

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.

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



815-941-3228

April 24, 2012

To: Petitioners for Map Amendments or Special Uses

From: Land Use Department

You are required to let all adjacent property owners know of your intentions using the attached letters as an example. These must be sent certified mail. Our office will continue to publish notice of the Zoning Board of Appeals hearing not more than (30) or less than (15) days prior to the hearing in a newspaper of general circulation in the county. The petitioner is required to pay the fee for the legal notice.

As part of your petition packet we have added a sample letter for a **map amendment or special use** that you will need to send out to contiguous neighboring property owners that are within 500' of the parcel in question. You will need to send these certified mail 15-30 days prior to the meeting and provide Land Use with copies of the signature cards as proof this has been done.

Our office will continue to send notification to the township supervisors, road commissioners, and school districts when applicable.

Should you have any questions, please call our office at 815-941-3228.

To: Neighboring Property Owners

Date: [Date Sent]

Re: [Put Case Number]

The Grundy County Zoning Board of Appeals will hold a public hearing on [day and date and time (7:00 p.m.)], in the County Board Room of the Grundy County Administration Center, 1320 Union St., Morris, Illinois to consider a request for a [Map Amendment, Special Use or Variance] to [explain what you are doing], [township name] Township, in Section [#], Township [#] North, Range [#] East, filed by Owner [your name, address, city, and state].

A copy of the aforementioned petition may be obtained in the Land Use Department of the Grundy County Administration Center. Persons wishing to be heard in support of or in opposition to the aforementioned [Map Amendment, Special Use or 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.

Grundy County
Land Use Department
1320 Union Street
Morris, IL 60450
(815) 941-3228
(815) 941-3432 (fax)



TO: Petitioners
FROM: Land Use Department

As of January 1, 2009, all petitioners requesting a map amendment or special use or variance will be required to send notification to all adjacent neighbors concerning the petition for the subject 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 to the subject property 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 meeting.

WHAT SHOULD I INCLUDE IN THE NOTIFICATION LETTER?

We have included for your use two form letters that have been used by our office. The letter consists of the petition request, legal description of the property, the time and date of the Regional Planning Commission or the Zoning Board of Appeals meeting and the option of the neighbor to oppose or support the petition. Prior to sending out notification letters, please send to 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.

Our office will continue to send the legal notice to a general circulation newspaper within the county for the public hearing, and will also send notice to the township supervisors, road commissioners and the school districts affected by the petition.

As this is a new change, please feel free to call our office for assistance or any questions you may have at (815) 941-3228.

We appreciate your cooperation.

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.

**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)

Planned Structures:

___ Dwellings w/o Basements
___ Dwellings with Basements
___ Commercial Basements
___ Other _____

Open Space:

___ Park/Playground Areas
___ Common Open Space Areas
___ Conservancy Easements
___ Other _____

Water Supply:

___ Individual Wells
___ Community Water

Wastewater Treatment:

___ Septic System
___ Sanitary Sewers
___ Other _____

Stormwater Management:

___ Drainage Ditches or Swales
___ Storm Sewers
___ Dry Detention Basin
___ Wet Retention Basin
___ No Detention Facilities
___ 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 AUGUST 21, 2012:

FIVE (5) ACRES AND UNDER \$350.00
EACH ADDITIONAL ACRE OR FRACTIONAL ACRE \$20.00
WINDMILLS PER TOWER \$300.00
APPLICATION FEE IF FULL NRI REPORT IS WAIVED \$25.00
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 3rd 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. _____

Map Amendments

