pr	a joint venture in rofits and losses	n the case of a or right to co	joint venture,	or who otherwise y:	ary in the case has proprie
a trust or land trust, a interest, interest in pr	a joint venture in rofits and losses	n the case of a or right to co ADDRESS	joint venture, on trol such entit	or who otherwise y: I	ary in the case has proprie
a trust or land trust, a interest, interest in property NAME Name, address, and of	a joint venture in rofits and losses	n the case of a or right to co ADDRESS on making this	joint venture, on trol such entities a disclosure on ON, being first du	or who otherwise y: I behalf of the app	ary in the case has propried has propried in the case has propried in t
a trust or land trust, a interest, interest in property NAME	capacity of person behalf of the large on behalf of the large of the larg	on the case of a corright to co ADDRESS on making this VERIFICATI applicant, the	joint venture, on trol such entited such entitles such entit	behalf of the app	e has propried INTEREST Discant:



Petitioner:

Type of Request

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



NATURAL RESOURCE INFORMATION (NRI) REPORT APPLICATION Contact Person: 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 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 _____ Change in Zoning from ______ to _____ Variance (Please describe fully on separate page)

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.

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

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)

Special Use Permit (Please describe fully on separate page)

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 \$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

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

^{***}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.