

**DEPARTMENT OF PLANNING, BUILDING & ZONING**

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

**APPLICATION**

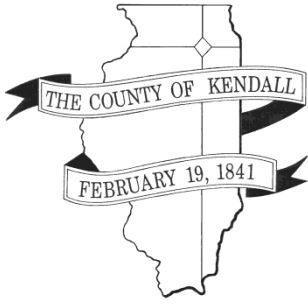
PROJECT NAME \_\_\_\_\_ FILE #: \_\_\_\_\_

<b>NAME OF APPLICANT</b>		
<b>CURRENT LANDOWNER/NAME(s)</b>		
<b>SITE INFORMATION</b>	<b>SITE ADDRESS OR LOCATION</b>	<b>ASSESSOR'S ID NUMBER (PIN)</b>
ACRES		
<b>EXISTING LAND USE</b>	<b>CURRENT ZONING</b>	<b>LAND CLASSIFICATION ON LRMP</b>
<b>REQUESTED ACTION</b> (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 checked="" 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)		
<b><sup>1</sup>PRIMARY CONTACT</b>	<b>PRIMARY CONTACT MAILING ADDRESS</b>	<b>PRIMARY CONTACT EMAIL</b>
<b>PRIMARY CONTACT PHONE #</b>	<b>PRIMARY CONTACT FAX #</b>	<b>PRIMARY CONTACT OTHER #(Cell, etc.)</b>
<b><sup>2</sup>ENGINEER CONTACT</b>	<b>ENGINEER MAILING ADDRESS</b>	<b>ENGINEER EMAIL</b>
<b>ENGINEER PHONE #</b>	<b>ENGINEER FAX #</b>	<b>ENGINEER OTHER # (Cell, etc.)</b>
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>SIGNATURE OF APPLICANT</b>	<b>DATE</b>	

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

<sup>1</sup>Primary Contact will receive all correspondence from County

<sup>2</sup>Engineering Contact will receive all correspondence from the County's Engineering Consultants



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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)

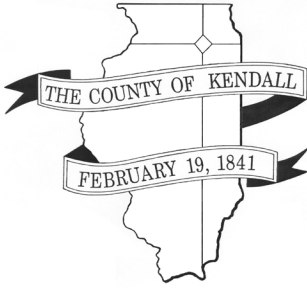
OTHER PLAT (Vacation, Dedication, etc.)	
All Other Plat Actions	\$50.00/acre or part of an acre (\$500.00 minimum)
ADMINISTRATIVE APPEAL	\$1,000.00 <sup>1</sup>
TEXT AMENDMENT	\$500.00
SITE PLAN REVIEW	\$375.00
CONDITIONAL USE	\$100.00
TEMPORARY USES	\$100.00

\*\*\*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.

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



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**RESIDENTIAL PLANNED DEVELOPMENT**

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## Step 1

**A.) Pre-Application Conference:** A pre-application conference is strongly encouraged between the applicant, the site designer(s), and the Director of Planning, Building and Zoning or his designated representative. At this stage the applicant should supply the Director with a copy of an existing features plan for review and comment. The purpose of the meeting shall be:

- 1) To introduce the applicant and the site designer(s) to the County's zoning and subdivision regulations and procedures
- 2) To discuss the applicant's objectives in relation to the County's official policies and ordinance requirements.
- 3) To identify early on using, the four step process, the specific issues that will need to be addressed in designing the site.

### Existing Features Plan should include, at a minimum, the following:

- \_\_\_\_\_ a. A contour map based at a minimum of 2 foot contours upon topographical maps published by the U.S. Geological Survey
  - \_\_\_\_\_ b. The location of severely constraining elements such as steep slopes (over 25%), wetlands, watercourses, intermittent streams and 100-year floodplains, and all rights-of-way and easements
  - \_\_\_\_\_ c. Soil classification boundaries as derived through a Soils Survey (Based on 200-foot grid)
  - \_\_\_\_\_ d. The location of significant features such as woodlands, treelines, open fields or meadows, scenic views into or out from the property, watershed divides and drainage ways, fences or stone walls, rock outcrops, and existing structures, roads, tracks and trails and any sites listed on the Critical Trends Assessment Program of the Illinois Department of Natural Resources.
  - \_\_\_\_\_ e. A drain tile study
- The Existing Features Plan shall identify both Primary Conservation Areas and Secondary Conservation Areas. Together, these Primary and Secondary Conservation Areas comprise the development's proposed open space, the location of which shall be consistent with the Planning Goals and Objectives for Natural Resources of the Land Resource Management Plan.

**B.) On-Site Inspection:** After the Existing Features (Site Analysis) Plan has been prepared, the Director of Planning, Building and Zoning or his designated representative shall, if possible, schedule a mutually convenient date to walk the property with the applicant and his/her site designer. The purpose:

- 1) To familiarize County officials with the property's special features
  - 2) To provide them an informal opportunity to offer guidance to the applicant regarding the tentative location of the Secondary Conservation Areas and potential house locations and street alignments.
- Separate on-site inspections are encouraged if a convenient date cannot be established for a group visit.

- If this visit is not scheduled before submission of the sketch plan or the Concept Plan, it should occur soon thereafter.

### C.) Concept Plan: 4-Step Process

The Concept plan should be developed in accordance with the “four step” process as outlined in Section 4 “*Conservation Subdivision Design – A Four Step Process*” contained within the handout “*Growing Greener - Conservation by Design*”. The purpose of the document is to identify the location and acreage of the various site constraints and features and should demonstrate how the proposed development has been designed to maximize and protect the sensitive or unique features of the site. The document should consist of four pages each demonstrating one of the steps in the four step process with the “Existing Features Plan” comprising the first page and the “Concept Plan” being the fourth and final sheet. The information presented on each sheet should be superimposed over an aerial photograph of the property that shows the location of the project with respect to existing or planned developments in the surrounding area. In developing the plan, the following items will need to be addressed:

- \_\_\_\_\_ 1. Designation of open space
  - A minimum of thirty percent (30%) of the total acreage of the development shall be used for open space. The open space areas shall include the following:
    - i. all non-buildable acreage (except land within an existing road right-of-way), and
    - ii. a minimum of twenty-five percent (25%) of the buildable acreage
    - iii. at least twenty-five percent (25%) but no more than fifty percent (50%) of the minimum required open space shall be suitable for active recreation purposes (refer to *Calculation of Buildable Acreage Worksheet* if assistance is needed)
  - All potential conservation areas (primary and secondary) must be identified.
    - i. **Primary Conservation Areas:** wetlands, floodplains, slopes over 25%, and soils susceptible to slumping
    - ii. **Secondary Conservation Areas:** noteworthy or significant features of the natural or cultural landscape – such as mature woodlands, wildlife habitats and travel corridors, prime farmland, groundwater recharge areas, greenways and trails, river and stream corridors, historic sites and buildings, and scenic viewsheds
    - iii. Guidance on which parts of the remaining land to classify as Secondary Conservation Areas shall be based upon:
      - The procedures described in *Conservation Design for Subdivisions: A Practical Guide to Creating Open Space Networks*, produced by Natural Lands Trust and published by Island Press,
      - On-site visits or inspections,
      - The open space location criteria contained in Section 8.03.N and 8.03.O of the Zoning Ordinance
      - The evaluation criteria listed in Section 8.03.P of the Zoning Ordinance, and
      - Information from published data and reports.
- \_\_\_\_\_ 2. Location of house sites: Applicant must identify tentative house sites on Concept Plan. House sites must abide by the following guidelines.
  - i. House sites should generally be located not closer than 100 feet from Primary Conservation Areas
  - ii. House sites may be situated within 50 feet of Secondary Conservation Areas
  - iii. Building “footprint” of proposed residences may be changed by more than 50 feet in any direction with majority approval from the members of the Kendall County Board. Changes less than fifty feet do not require

- approval
- \_\_\_\_\_ 3. Street and Lot Layout: Applicant must align proposed streets to provide vehicular access to each house in the most reasonable and economical way in compliance with the following:
- i. Access streets and lots must be located in a way that avoids or at least minimizes adverse impacts on both the Primary and Secondary Conservation Areas
  - ii. Wetland crossings and streets traversing existing slopes over 15% shall be strongly discouraged
  - iii. Street connections are encouraged to minimize the number of new cul-de-sacs to be maintained by the County or Township
  - iv. Street connections are encouraged to facilitate easy access to and from homes in different parts of the property (and on adjoining parcels)
  - v. Cul-de-sacs serving more than six homes shall generally be designed with a central island containing indigenous trees and shrubs (either conserved on site or planted)

- \_\_\_\_\_ 4. Lot Lines:
- i. Lot lines are drawn midway between house locations

- Kendall County encourages the creation of single-loaded residential access streets, in order that the maximum number of homes in new developments may enjoy views of open space
- In situations where more formal, “neo-traditional,” or village-type layouts are proposed, Parts (b) and (c) may be reversed, so that the location of house sites follows the location of streets and squares.

**The Concept Plan should include, at a minimum, the following:**

- \_\_\_\_\_ a. A site plan of the Planned Development. This plan will be at a scale of not less than one inch equals one hundred (100) feet which should show the following:
  - i. All proposed streets (public and private)
  - ii. Rights-Of-Way
  - iii. Preliminary lot locations and sizes
  - iv. Open space areas
  - v. Other info per planned development
- \_\_\_\_\_ b. A topographic survey with two foot contour intervals.
- \_\_\_\_\_ c. A preliminary tree removal and preservation plan (including survey of all trees indicating species & diameter and demonstrating that not less than 70% of the significant trees will be preserved)
- \_\_\_\_\_ d. 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.
- \_\_\_\_\_ e. A map of the general area showing the location of the Planned Development site and its relation to the existing and proposed trails, roads, and streets and use districts within one half mile of the site.
- \_\_\_\_\_ f. Preliminary specifications of the following:
  - i. Sequence of phases or stages of development of the Planned Development if applicable. Common open space areas should generally be provided in each phase consistent with the phasing of dwelling units.
  - ii. A general landscape planting plan prepared by a landscape architect, which meets approval of the Plan Commission.
    - General plan for Parkway Tree plantings.
    - Areas of existing trees to be preserved
    - Areas for screening or fencing being proposed.
    - Buffers of at least 50 feet around the wetlands and along major collector roads.
    - Buffers of 100 feet along existing streams and waterbodies

- Trees along the perimeter of proposed stormwater management areas
  - Location of all areas to be planted with native or specialized plantings.
- \_\_\_\_\_ g. Name of Developer/owner
- \_\_\_\_\_ h. Name of Designer/Surveyor
- \_\_\_\_\_ i. Date of drawing
- \_\_\_\_\_ j. Present zoning and proposed classification on property
- \_\_\_\_\_ k. Current Zoning of adjacent property
- \_\_\_\_\_ l. Adjacent property owner's name
- \_\_\_\_\_ m. The following should be provided by either graphic exhibits or written statement:
- i. The buildable density of residential uses and the number of dwelling units by type.
  - ii. The ancillary and non-residential uses to be proved in a RPD.
  - iii. The calculation of buildable acreage, the estimated percent and acreage of land used for each of Primary and Secondary Conservation proposed, and the projected type and acreage of passive and recreational open space (refer to *Calculation of Buildable Acreage Worksheet*).
  - iv. Explanation of density credits being claimed
  - v. Lot size (Minimum, Maximum, Average)
- Concept Plan should be submitted by the applicant to the Director of Planning, Building and Zoning, the applicable Township, and any municipality within 1 ½ miles of the proposed development, for their review and comment.

#### **D.) Application for Zoning and Concept Plan Approval**

Once the four step plan has been developed, the petitioner may apply for zoning and concept plan approval. Application shall be made using the RPD Zoning Application Form as prepared and supplied by the Kendall County Planning Building and Zoning Department included in this packet. The application must include all of the following materials before it can be scheduled for review.

- \_\_\_\_\_ Completed Application Form.
- \_\_\_\_\_ Application Fee.
- \_\_\_\_\_ Engineering Consultant Deposit
- \_\_\_\_\_ Legal description of property involved.
- \_\_\_\_\_ Proof Ownership (Deed or Title Insurance Policy).
- \_\_\_\_\_ A beneficiary disclosure statement for property, if held in trust.
- \_\_\_\_\_ Natural Resource Inventory (NRI) Report
- \_\_\_\_\_ Proof of Application of Endangered Species Consultation for property zoned A-1.
- \_\_\_\_\_ Wetland Delineation Report
- \_\_\_\_\_ Existing Drain Tile Survey
- \_\_\_\_\_ **20** initial copies of the Plat of Survey and Four Step Plan for the property involved showing the following including all details as listed above. (more copies of the Plat of Survey and Site Plans will be required for subsequent meetings.) If submitting copies of 11"x17" or smaller, a 24"x36" copy is requested for display purposes.
- \_\_\_\_\_ Proof of notification to municipalities, townships, school district, park district, and Fire Protection District. (NOTE: A written response from the Township and /or municipality is required prior to scheduling meetings in front of the Regional Planning Commission, or 30 days elapsed time from the date of notification.
- \_\_\_\_\_ Zoning map(s) involving the property. (*Can be obtained from the County Mapping Department.*)
- \_\_\_\_\_ Aerial Photo(s) of property. (*Can be obtained from the County Mapping Department.*)

Once the submittal packet is reviewed and has been found to be complete, the application will be scheduled for review at the next available meeting of the Zoning and Platting Advisory Committee.

### **E.) ZPAC**

The Zoning and Platting Advisory Committee is held for the purpose of inviting the various County departments and impacted outside agencies to review and comment on a petition. A copy of the petition (including the staff report and attachments) is sent the week before the meeting to departments such as: Health and Human Services, County Highway, County engineering consultant, the Soil and Water Conservation District, Forest Preserve, and the Sheriff. The petitioner and Township supervisors will also receive a copy.

The petitioner (or a designated representative) should plan to attend the meeting. A staff member of the Planning, Building and Zoning Department will present the staff report. The petitioner will then be asked to speak about their petition in addition to answering questions raised by ZPAC. If all issues and concerns are met satisfactorily, staff will indicate that the petition will move forward in the process, to the next KCRPC meeting. However, if issues are not adequately addressed, the petition will be continued to the next ZPAC meeting or tabled until additional information is provided. In those situations, **the County may then designate a consultant experienced in development design and in the protection of natural features and greenway lands to meet with the applicant and to attend or conduct meetings required under this ordinance.**

### **F.) KCRPC**

The role of the Regional Planning Commission is to hold meetings on issues pertaining to county planning. Such issues include review of zoning amendments, new subdivision plats to ensure conformance with subdivision regulations, and aspects relating to conformance with the County's Land Resource Management Plan. The Commission is comprised of 10 appointed members who each represent one of the townships in the County, plus there is one "at large" member. A week before the meeting all KCRPC members receive a copy of the petition to review and prepare for the meeting. The petitioner also receives a copy. (The petition includes ZPAC comments.)

It is the policy of the KCRPC to hear petitions that have been heard by the township and/or municipal planning commissions and boards having mile and a half review authority. If the Planning, Building and Zoning Department has not received information from the township and/or municipality regarding the petition, the petition will **NOT** be placed on the KCRPC agenda.

The petitioner (or a designated representative) must attend the Kendall County Regional Planning Commission meeting. First a staff member of the Planning, Building and Zoning Department will present the staff report. Then the petitioner will be asked to speak about their petition and answer questions raised by the KCRPC. Persons present who wish to speak on the petition may also have an opportunity to voice support or opposition, at the discretion of the KCRPC Chair. After discussing all issues and concerns, the KCRPC will vote to recommend approval or denial of the petition and move it forward to the next PBZ Committee meeting. If the Regional Planning Commission believes more information is needed or that all issues have not been adequately addressed, they may move to continue the petition to the next KCRPC meeting or table it until additional information is provided.

#### **The following items must be submitted at least one week prior to KCRPC:**

- a. Completed Endangered Species Report
- b. Letter of notification example.
- c. Proof of publication 15 to 30 days before the public hearing.
- d. Proof of notification to recipients (i.e. return receipts). **ITEMS B & C MUST BE SUBMITTED TO PBZ DEPT. BY DEADLINE SPECIFIED ON HEARING TIMETABLE.**
- e. List of notice recipients.(500' in Ag. Districts. Adjoining properties on all other districts) **PROOF OF BOTH NOTIFICATION AND PUBLICATION MUST BE SUBMITTED TO**



THE PLANNING, BUILDING AND ZONING DEPARTMENT BEFORE THE PETITION  
WILL MOVE FORWARD TO KCRPC

**G.) PBZ**

The Planning, Building and Zoning Committee is comprised of five members of the elected County Board. Their primary function is to hear petitions before they approach the entire County Board and to make recommendations to the County Board. This Committee is intended to help expedite the work of the County Board by giving petitioners and other interested parties a final opportunity to be heard. The PBZ also performs other functions such as reviewing the Planning, Building and Zoning Department functions. A week before the meeting all PBZ members receive a copy of the petition to review and prepare for the meeting. The petitioner also receives a copy. (The petition includes ZPAC and KCRPC comments and minutes.)

Similar to the previous meetings, the petitioner (or a designated representative) must attend the PBZ meeting. First, a staff member of the Planning, Building and Zoning Department will present the staff report. Then the petitioner will be asked to speak about their petition and answer questions raised by the PBZ. At the discretion of the PBZ Chair, persons present who wish to speak on the petition have an opportunity to voice support or opposition once the petitioner has spoken. After hearing and discussing all issues and concerns, the Planning, Building and Zoning Committee will vote to recommend that the applicant move on to the preliminary plat stage or, if there are items they believe remain to be resolved prior to preparation of the preliminary plat may refer the matter to the Concept Review Committee for additional input. After further review by the Concept review Committee, the matter will be referred back to PBZ for review along with the recommendations received for recommendation on proceeding to preliminary the plat stage.

## **Step 2**

### **Preliminary Plat**

Once the applicant obtains PBZ approval to proceed to the preliminary platting, the petitioner will need to submit an application for Preliminary Plat approval using the forms supplied and prepared by the Kendall County Planning Building and Zoning Department included in this packet. A separate application for preliminary plat review provided by the Health Department must also be submitted to the Health Department. The application must include all of the materials listed on the enclosed Preliminary Plat Checklist before it can be scheduled for review. The Preliminary Plat application should be submitted by the applicant to the Director of Planning, Building and Zoning, the applicable Township Plan Commission, and any municipality within 1 ½ miles of the proposed development, for their review and comment.

Once the submittal packet is reviewed and has been found to be complete, the application will be scheduled for review by the **ZPAC**, **KCRPC** and **PBZ** Committee and will follow the same review process a outlined above for the Concept Plan. It should be noted that the application will not be forwarded to PBZ for recommendation until the preliminary engineering plan has been reviewed and recommended for approval by all required departments, consultants and agencies.

Once the matter has been reviewed and recommended for approval by the PBZ Committee the petitioner will be directed to proceed to the final Plat stage.

### Step 3 Final Plat

Once the applicant obtains PBZ approval to proceed to the final platting, the petitioner will need to submit an application for Final Plat approval using the forms supplied and prepared by the Kendall County Planning Building and Zoning Department included in this packet. The application must include all of the materials listed on the enclosed Final Plat Checklist before it can be scheduled for review. The Final Plat application should be submitted by the applicant to the Director of Planning, Building and Zoning, the applicable Township, and any municipality within 1 ½ miles of the proposed development, for their review and comment.

Also, a Final Engineering Plan should be forwarded to the County's Engineering consultant, the Highway Department, and the Department of Environmental Health. A septic overlay plan should also be forwarded to the Department of Environmental Health. The Final Landscape Plan should be forwarded to the Forest Preserve District.

Once the submittal packet is reviewed and has been found to be complete, the submitted documents will be reviewed and commented on by the various agencies. The petition will not be placed before the KCRPC for review, comment, or recommendation until the technical issues identified by the various agencies have been resolved and cleared to proceed. As well, the associated development agreement must be approved as to form content by PBZ Staff and the Kendall County State's Attorney. Once completed, the application will be scheduled for review by **KCRPC** and will follow the same review process a outlined above for the Concept Plan.

#### **The following items must be submitted at least one week prior to KCRPC:**

- a. Letter of notification example.
- b. Proof of publication 15 to 30 days before the public hearing.
- c. Proof of notification to recipients (i.e. return receipts). **ITEMS B & C MUST BE SUBMITTED TO PBZ DEPT. BY DEADLINE SPECIFIED ON HEARING TIMETABLE.**
- d. List of notice recipients.(500' in Ag. Districts. Adjoining properties on all other districts)

PROOF OF BOTH NOTIFICATION AND PUBLICATION MUST BE SUBMITTED TO THE PLANNING, BUILDING AND ZONING DEPARTMENT BEFORE THE PETITION WILL MOVE FORWARD TO KCRPC

Following review and recommendation by the KCRPC, the matter will be forwarded to the Zoning Board of Appeals (ZBA) for formal public hearing on the requested zoning classification.

#### **ZBA**

The Zoning Board of Appeals conducts a public hearing to hear and record testimony supporting and/or opposing the zoning map amendment request, and votes on a recommendation to the County Board. Also at this time, the ZBA will hear and act on any requests involving zoning variances. If any Special Uses are requested they will be heard by the ZBA at this time. The County Board Chair appoints all seven ZBA members. The ZBA strives to make recommendations that will benefit the entire county, based on facts presented at the hearing and how the request will comply with the given standards. The ZBA, in its recommendations, attempts to implement the procedures set forth in the Kendall County Zoning Ordinance and policies of the Kendall County Land Resource Management Plan. The week before the meeting all ZBA members receive a copy of the petition to review and prepare for the meeting. The petitioner also receives a copy. (The petition includes KCRPC comments.)

The petitioner (or a designated representative) must attend the Zoning Board of Appeals meeting. A staff member of the Planning, Building and Zoning Department will present the staff report. Then the petitioner will be sworn in and asked to speak about their petition and answer questions

raised by ZBA members. Persons present who wish to speak on the petition will be sworn in and have an opportunity to voice support or opposition once the petitioner has spoken.

**Persons wishing to speak:**

1. You will stand and be sworn in by the Chair.
2. Before you begin your testimony, please sign the provided attendance sheet and also state your name and address for the record.
3. Speak loudly and clearly because testimony is being recorded. Address your comments and questions to the Chair.
4. Be brief and concise. Avoid repeating yourself and what others have said before you, although you may voice your support on what has already been said.
5. The Chair has the right to impose a time limit on testimony (approximately five minutes).
6. You may submit written testimony to the Kendall County Planning, Building and Zoning Department one week prior to the hearing date. It will then be read during the meeting. All documents submitted at the hearing become County property and are included in the public record as exhibits.
7. Testimony should include facts and specific reasons, not just opinions. Examples of acceptable testimony include the following:
  - Compliance with County's Land Resource Management Plan
  - Zoning in comparison to nearby properties
  - Effect on taxable value of nearby property
  - Effect on quality of life in neighborhood
  - County need for proposed development
  - Impact on community tax base and economy
  - Impact on City/School District/Park District services
  - Environmental impact
  - Property cannot be economically used without zoning change
  - Public safety, health, and welfare
  - Adequate open space

**Provide specific, well-documented information to substantiate testimony.** (For example, regarding "effect on taxable value of nearby property" provide examples of similar development and actual property value changes caused by rezoning, or expert testimony from appraiser as to property value changes in similar circumstances.)

After hearing and discussing all issues and concerns, the ZBA will vote to recommend approval or denial of the application and move it forward to the next available PBZ meeting. If the Zoning Board of Appeals believes more information is needed or that all issues have not been adequately addressed, they may move to continue the petition to the next ZBA meeting or table it until additional information is provided.

**The following items must be submitted at least one week prior to the Zoning Board of Appeals Hearing:**

- a. Letter of notification example.
- b. Proof of publication 15 to 30 days before the public hearing.
- c. Proof of notification to recipients (i.e. return receipts). **ITEMS B & C MUST BE SUBMITTED TO PBZ DEPT. BY DEADLINE SPECIFIED ON HEARING TIMETABLE.**
- d. List of notice recipients (500' in Ag. Districts. Adjoining properties on all other districts)

PROOF OF BOTH NOTIFICATION AND PUBLICATION MUST BE SUBMITTED TO THE PLANNING, BUILDING AND ZONING DEPARTMENT BEFORE THE PETITION WILL MOVE FORWARD TO THE ZONING BOARD OF APPEALS.

### **PBZ**

The week before the meeting all PBZ members receive a copy of the petition to review and prepare for the meeting. The petitioner also receives a copy. (The petition includes ZPAC, KCRPC, and ZBA comments.) **Review and approval of final engineering and all supporting documents, covenants and agreements and plans related to the final plat must be received from all reviewing departments and agencies before scheduling the final plat for action by the PBZ Committee.**

Similar to the previous meetings, the petitioner (or a designated representative) must attend the PBZ meeting. First, a staff member of the Planning, Building and Zoning Department will present the staff report. Then the petitioner will be asked to speak about their petition and answer questions raised by the PBZ. Persons present who wish to speak on the petition have an opportunity to voice support or opposition once the petitioner has spoken. At this time the Committee will recommend on any Stormwater or Subdivision Variances. After hearing and discussing all issues and concerns, the Planning, Building and Zoning Committee will vote to recommend approval or denial of the petition and move it forward to the next County Board meeting. If the PBZ believes more information is needed or that all issues have not been adequately addressed, they may vote to continue the petition to the next PBZ meeting or table it until additional information is provided.

### **County Board**

The County Board is comprised of ten elected officials, who represent the citizens of Kendall County. These members represent all the County Board Districts; the Board appoints one of these members as the Chair. This body makes the final decision to grant approval or denial of a petition for a Rezoning, Special Use, and A-1 Building Permit. The PB&Z may instruct you whether or not you need to attend this meeting.

The Chair of the PB&Z presents the ordinance and attachments to the County Board. The Director of Planning, Building, and Zoning is present to answer any questions the County Board may have. The County Board then holds a final vote to approve or deny the petition. If approved, the Board will adopt the various ordinances zoning the property and approving the Concept Plan, Preliminary and Final Plats.

**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.  
(Day, Date, Year)

The purpose of this meeting is to consider comments and make a determination regarding Petition # \_\_\_\_\_ is/are seeking to  
(Application #) (Name(s) of Applicant)

\_\_\_\_\_  
(Description of request.)

The property is located at \_\_\_\_\_, and  
(Address or physical location.)

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



Kendall County Soil & Water Conservation District

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



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.)

Table with 2 columns: Description, Amount. Rows: 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 \_\_\_\_\_



**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:

\_\_\_\_\_

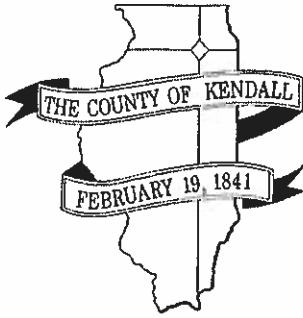
VERIFICATION

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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**DEPARTMENT OF PLANNING, BUILDING & ZONING**

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

**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 2020**

**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, HEARING OFFICER & 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.)
11/19/19	12/03/19	11/16/19	12/01/19	12/04/19	12/11/19	12/16/19	01/13/20	01/21/20
12/24/19	01/07/20	12/28/19	01/12/20	01/15/20	01/22/20	01/27/20	02/10/20	02/18/20
01/21/20	02/04/20	02/01/20	02/16/20	02/19/20	02/26/20	03/02/20	03/09/20	03/17/20
02/18/20	03/03/20	02/29/20	03/15/20	03/18/20	03/25/20	03/30/20	04/13/20	04/21/20
03/24/20	04/07/20	03/28/20	04/12/20	04/15/20	04/22/20	04/27/20	05/11/20	05/19/20
04/21/20	05/05/20	05/02/20	05/17/20	05/20/20	05/27/20	06/01/20	06/08/20	06/16/20
05/19/20	06/02/20	05/30/20	06/14/20	06/17/20	06/24/20	06/29/20	07/13/20	07/21/20
06/23/20	07/07/20	06/27/20	07/12/20	07/15/20	07/22/20	07/27/20	08/10/20	08/18/20
07/21/20	08/04/20	08/01/20	08/16/20	08/19/20	08/26/20	08/31/20	09/14/20	10/20/20
08/18/20	09/01/20	08/29/20	09/13/20	09/16/20	09/23/20	09/28/20	10/19/20	11/17/20
09/22/20	10/06/20	10/03/20	10/18/20	10/21/20	10/28/20	11/02/20	11/09/20	11/17/20
10/20/20	11/03/20	11/14/20	11/29/20	12/02/20	12/09/20	12/14/20	01/11/21	01/19/21
11/17/20	12/01/20	11/14/20	11/29/20	12/02/20	12/09/20	12/14/20	01/11/21	01/19/21
12/22/20	01/05/21	01/02/21	01/17/21	01/20/21	01/27/21	02/01/21	02/08/21	02/16/21

TIMELINE IS SUBJECT TO CHANGE RE IE BY TO NSHIPS, MUNICIPALITIES AND AD ISORY 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](mailto:publicnotice@kendallcountynow.com)) or the "Beacon News" ([suburban.legal@tribpub.com](mailto: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.**