

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



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)

<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 _____	

<u>Wastewater Treatment:</u>	<u>Stormwater Management:</u>	
___ Septic System	___ Drainage Ditches or Swales	___ Wet Retention Basin
___ Sanitary Sewers	___ Storm Sewers	___ No Detention Facilities
___ Other _____	___ 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 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: _____

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For office use only

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

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
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(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.

Process for Map Amendments, Special Uses Or Text Amendments



- e) No contractor shall permit the accumulation of dirt, mud, or waste materials on the public's street or sidewalks. All such materials shall be cleaned up at the end of the day.

ZONING FEES:

All applicants will be billed for any costs incurred from consultants for a subdivision or plat approval. It should be noted that the plat will not be signed by the Plat Officer until all incurred costs are paid.

1. Map Amendments, Text Amendments, and Special Uses

Less than 2 acres	\$1000.00
Less than 10 acres	\$1500.00
Over 10 acres	\$1500.00 + \$40.00/acre
Text Amendment	\$1000.00

2. Variances:

Zoning Variances	\$700.00
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3. Mobile Home Park Fees:

Special Uses: Same as above plus any consultant fees as required through the review process.

10 acres or less	\$3,000.00
11 to 99 acres	\$8,000.00
100 or more acres	\$10,000.00

4. Special Use for Utility-Scale Wind Energy Conversion Systems

Application Cost	\$30,000.00/Plus Consultants Fees
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Special Use for the USWECS Overhead Transmission Line	\$20,000.00/Plus Consultants Fees
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Special Use will not be submitted to the Grundy County Board for approval until all consultant fees have been paid.

5. Site Development Permit

Permit Cost	\$100.00
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All consultant fees need to be paid prior to the issuance of the permit.

Subdivision 9 + lots
Preliminary Plat
Final Plat

\$1000.00 + \$25.00/lot
\$500.00

Applicants shall note that any consultant costs that are incurred during the processing of the petition are the responsibility of the applicant. Final plats will not be signed by the Plat Officer until all of the costs for the petition have been paid.

This resolution shall be in full force and effect as of the date of its adoption.

Adopted this 9th of June, 2015, by the Grundy County Board, Grundy County, IL.


Chairman David Allen Welter

ATTEST:


Kay Olson, County Clerk

LAND USE DEPARTMENT 2019 CALENDAR

Zoning Board of Appeals Filing Date	Development Team Meeting	Zoning Board of Appeals Publishing Date	Zoning Board of Appeals Public Hearing	Land Use Committee Meeting	County Board Meeting
Dec 26	Jan 10	Dec 27	Jan 15	Jan 23	Feb 12
Jan 22	Feb 14	Jan 31	Feb 19	Feb 27	Mar 12
Feb 19	Mar 14	Feb 28	Mar 19	Mar 27	Apr 9
Mar 18	Apr 11	Mar 28	Apr 16	Apr 24	May 14
Apr 15	May 9	Apr 25	May 21	May 29	June 11
May 20	June 13	May 30	June 18	June 26	July 9
June 17	July 11	June 27	July 16	July 24	Aug 13
July 15	Aug 8	Aug 1	Aug 20	Aug 28	Sept 10
Aug 19	Sept 12	Aug 29	Sept 17	Sept 25	Oct 8
Sept 16	Oct 10	Sept 26	Oct 15	Oct 23	Nov 12
Oct 21	Nov 14	Oct 31	Nov 19	Nov 20	Dec 10
Nov 18	Dec 12	Nov 28	Dec 17	Dec 18	Jan 14, 2020

REVIEW BODY	ITEMS REVIEWED	TIME	ROOM
DEVELOPMENT TEAM	PLATS FOR MINOR AND MAJOR SUBDIVISIONS, CONCEPTS PLANS, SPECIAL PERMITTED USES	2:30 PM	LAND USE DEPARTMENT
ZONING BOARD OF APPEALS	MAP & TEXT AMENDMENTS, VARIANCES, MAJOR AND MINOR SUBDIVISION PLATS, SPECIAL USES	7:00 PM	COUNTY BOARD ROOM
LAND USE COMMITTEE	MAP & TEXT AMENDMENTS, MAJOR & MINOR SUBDIVISION PLATS, SPECIAL USES	2:30 PM	CONFERENCE ROOM ONE AND TWO
COUNTY BOARD	MAP & TEXT AMENDMENTS, MAJOR & MINOR SUBDIVISIONS, SPECIAL USES	6:00 PM	COUNTY BOARD ROOM