

DEPARTMENT OF PLANNING, BUILDING & ZONING

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

APPLICATION

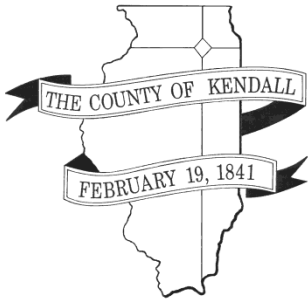
PROJECT NAME _____ FILE #: _____

NAME OF APPLICANT		
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 checked="" 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 (_____ 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.		
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 \$425 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)

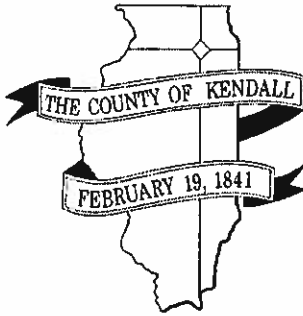
OTHER PLAT (Vacation, Dedication, etc.)	
All Other Plat Actions	\$50.00/acre or part of an acre (\$500.00 minimum)
ADMINISTRATIVE APPEAL	\$1,000.00 ¹
TEXT AMENDMENT	\$500.00
SITE PLAN REVIEW	\$375.00
CONDITIONAL USE	\$100.00
TEMPORARY USES	\$100.00

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.

ZONING FEES ESTABLISHED BY KENDALL COUNTY ORDINANCE EFFECTIVE
4/17/2018



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**RPD PRELIMINARY PLAT
APPLICATION CHECKLIST**

- _____ Completed Application Form
- _____ Application Fee
- _____ Legal description of property involved supplied on a flash drive or some other digital form
- _____ A beneficiary disclosure statement for property, if held in trust.
- _____ **20** initial copies of Preliminary Plat for property involved showing the following items (more copies of the Preliminary 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 Preliminary Plat must also be submitted)
 - _____ a. Title (including subdivision name), scale (at 1"=100'), north arrow
 - _____ b. Location (map and by section, township, & range)
 - _____ c. Date of Drawing
 - _____ d. Developer/owner (name, address, & contact information)
 - _____ e. Designer/Surveyor (name, address, & contact information)
 - _____ f. Boundary lines (of the subdivision & referencing USLSC)
 - _____ g. Existing structures (on the property & adjacent properties)
 - _____ h. Utilities (on the property & adjacent properties)
 - _____ i. Easements, location, width, and purpose (existing & proposed)
 - _____ j. Streets and other rights-of-way (existing & proposed)
 - _____ k. Lot lines, dimensions, and numbers
 - _____ l. Setback lines for buildings
 - _____ m. Dedicated lands for public and non-public uses
 - _____ n. Topography at 1 or 2 foot contours
 - _____ o. Existing soil characteristics by soil classifications
 - _____ p. Surficial geology, if available
 - _____ q. Wooded areas and vegetation (if present)
 - _____ r. Base Flood Elevation (if present on property)
 - _____ s. Wetlands on property (if present)
 - _____ t. Zoning classification on property and adjacent property
 - _____ u. Adjacent property owners' name
 - _____ v. Density Bonus Worksheet
 - _____ w. Proposed septic field envelopes
- _____ Updates to any previously submitted information from Concept Stage on written or graphic information.
- _____ RPD Buildable Acreage Worksheet
- _____ **20** copies of Preliminary Landscape plan addressing the following:
 - _____ a. Parkway shade trees shall provided such that the total number of trees shall equal or exceed the ratio of one tree for each forty (4) 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 25 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
- _____ h. Maintenance plan for landscaping

_____ Phasing schedule, if proposed

_____ 5 sets of preliminary engineering drawings including, but not limited to:

- _____ a. Natural drainage to, from and on the property
- _____ b. Existing ground surface and proposed street grades
- _____ b. Intent of surface drainage and detention (written statement)
- _____ c. Typical street cross-sections
- _____ d. Typical drainage cross-sections

Engineering drawings will be reviewed by PBZ Staff, the County's Engineering Consultant, the Highway Department, the Health Department

_____ Engineering review fee deposit and certification.

A copy of any declarations, restrictive covenants, conditions, or restrictions placed on the property.

Plat of Survey less than one year old

Preliminary Lighting Plan

_____ Traffic Study (if applicable)

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 316, 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 316, 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:

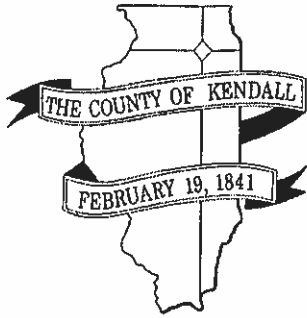
VERIFICATION

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 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
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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-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.**