



**McHenry County  
Department of Planning and Development**

www.co.mchenry.il.us/PlanDev p: 815-334-4560 f: 815-337-3720

*For internal use only*

Permit #: \_\_\_\_\_

Zoning: \_\_\_\_\_

Date: \_\_\_\_\_  
Twp Road \_\_\_\_\_  
Jurisdiction: \_\_\_\_\_

**APPLICATION FOR AGRICULTURAL EXEMPT STRUCTURES**

**OWNER/PRIMARY CONTACT INFORMATION**

Property Owner's Name: \_\_\_\_\_  
Company Name (if any): \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Preferred Method of Permit Release:  Pick-up  Mail

*This section required only if primary contact is different than the owner*

Primary Contact: \_\_\_\_\_  
Company Name (if any): \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**PROPERTY INFORMATION**

Parcel/Tax Number: \_\_\_\_\_  
*Parcel/tax numbers can be found at: [www.mchenrycountygis.org/planning](http://www.mchenrycountygis.org/planning)*

Project Address: \_\_\_\_\_  
*(If different than owner's)*

**PROJECT INFORMATION**

Description of proposed project: \_\_\_\_\_

\$ \_\_\_\_\_ Approx. value of work covered by this permit  Y  N Will you be demolishing an existing structure?  
Is this a NEW structure or ALTERATION to an existing structure? (pick one)  Y  N Will a new foundation be installed?  
Will the excavated material be kept ON SITE or hauled OFF SITE? (pick one) \_\_\_\_\_ *If yes, provide type: SLAB, PIER, FRAME, OTHER*  
 Y  N Will any work occur on neighboring properties?  Y  N Will any work occur within road rights-of-way?  
*If yes, provide property owner approval letter* *If yes, provide road district approval letter*  
\_\_\_\_\_ sq. ft. Size of all proposed structures  Y  N Will a driveway be installed or modified?  
\_\_\_\_\_ sq. ft. Proposed disturbance area (where soil is graded/compacted/plants removed)  
\_\_\_\_\_ sq. ft. Proposed impervious area for this project (areas of any gravel/pavement/rooftop/etc.)  
\_\_\_\_\_ sq. ft. Total impervious area created from other projects since January 2004

**CONTRACTOR/SUB-CONTRACTOR INFORMATION (optional)**

Architect: \_\_\_\_\_  
Engineer: \_\_\_\_\_

Excavator: \_\_\_\_\_  
Other: \_\_\_\_\_

**STATEMENT OF AUTHORIZATION**

*(Must be signed when primary contact is not owner AND a Stormwater Permit is required)*

I hereby authorize \_\_\_\_\_ (Primary Contact) to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application. This person will act on my behalf as the point of contact for permit correspondence.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IN ORDER TO OBTAIN AGRICULTURAL EXEMPTION, THE FOLLOWING PAGES MUST BE COMPLETED**

**AGRICULTURAL EXEMPTION BACKGROUND INFORMATION**

Per the State of Illinois Counties Code (55 ILCS 5/5-12001), the county shall not "require permits with respect to land used for agricultural purposes... when such agricultural purposes constitute the principal activity on the land," with the exception of parcels of land "consisting of less than five acres from which \$1,000 or less of agricultural products were sold in any calendar year" and the establishment of building setback lines. (Note: state statute does not exempt agricultural activities from the McHenry County Stormwater Management Ordinance nor the McHenry County Public Health Ordinance.)

The McHenry County Unified Development Ordinance (UDO) defines an "agricultural exempt structure" as one that is "utilized only for agriculture purposes consistent with [the UDO] and Illinois State Statutes." It further states that "construction of agricultural exempt structures on lots or parcels less than five acres in area requires proof of agricultural income in any calendar year, as defined by the Counties Code (55ILCS 5/5-12001, et seq.)," except in agriculture and estate zoning districts.

**AGRICULTURAL EXEMPTION FORM - PURPOSE AND INSTRUCTIONS**

Consistent with the Illinois Counties Code, in order to construct or alter an agricultural exempt structure (i.e., one which does not require a building permit), a construction card must first be issued by the Department of Planning and Development. This authorization requires, at a minimum, a review of the proposed construction against the Stormwater Management Ordinance, the setback requirements of the Unified Development Ordinance, and applicability of state and county definitions regarding agricultural purposes and agricultural structures. This form will be used to establish the latter requirement. The property owner must fill out the form in its entirety and attest to its completeness and accuracy. Failure to do so may result in denial of the required construction card. The form will be reviewed by the Zoning Enforcement Officer to determine if the proposed construction qualifies as an agricultural exempt structure. Additional information may be requested to make this determination, including tax forms showing agricultural income.

**What is the Principal Activity on the Parcel? (check one)**

- The parcel is vacant (no agricultural activities currently on site)
- Residence
- Growing of farm crops or truck garden crops
- Animal or poultry husbandry, dairying, horse farm, pasturage
- Growing of specialty crops: apiculture, aquaculture, floriculture, horticulture, viticulture, nursery, tree farm, sod farm, greenhouse
- The growing, developing, or processing of farm seed

**What is the intended or designed use of the proposed structure/alteration? (check all that apply)**

- Residence (i.e., contains living, bathroom, and kitchen facilities)
- Office
- Garage/shed/outbuilding for the keeping of non-farm equipment or animals (e.g., cars, boats, lawnmowers, tool shed/workshop, dog kennel, warehouse, commercial vehicles or equipment, wood grinders/chippers/mulchers)

*If any of the above three uses are checked, explain the agricultural purpose of the structure:* \_\_\_\_\_

\_\_\_\_\_

- Growing of agricultural products (i.e., greenhouse)
- Storage or processing of farm products (excludes commercial grain elevators and most food processing)
  - Dairying
  - Farm seed (production, processing, conditioning)
  - Grain silo/silage
  - Other \_\_\_\_\_
- Shelter for farm animals (Check all that apply)
  - Horses/donkeys/mules
  - Cattle/dairy cows/ bison
  - Swine
  - Poultry/fowl
  - Sheep/goats
  - Llamas/alpacas
  - Other \_\_\_\_\_
- Storage of farm animal food/supplies
- Storage of farm equipment or vehicles used for agricultural purposes (Check all that apply)
  - Tractors/combines
  - Backhoes/skid steers/forklifts
  - Farm implements (e.g., tree spades, bailers, plows, tillers)
  - Grain trucks
  - Trailers, wagons
  - Seed
  - Fertilizers
  - Other \_\_\_\_\_
- Purpose-built farmstand (Check one)
  - 1,000 square feet or less
  - greater than 1,000 square feet

I, \_\_\_\_\_, owner of the parcel identified by McHenry County PIN# \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ do hereby declare that I have filled out the *Application for Agricultural Exempt Structures* and I affirm that it is true and correct to the best of my knowledge. I acknowledge that the information that I have provided forms the basis for the issuance of the *Agricultural Exempt Construction Card* (and Stormwater Permit, if necessary) and have included all work to be authorized thereunder. If approved, I agree to construct said development in compliance with the plans per the specifications so outlined in the approval.

I further attest that:

1. The structure/alteration that is the subject of this form will be used solely for agricultural purposes consistent with the information I have provided and as defined by the McHenry County Unified Development Ordinance and Illinois Compiled Statutes.
2. I understand that I will be required to obtain a building permit if, at any time, the structure/alteration is not used solely for agricultural purposes, and that said permit will require submission of a building application, building plans, inspections, and a permit fee; and, that additional penalty fees may be assessed for said permit, if the non-agricultural use of the building is commenced prior obtaining the required building permit.
3. I understand that the structure/alteration must comply with setbacks required by the McHenry County Unified Development Ordinance and is further regulated by the McHenry County Stormwater Management Ordinance and McHenry County Public Health Ordinance.
4. I understand the completion of this form does not guarantee that the structure/alteration meets the requirements for an agricultural exempt structure as defined by the McHenry County Unified Development Ordinance and Illinois Compiled Statutes. And, that it is the McHenry County Zoning Enforcement Officer who shall make this determination upon review of this form and any additional relevant information that may be supplied by myself or obtained from other sources.

Having attested to the above, I hereby assert that the proposed construction is for an agricultural exempt structure/alteration, and I request a waiver of building plan review and inspection fees. In doing so, I recognize that, if it is affirmed by the Zoning Enforcement Officer to be agricultural exempt structure construction, no building review will be conducted, no building fees will be charged, and there will be no issuance of a Certificate of Occupancy or a Certificate of Completion, regardless if such certificates are required by my lender or insurer. I understand that other fees and regulations apply, including a stormwater review fee. Finally, I consent to one inspection of the structure by the Zoning Enforcement Officer, or his/her assign, upon completion of construction for the purpose documenting that it complies with the McHenry County Unified Development Ordinance, McHenry County Stormwater Management Ordinance (if required), Illinois Compiled Statutes, and the information provided on this form.

Owner's signature (and date): \_\_\_\_\_

Notary Public: \_\_\_\_\_

Signed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_,



McHenry County  
Department of Planning and Development

[www.co.mchenry.il.us/plandev](http://www.co.mchenry.il.us/plandev)

OFFICE: McHenry County Admin. Bldg.  
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MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098

EMAIL: [plandev@co.mchenry.il.us](mailto:plandev@co.mchenry.il.us)  
P: 815-334-4560 F: 815-337-3270

## SITE PLAN APPLICANT CHECKLIST

Every application for a building permit or agricultural exempt structure construction card must be accompanied by a site plan. The purpose of this form is to inform applicants of the requirements for the site plan. If the information described in the Submittal Checklist is not provided on the site plan, the permit application may be rejected. The information is provided for the applicant's general information. This checklist does not restrict staff's ability to require additional information, as appropriate, based on the permit and site conditions. If a Stormwater Management Permit is required or if the site plan must be reviewed by the Staff Plat Review Committee, a more detailed site plan may be required.

Staff will review the site plan to ensure that the project complies with the County's adopted Unified Development Ordinance and Stormwater Management Ordinance. Applicants are ultimately responsible for ensuring that their development complies with these regulations, which are available on the County's website: [www.co.mchenry.il.us/PlanDevOrdinances](http://www.co.mchenry.il.us/PlanDevOrdinances).

### **SUBMITTAL CHECKLIST** (if the information is not provided, the permit application may be rejected)

- The site plan may, but is not required to, be drawn on the back of this form. The site plan may also be drawn on an aerial photograph, plat of survey, or septic plan as long as it contains all required information. Aerial photographs may be printed from the County's website: [www.mchenrycountygis.org/planning](http://www.mchenrycountygis.org/planning).
- The site plan should be drawn to scale (such as one inch equals 30 feet).
- The following information, as appropriate to your project, should be represented on the site plan:
  1. Lot lines and lot dimensions.
  2. Parcel size (acres or square feet).
  3. A graphic scale bar or narrative scale (such as one inch equals 50 feet) and a north arrow.
  4. Adjacent road rights-of-way and platted but unbuilt road rights-of-way with road names labeled.
  5. Existing and proposed easements.
  6. Existing structures, sidewalks, access roads, driveways, parking areas, retaining walls, seawalls, piers, etc.
  7. Proposed new or modified structures, access roads, driveways, parking areas, retaining walls, seawalls, piers, and berms with dimensions.
  8. Existing and proposed well(s) and septic systems.
  9. Existing and proposed utilities, equipment, culverts, landscaping, ponds, and creeks.
  10. Limits of land disturbance for construction, including grading, spoil piles, spoil re-spread areas.
  11. Soil erosion and sediment control measures.
  12. Measured setbacks from new or modified structures (measured to building walls) to lot lines, wells and septic fields, and existing structures.
  13. Measured setbacks from areas of land disturbance to wells and septic fields.

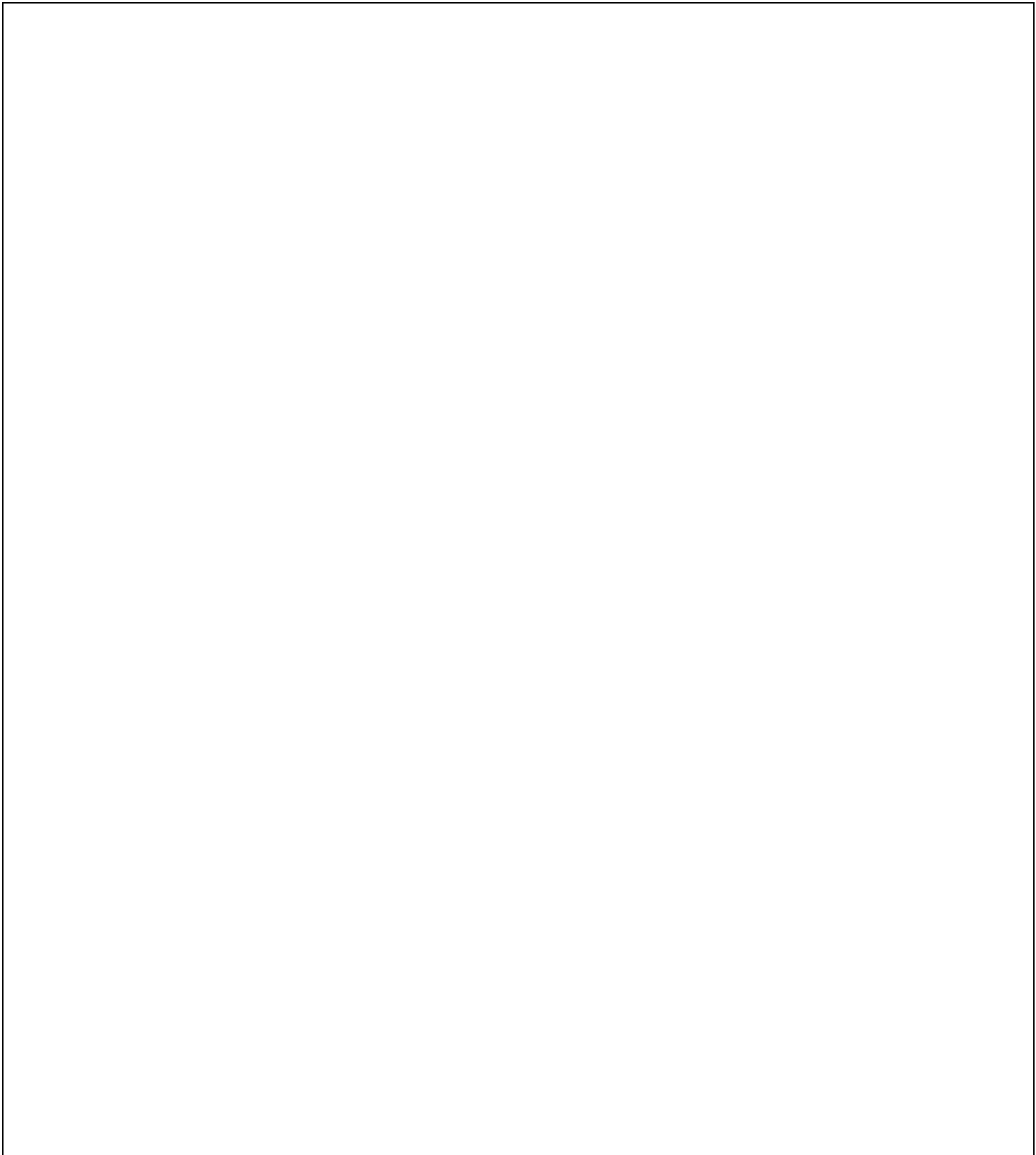
**SITE PLAN**

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

**PIN:** \_\_\_\_\_

**N**

(draw arrow)



**Parcel Size:** \_\_\_\_\_

**Drawing Scale:** \_\_\_\_\_

**Permit #** \_\_\_\_\_  
(for office use only)