

Grundy County Planning, Zoning &  
Building Department  
1320 Union Street  
Morris, IL 60450  
Office: 815-941-3228  
Fax: 815-941-3432

**FOR OFFICE USE ONLY**

Date filed: \_\_\_\_\_  
Fee \_\_\_\_\_ Rec. #: \_\_\_\_\_  
Case #: \_\_\_\_\_

The undersigned hereby make application in accordance with the provisions of the Grundy County Land Use Regulations.

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Petitioner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**LEGAL DESCRIPTION**

Township: \_\_\_\_\_ ¼ Section \_\_\_\_\_ Present Zoning \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Tax I.D.# \_\_\_\_\_ St. Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Acreage \_\_\_\_\_ Floodplain Yes \_\_\_\_\_ No \_\_\_\_\_ Number of buildings on lot \_\_\_\_\_

List buildings \_\_\_\_\_

Purpose of Hearing: Amendment \_\_\_\_\_ Appeal \_\_\_\_\_ Variation \_\_\_\_\_ Conditional Use \_\_\_\_\_

Planned Unit Development \_\_\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

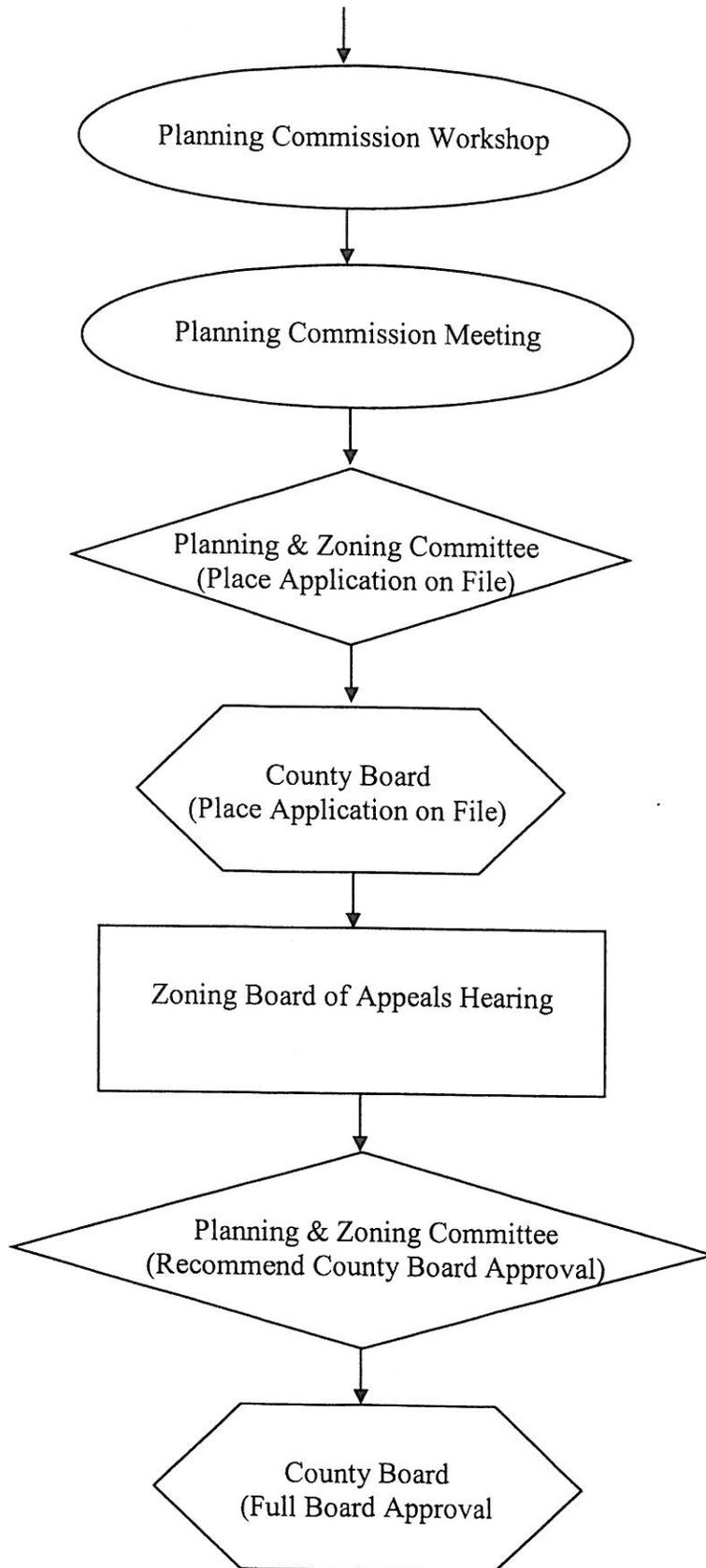
I (we) certify that all the above statements and the statement contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief:

Signature – Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature – Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit with the application, the legal description of the property in question. A drawing of the property with all buildings or proposed buildings and their sizes, the location of the well and septic system and the distances from the lot lines and other buildings along with the applicable fee.

# Map Amendments



Grundy County Land Use Department  
1320 Union Street  
Morris, Illinois 60450  
815-941-3228



To: Petitioners

From: Land Use Department

All petitioners requesting a map amendment or conditional use need to send notification letters by certified mail to all adjacent neighbors within 500' of the property.

The following is a listing that will help provide direction on how this should be accomplished:

#### WHO DO I SEND THE NOTIFICATION LETTERS TO?

All notification letters need to be sent to adjacent land owners or neighbors within five hundred (500'-0") feet of the subject property.

#### HOW AND WHEN DO I SEND THESE NOTIFICATIONS?

These letters will need to be sent to the neighbors by certified mail between fifteen (15) and thirty (30) days prior to the Zoning Board of Appeals public hearing.

#### WHAT SHOULD I INCLUDE IN THE NOTIFICATION LETTER?

We have included for your use a form letter that has been used by our office. The letter consists of the petition request, legal description of the property, the time and date of the Zoning Board of Appeals public hearing and the option of the neighbor to oppose or support the petition.

#### SHOULD I HAVE THE LETTER REVIEWED PRIOR TO SENDING?

Yes, please submit a draft of the letter to the Zoning Officer for review.

#### WHAT DO I DO WITH THE SIGNATURE CARDS FROM THE CERTIFIED MAIL?

All signature cards shall be returned to the Land Use Department in order for the petition to be further processed.

Legal Notice Publication will be submitted by the Land Use Department and the petitioner will be billed for it. The bill shall be paid prior to the Zoning Board of Appeals public hearing. We will send notice to the township supervisors, road commissioners and the school districts.

If you have any questions, please feel free to contact our office at 815-941-3230 for further assistance.

Grundy County Land Use Department  
1320 Union Street  
Morris, Illinois 60450

815-941-3228



Dear Petitioner:

The Natural Resource Inventory is a report done by the Soil & Water Conservation Office. A copy of that report is returned to the Land Use Department to be used in determining the Land Evaluation Site Assessment (LESA) Score. The LESA helps determine whether the property is Prime or Non-prime farm land. The score 0 to 200 would be considered Non-prime, 201 to 300 would be considered prime farm land. There is a possibility of 300 points. Soil & Water does the Land Evaluation (LE) portion. The Land Use Department does the Site Assessment (SA) portion. The two scores are added together and that is what determines the score. If your property is prime, it will not be recommended for a map amendment or conditional use.

Depending on the size of the property, the NRI can take 4 to 7 hours to complete. According to the law Soil & Water has 30 days to complete, once all of the information is received. The application with all the information included must be returned to the Soil & Water office two weeks prior to the scheduled Soil & Water board meeting. This is to help individuals collect all the data that is needed to submit their application and allow enough time to complete the report prior to that meeting.

After the Soil & Water Board has approved the report, it is forwarded to the Land Use Department to complete a Land Evaluation Site Assessment (LESA) report to be submitted to Planning Commission.

To: Neighboring Property Owners

Date: (Date Sent)

Re: (Case number)

The Grundy County Zoning Board of Appeals will hold a public hearing on (day, date and time (7:00p.m.)), in the County Board Room of the Grundy County Administration Center, 1320 Union Street, Morris, Illinois to consider a request for a Variance for a (describe variance) in Section (section number), Township (township number), Range (range number), (Township name), filed by Owner (name), (address).

A copy of the aforementioned petition may be obtained in the Grundy County Land Use Department of the Grundy County Administration Center. Persons wishing to be heard in support of or in opposition to the aforementioned Variance shall be afforded such opportunity, and may submit their statements orally, in writing or both.

If you have any questions, please do not hesitate to call us at (petitioner telephone number) or the Grundy County Land Use Department at 815-941-3228.

**NATURAL RESOURCE INVENTORY (NRI) REPORT APPLICATION  
GRUNDY COUNTY SOIL & WATER CONSERVATION DISTRICT**

Petitioner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Petitioner's Copy of the Report should be sent to:** Petitioner \_\_\_\_\_ -or- Contact Person \_\_\_\_\_  
**Governing Body's Copy of the Report should be sent to:** \_\_\_\_\_

**PROPERTY INFORMATION:**

Property Size: \_\_\_\_\_ acres                      Number of Parcels: \_\_\_\_\_  
Legal Description: \_\_\_\_\_ Sec. \_\_\_\_\_, T \_\_\_\_\_, R \_\_\_\_\_  
Parcel Location (with address or street intersections): \_\_\_\_\_

**REQUESTED ZONING/PLANNING CHANGE(S):** (check all applicable items)

_____ Variance	_____ Conditional Use Permit
_____ Zoning Change	_____ Subdivision
_____ Annexation	_____ Other _____

Current Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_  
Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_  
Proposed No. of Lots: \_\_\_\_\_ Proposed No. of Structures: \_\_\_\_\_

**PROPOSED IMPROVEMENTS:** (Check all applicable items)

<u>Planned Structures:</u>	<u>Open Space:</u>	<u>Water Supply:</u>
___ Dwellings w/o Basements	___ Park/Playground Areas	___ Individual Wells
___ Dwellings with Basements	___ Common Open Space Areas	___ Community Water
___ Commercial Basements	___ Conservancy Easements	
___ Other _____	___ Other _____	

Wastewater Treatment:

\_\_\_ Septic System  
\_\_\_ Sanitary Sewers  
\_\_\_ Other \_\_\_\_\_

Stormwater Management:

\_\_\_ Drainage Ditches or Swales    \_\_\_ Wet Retention Basin  
\_\_\_ Storm Sewers                    \_\_\_ No Detention Facilities  
\_\_\_ Dry Detention Basin            \_\_\_ Other \_\_\_\_\_

**EXISTING SITE CHARACTERISTICS:** (Check all applicable items)

Ponds or Lakes       Floodplain       Woodland       Drainage Tiles  
 Perennial Stream       Floodway       Cropland       Grassland/Prairie  
 Intermittent Stream       Wetland(s)       Disturbed Land       Wooded Fence Rows

**IMPEDIMENTS TO SITE VISIT:**

Is advanced notice required:       Yes     No       Locked Fence  
If yes, to whom? \_\_\_\_\_       Dog on Premises  
(Name and Phone Number) \_\_\_\_\_       Other Hazardous Feature \_\_\_\_\_

**THIS APPLICATION WILL NOT BE ACCEPTED** until all the following are submitted:

- Completed & signed application form and correct application fee
- Legal description and plat of survey including all dimensions of the property
- Location map, which includes distances from major roadway and/or section lines
- All available site development plans (lot locations and dimensions)
- Description of variance or Conditional Use Permit, if applicable

**SCHEDULE OF SITE FEES AS OF SEPTEMBER 15, 2008:**

FIVE (5) ACRES AND UNDER ..... \$250.00  
EACH ADDITIONAL ACRE OR FRACTIONAL ACRE ..... \$10.00  
WINDMILLS PER TOWER ..... \$150.00  
FEES ARE PAYABLE TO: GRUNDY COUNTY SWCD

**DEADLINE FOR SUBMITTING APPLICATIONS:**

The SWCD Board meets the third Monday of each month, except May and October. The NRI Reports must be approved at these meetings. The NRI Application plus all other additional information (as requested above) needs to be in the office 2 weeks prior to that 3<sup>rd</sup> Monday of each month. *No NRI's will be approved in May or October.*

It is understood that this request allows a District representative the right to inspect the parcel or parcels described in the above application. It is also understood that once the District Board of Directors has accepted this report, it becomes public knowledge and is available to those who request it.

Petitioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
For office use only

Date Application Received \_\_\_\_\_ Date all info Rec'd \_\_\_\_\_ Board Mtg. Date \_\_\_\_\_  
Fee Due \_\_\_\_\_ Fee Paid \_\_\_\_\_ Check No. \_\_\_\_\_

# Special Use

Provide Natural Resource Inventory application to Grundy County Soil & Water Conservation District 815-942-0359, extension 3.

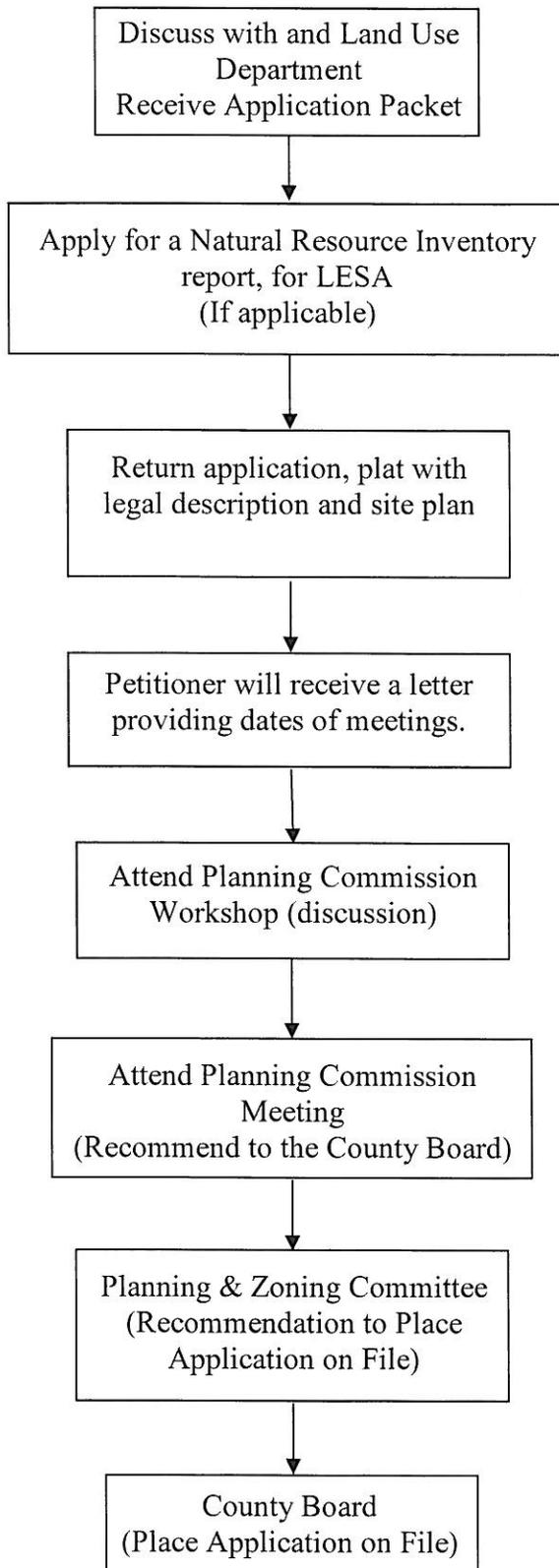
Return completed by deadline:

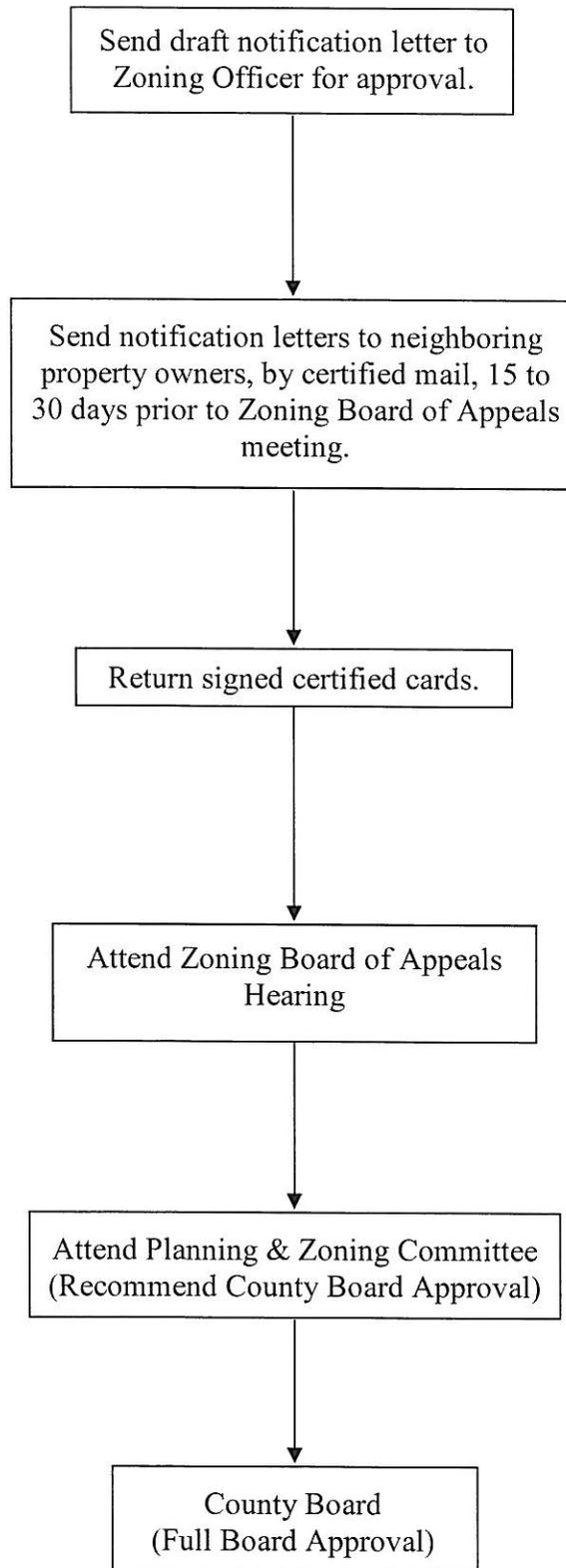
- Conditional Use application
- legal description
- description of the conditional use

Provide any concept plan, if desired.

- indicate future buildings
- parking
- landscaping
- architectural renderings
- other supporting information

# Special Use





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Re: (Case number)

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A copy of the aforementioned petition may be obtained in the Grundy County Land Use Department of the Grundy County Administration Center. Persons wishing to be heard in support of or in opposition to the aforementioned Special Use shall be afforded such opportunity, and may submit their statements orally, in writing or both.

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