



McHenry County
Department of Planning and Development

www.co.mchenry.il.us/plandev

OFFICE: McHenry County Admin. Bldg.
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.
Woodstock, Illinois 60098

EMAIL: plandev@co.mchenry.il.us
P: 815-334-4560 F: 815-334-4546

ZONING PETITION INFORMATION AND APPLICATION PACKET

Zoning petitions include requests for conditional use; zoning appeals; zoning reclassifications (zoning map amendments); zoning text amendments; and zoning variations. The purpose of this checklist is to inform applicants of: 1) the various types of zoning petitions; 2) the zoning petition review process; and 3) application submittal requirements.

This checklist is purposely brief and does not replace consulting the County's adopted ordinances and codes, Zoning Board of Appeals Rules and Procedures, and/or McHenry County Hearing Officer Rules and Procedures as appropriate to the particular type of petition being filed. Applicants are ultimately responsible for ensuring that their petition complies with the County's adopted Code of Ordinances (Unified Development Ordinance/"UDO") and other regulations, which are available on the County's website: www.mchenrycountyil.gov/devcode.

All applicants are encouraged to schedule a pre-application meeting with the planning division prior to submitting a zoning petition.

McHenry County has adopted a UDO containing zoning and other land use regulations as authorized by state Statute. The County has established the Zoning Board of Appeals (ZBA) and the McHenry County Hearing Officer (MCHO), which conduct the required public hearings on all zoning petitions.

Zoning Petition Types

The following is a brief description of the purpose of each type of zoning petition.

Conditional Use: a process that allows a property owner to request approval for a unique land use on their property subject to a determination that the requested use is appropriate at the requested location. Allowed conditional uses are specified in UDO Table 16.32-1: Zoning District Uses. UDO §16.20.040E contains approval standards for conditional uses. In addition, UDO §16.56.030 contains principal use standards for many conditional uses. The ZBA may recommend and the County Board may impose additional conditions on the proposed use.

Zoning Appeal: a process that allows any property owner who is directly affected by a decision of the Zoning Enforcement Officer to request that the decision be reviewed by the ZBA. The ZBA will either confirm or overturn the decision. The proper ordinance interpretation as determined by the ZBA will be applied to the property owner who filed the appeal as well as to all future decisions of the Zoning Enforcement Officer.

Zoning Reclassification (zoning map amendment): a process that allows a property owner to request that the existing zoning classification of their property be changed to another classification. The zoning districts and land uses and buildings allowed in each district are listed in UDO Chapter 16.32. UDO §16.20.010E contains standards for determining if a zoning reclassification should be approved. UDO §16.36.020 contains additional standards that must be met in order to rezone a property to the A-2, Agricultural District.

Zoning Text Amendment: a process that allows a property owner to request that the text of the UDO be changed. The ordinance change will apply countywide and not only to the property owner who has initiated the request. UDO §16.20.010E contains standards for determining if a zoning text amendment should be approved.

Zoning Variation: a process that allows a property owner to request an exception from any zoning requirement contained in the UDO (other than those requirements that are specifically identified as being ineligible for variations) due to practical difficulties or particular hardships. UDO §16.20.020F contains specific standards for determining if a zoning variation should be approved.

Zoning Petition Process

The following is a brief discussion of the application, review, and approval process for each type of zoning petition. Zoning petitions for zoning reclassifications, zoning text amendments, and zoning variations follow a three step process. Petitions for conditional use include an additional step - site plan review. Zoning appeals follow a two-step process - application and public hearing. The multi-step process for each petition type is outlined below:

Application: Applications must be submitted to the Department of Planning and Development using the forms included at the end of this packet. Once staff has reviewed the application to determine that the filing requirements have been met, staff will schedule a public hearing by either the Zoning Board of Appeals (ZBA) or the McHenry County Hearing Officer (MCHO). Staff will prepare the necessary public notices for publication in the newspaper and mailing to surrounding property owners and government agencies. Staff will also prepare a sign for the applicant to post on the subject property.

Site Plan Review: Applications for conditional use will also be scheduled for a site plan review by the Staff Plat Review Committee (SPRC). The SPRC is comprised of six (6) members representing the Department of Planning and Development's planning, building, and water resources divisions, the Health Department's environmental health division, and the McHenry County Division of Transportation.

The SPRC reviews the site plan to ensure that it complies with all UDO requirements, particularly those contained in Chapter 16.60, Site Development Standards and Chapter 16.64, Off-Street Parking and Loading. Staff will also ensure that the proposed site plan conforms to any applicable standards contained in Chapter 16.56, Use Standards, particularly §16.56.030 and §16.56.050. The SPRC will also ensure that the site plan complies with McHenry County's Public Health Ordinance (wells and sewage disposal), Stormwater Management Ordinance, and Access Control and Right-Of-Way Management Ordinance and provide comments regarding the need to comply with the county's adopted building codes.

The SPRC may require several meetings to complete its review and approval of the site plan depending on the quality of the materials submitted and the complexity of the project. The SPRC provides final approval of site plans that meet all ordinance requirements. However, during the public hearing process, the ZBA may recommend additional conditions that may require modification of the site plan. The SPRC must approve the site plan prior to the Zoning Board of Appeals voting on a petition for a conditional use.

Public Hearing: The Zoning Board of Appeals (ZBA) conducts public hearings on petitions for conditional use, zoning reclassifications, zoning text amendments, and zoning appeals. The ZBA also conducts hearings for zoning variations that are requested in conjunction with any of the previously listed petition types. The McHenry County Hearing Officer conducts hearings on petitions for zoning variations that are not requested in conjunction with any other application. At the conclusion of the public hearing, the ZBA or Hearing Officer will provide a recommendation to the County Board regarding approving (or denying) the zoning petition(s), with the exception of zoning appeals. The ZBA makes the final determination regarding zoning appeals. The ZBA or Hearing Officer may also recommend conditions for the approval of conditional use petitions and zoning variation petitions.

Petitioners, their representative, and expert witnesses, if any, should attend the hearing to present evidence supporting the petition. At a minimum, petitioners should be prepared to testify regarding how the petition meets all standards enumerated in the UDO. In particular, petitioners for conditional uses should address the standards contained in UDO §16.20.040E; petitioners for zoning reclassifications should address the standards contained in UDO §16.20.010E.1; petitioners for zoning text amendments should address the standards contained in UDO §16.20.010E.2; and petitioners for zoning variations should address the standards contained in UDO §16.20.020F.

County Board Action: The McHenry County Board makes the final decision to approve or deny all petitions (other than zoning appeals). The County Board considers, but is not obligated to follow, the recommendation of the ZBA or Hearing Officer. Upon completion of the public hearing, staff will place the zoning petition along with the implementing ordinance on the next available County Board agenda. This occurs when the required public hearing transcripts and findings of fact have been completed and after any required waiting period which is required to allow affected parties (municipalities, townships, or neighboring property owners) to file objections.

County Board meetings occur on the third Tuesday of each month. Any petitioner, petitioner's representative, or other person wishing to provide comments to the County Board should attend the County Board Committee of the Whole meeting which occurs on the Thursday prior to the County Board's voting meeting. The County Board may consider any public comments that it receives, but these comments are not accorded the same value as sworn testimony provided to the ZBA or Hearing Officer during the public hearing.

Zoning Petition Applications

Application Form: All zoning petitions must be filed with the Department of Planning and Development using the forms included in this packet. All petitions must be brought in the name of the property owner(s) and filed by the owner(s) or their attorney or authorized agent. All application forms must be authorized as required below.

- If the property is held in a land trust, the application shall identify each beneficiary of such land trust by name and address and define their interest therein. All applicants shall submit a verified "Beneficial Interest Affidavit."
- If a property is under contract for sale, either with or without a contingent right, either the property owner or the contract purchaser may file a petition. The other party shall be named in the petition and is required to co-authorize the application.
- If the property is owned by a corporation, the application must be authorized by a person having the proper authority. The correct names and addresses of all officers and directors and of all stockholders and shareholders owning any interest in excess of seven and one-half percent (7.5%) of all outstanding stock of such corporation must be identified for the Legal Notice.

Petitions may contain multiple requests, such as a zoning map amendment and a conditional use permit or a conditional use permit and a variation.

Petitions may not contain alternative requests, such as a zoning map amendment requesting one zoning classification and also requesting a second alternative classification.

Conditional use petitions must request specific named uses as identified in UDO §16.32.060, Table 16.32-1: Zoning District Uses. Additional description of the intended uses may be provided in the required narrative.

Plat of Survey: Each application must include a plat of survey showing the entirety of the area of land that is the subject of the petition. The plat of survey must contain a seal and be signed by a Registered Illinois Professional Land Surveyor.

Filing Fee: Filing fees must be submitted at the time of application. The fee schedule is attached. Other fees, including but not limited to, the cost of court reporting services, newspaper publication, and certified mailings, are also the responsibility of the petitioner. These fees will be passed onto the applicant when they are available. All outstanding fees must be paid prior to the County Board voting on the petition.

Site Plan: All applications for conditional use permits must include a site plan. The site plan should include the information required by UDO §16.20.050D.1 and be prepared in accordance with the attached site plan checklist. The site plan will be reviewed by the Staff Plat Review Committee and attached to the Ordinance.

Legal notice: Planning staff will ensure publication of the zoning petition in the newspaper and that certified letters are mailed to all adjoining property owners and government agencies (to be reimbursed by applicant.) Staff will also prepare a public hearing notification sign(s). The petitioner must obtain the sign(s) from the department and post on the property at least 15 days in advance of the public hearing. The sign(s) must be placed on the principal road frontage(s) of the subject property. The sign(s) must be visible on the property for at least fifteen (15) consecutive days before each hearing and remain until the conclusion of the public hearing.

Affidavit of Posting: The applicant must provide planning staff a notarized Affidavit of Posting (verifying that the hearing sign was properly displayed) at least four (4) business days prior to the scheduled hearing. A copy of the required form is attached to this packet. Public notary service is available to applicants free of charge in the Department of Planning and Development. The hearing may be cancelled or delayed if this form is not received as required.

Natural Resource Information Report (NRI): Applicants must provide a copy of their zoning petition to the McHenry County Soil and Water Conservation District (SWCD) using the attached NRI Application Form. This must be done prior to application to the Department of Planning and Development and at least 30 days prior to the scheduled public hearing. The applicant should provide staff with a copy of the receipt showing that the request was filed with the SWCD. The public hearing will not commence until the NRI report is received.

Threatened and Endangered Species Consultation: Applicants must initiate a Threatened and Endangered Species Consultation with the Illinois Department of Natural Resources (IDNR) regarding zoning petitions for:

- Conditional use permits that will disturb large areas of land or environmentally sensitive areas (e.g., gravel pits), as determined by the zoning enforcement officer.
- Conditional use permits for mid-size and large wind energy systems.
- Any application in which McHenry County will play a direct role in the planning, design, funding, construction, or carrying out of a proposed action (e.g., county road construction).

Applicants are encouraged, but not required, to initiate a Threatened and Endangered Species Consultation for all other zoning map amendment and conditional use permit petitions.

The consultation is initiated through the EcoCAT website (<http://dnr.illinois.gov/ecopublic/>). The website requires using Microsoft Internet Explorer web browser. The applicant is required to pay the consultation fee. The IDNR may require a second submission, known as a detailed action report, which is also the responsibility of the applicant. For those applications that require a Threatened and Endangered Species Consultation, the County may withhold a final zoning decision or permits until the consultation is completed.

Forms and Checklists

The following forms and checklists are attached for use by applicants:

- Application Form
- Standards for Map Amendment, Conditional Use, and Variation Forms
- Acceptance of Fees and Consent to Inspections Form
- Natural Resource Information Report Application Form
- Site Plan Checklist
- Affidavit of Posting Form
- P&D Fee Schedule
- Submittal Checklist

Office Use Only
Petition #/Permit # _____

APPLICATION FOR ZONING PETITION, ADMINISTRATIVE VARIATION OR SITE PLAN REVIEW

<p>OWNER INFORMATION:</p> <p>Name _____</p> <p>Address _____</p> <p>City, St, Zip _____</p> <p>Daytime Phone _____</p> <p>Email _____</p>	<p>ATTORNEY or AGENT CONTACT INFORMATION (If Applicable):</p> <p>Name _____</p> <p>Address _____</p> <p>City, St, Zip _____</p> <p>Phone _____</p> <p>Email _____</p>
--	--

<p>PETITIONER (If other than owner):</p> <p>Name _____</p> <p>Address _____</p> <p>City, St, Zip _____</p> <p>Daytime Phone _____</p> <p>Email _____</p>	<p>TRUSTEE/BENEFICIARY/OFFICERS/DIRECTORS/CONTRACT PURCHASER (please use separate page for additional information):</p> <p>Name _____</p> <p>Address _____</p> <p>City, St, Zip _____</p> <p>Phone _____</p> <p>Email _____</p>
---	--

<p>PARCEL INFORMATION:</p> <p>Address _____</p> <p>City _____ Zip _____</p> <p>Parcel/Tax Number _____</p> <p>Number of Acres _____</p>
--

<p>Applying For:</p> <p>(Check all that apply)</p>	<input type="checkbox"/> Reclassification	Current Zoning:	Requested Zoning:
	<input type="checkbox"/> Conditional Use & Site Plan Review	CUP Request:	
	<input type="checkbox"/> Variation, Administrative	Variation Request:	
	<input type="checkbox"/> Variation, Zoning	Type:	
	<input type="checkbox"/> Site Plan Review	UDO Section(s):	
<input type="checkbox"/> Text Amendment	Type:		
<input type="checkbox"/> Appeal			

Please provide additional information on the back of this page.

CONSENT TO ON-SITE INSPECTION

I/We are the owners of record of the real estate which is the subject of this petition. Petitioners of the described real estate do hereby freely and voluntarily consent to inspection of the site of the parcel in question for purposes of determining the appropriateness of the pending proposed zoning petition by the Zoning Enforcement Officer and/or designated representative, McHenry County Zoning Board of Appeals or where applicable, the McHenry County Hearing Officer, and hereby release such persons from any liability based in whole or in part on the inspection of the parcel in question. That in exchange for the above actions by the Petitioner(s), McHenry County agrees that the Zoning Enforcement Officer and/or designated representative, member of the Zoning Board of Appeals or, if applicable, the McHenry County Hearing Officer, will inspect the parcel in question prior to considering the evidence presented upon the above petition. In the case of Conditional Use applications, if approved by the McHenry County Board, the Zoning Enforcement Officer and/or designated representative many inspect the property periodically to ensure compliance with the adopting ordinance and any conditions therein.

ACCEPTANCE OF FEES FOR COURT REPORTING SERVICES

I/We, the petitioner(s), verify that I/we are aware of the contractual relationship between the County of McHenry and Court Reporting Service. Petitioner(s) agree to utilize the Court Reporting Services as contracted for by McHenry County and agree to directly reimburse said reporting service for all incurred transcript fees and associated costs for hearings before the McHenry County Zoning Board of Appeals or where applicable, the McHenry County Hearing Officer unless determined otherwise by McHenry County. The petitioner(s) further recognizes failure to fully reimburse said Court Reporting Service prior to the scheduled County Board Date will grant McHenry County the unconditional right to withhold the petition from McHenry County Board action. Petitioner(s) further understands that transcripts shall be retained by McHenry County as part of the permanent zoning application file.

ZONING APPLICATION INTERPRETATION

I/We understand that the McHenry County Department of Planning and Development Staff will review and evaluate this application per the text of the McHenry County Unified Development Ordinance, the Official Zoning Maps, and any relevant documentation provided by the applicant and otherwise available to the Department, and consult with other staff to create a summary petition and staff report.

ACCEPTANCE OF FEES FOR NOTIFICATION

I/We, the petitioner(s), authorize the McHenry County Department of Planning and Development Staff to produce the Legal Notice of Public Hearing to be published and mailed per the requirements of Chapter 16.16 (Zoning Application Process) of the McHenry County Code of Ordinances. I/We agree to reimburse the County for the cost of certified mailing and publication to the newspaper, prior to a vote by the McHenry County Board, in order to meet the notification requirements for a public hearing by Illinois State Statute.

Owner's Signature

Signature

Print Name

Print Name

SUBSCRIBED and SWORN to before me
this _____ day of _____, 20_____.

NOTARY PUBLIC

IN THE MATTER OF THE APPLICATION OF _____(name)

PETITION # _____

AFFIDAVIT OF POSTING

_____ being upon oath deposes and says as follows:

The above captioned matter is scheduled to be heard by the McHenry County Zoning Board of Appeals or, where applicable, the McHenry County Hearing Officer, on _____, (date) at _____ (time) in room # _____.

That I have complied with the posting requirements set forth in the Unified Development Ordinance of the McHenry County Code of Ordinances, effective October 22, 2014, by placing the customary zoning poster(s) on the principal road frontage of the parcel in question in such location(s) as is (are) visible and conspicuous to the general public.

That said posting was accomplished on _____ 20 _____.

That _____ poster(s) was/were placed on the parcel in question, facing _____ [road name(s)]

Affiant further sayeth naught.

Signature

SUBSCRIBED and SWORN to before me this _____ day of _____, 20 _____.

NOTARY PUBLIC

Approval Standards for Variation

(McHenry County Unified Development Ordinance §16.20.020F)

This form must be completed for requests for variation. Yes and No answers are insufficient, please provide a minimum one or two sentence explanation.

1. What hardship is placed upon the property owner due to the particular surroundings, shape, or topographic conditions of the property if the strict letter of the zoning regulations were carried out?

2. How is the hardship described in question 1 unique to this property and not applicable to all properties within the same zoning district?

3. Other than increased monetary gain, what is the purpose of the variation?

4. Did the property owner or past owners create the difficulty or hardship that the variation seeks to relieve?

5. Will the variation be detrimental to the public welfare or injurious to other property or improvements in the neighborhood?

6. Will the variation: impair an adequate supply of light and air to adjacent property, increase congestion on the public streets, increase the risk of fire to adjacent property, or substantially diminish or impair property values within the neighborhood?

7. Will this variation confer special privilege to the property owner that is denied to other owners with property in the same zoning district?

Natural Resource Information Report Application

McHenry-Lake County Soil and Water Conservation District

1648 S. Eastwood Dr., Woodstock, IL 60098 Voice: (815) 338-0099 Fax: (815) 338-7731

For office use only

File Number: _____ - _____ - _____ Date Received: _____ 20____
Fee: _____ (Please make check payable to McHenry-Lake County SWCD.)

The McHenry-Lake County SWCD has thirty (30) days to complete this report after receipt of **ALL** the following items and after presentation to SWCD Board of Directors at their regularly scheduled meeting: Board meetings are scheduled for the first Tuesday of each month at the SWCD office.

Application Check List

Plat of Survey: _____ Petition: _____ Fee: _____
Tentative plat: _____ Intensive Soil Survey: _____ Tile Investigation: _____
Certified Wetland and Determination/Delineation: _____

Processing of the NRI report will not begin until **all** of the required items have been received by the MLC SWCD (office unless otherwise indicated by SWCD Staff)

Fee: Full report: \$400.00 for 1-3 acres and \$25.00 for each additional acre or part thereof.

Letter: \$100.00 SWCD will determine when letter or full report format will be necessary.

Petitioner's Name: _____ Phone: (____) _____ - _____

Address : _____

Contact Person : _____ Phone: (____) _____ - _____

Address : _____

Parcel Index Number(s) : (1) _____ - _____ - _____ (2) _____ - _____ - _____

(3) _____ - _____ - _____

Aggregate parcel size _____ (acres)

Current Zoning : _____ Requested Zoning : _____

Description of Zoning Request: _____

Proposed Improvements:

_____ Dwellings on Slabs	_____ Common Open Space	_____ Drainage Ditches/Swales
_____ Dwellings with Basements	_____ Sewers	_____ Wet Retention Basin
_____ Commercial Buildings	_____ Individual Wells	_____ Storm Sewers
_____ Park/Playground Areas	_____ Community Water	_____ Dry Detention Basin
_____ Conservation Easements	_____ Septic Systems	_____ Other _____

Unit of Government Responsible : _____ County of Mc Henry _____ County of Lake
_____ City/Town of _____

Is the parcel within 1 mile of a Village or City Boundary? Yes / No (circle one)

If yes, which (City/Town/Village)? _____

It is understood that filing this application allows a district representative the right to conduct an onsite investigation of the parcel(s) described above. Furthermore, this report becomes subject to the Freedom of Information Act after presentation to the District Board of directors at their regularly scheduled meeting.

Contact person or Petitioner's signature : _____ Date: _____ / _____ / 20____



McHenry County
Department of Planning and Development

www.co.mchenry.il.us/plandev

OFFICE: McHenry County Admin. Bldg.
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.
Woodstock, Illinois 60098

EMAIL: plandev@co.mchenry.il.us
P: 815-334-4560 F: 815-334-4546

**STAFF PLAT REVIEW COMMITTEE
SITE PLAN REVIEW
APPLICANT CHECKLIST**

The purpose of this form is to assist applicants with the preparation of site plans for review by the Staff Plat Review Committee.

If the information described in the Submittal Checklist is not provided on the site plan, the site plan may be rejected based on a determination of the Zoning Enforcement Officer. The checklist 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 requested use and site conditions.

Staff will review the site plan to ensure that the project complies with the County's adopted Code of Ordinances (Unified Development Ordinance/"UDO" 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.mchenrycountyil.gov/devcode.

SUBMITTAL CHECKLIST (if the information is not provided, the site plan may be rejected)

- Submit all application materials including the narrative description, site plan, and construction phasing plan, if any, at least twenty-eight (28) days in advance of the Staff Plat Review Committee meeting. Provide a PDF as well, if possible.
- The narrative description of the proposed site use or site construction shall include, but not be limited to, the following information:
 1. Proposed uses, services, or activities (i.e. food establishment, bed and breakfast, landscape business, cold storage).
 2. Existing site conditions and proposed site modifications (grading, buildings, other structures, landscaping).
 3. Project Parameters
 - a) Maximum number of occupants (employees, visitors, patrons) on site at one time.
 - b) Maximum number of occupants on site per day.
 - c) Maximum number of employees on site per day.
 - d) Type of and maximum number of vehicles that will be using the access points per day.
 - e) Existing and proposed number of parking spaces (handicap accessible and total).
 - f) Existing and proposed public restrooms.
 - g) Existing and proposed floor drains, including information regarding discharge location.
- The site plan may be prepared on a blank page or may 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.
- The site plan should be drawn to scale (such as one inch equals 20 feet) that is appropriate for the size of the project area and makes it possible to determine key items, such as building setbacks from property lines.
- The site plan should include the following Reference Information, as appropriate, to your site and project:
 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 30 feet) and a north arrow.
4. Adjacent road rights-of-way (including platted but unbuilt road rights-of-way) with road names labeled.
5. Wetlands, woodlands, rivers, lakes, ponds, and other natural features.

- The site plan should include the following *Existing* and *Proposed* Features, as appropriate, to your site and project:
 1. Buildings and other structures.
 2. Other physical improvements (e.g., utilities, mechanical equipment, culverts, stormwater management systems, drainage areas, sidewalks, berms, retaining walls, seawalls, piers, geothermal wells, etc.).
 3. Site roadway access points, access roads, and driveways.
 4. Parking lots including aisles, spaces, handicap accessible spaces, landscaping, and screening.
 5. Use (activity) areas (particularly for those uses identified as requiring a site plan in Article 14).
 6. Water wells, septic systems, and septic replacement areas.
 7. Required open space and landscaping.
 8. Street access points with design dimensions (geometrics).
 9. Lighting (referencing brightness, direction, shielding, and visibility off the site).
 10. Signs (referencing height, sign-face area, and setbacks from property lines).
 11. Easements (drainage, detention, access, utility, etc.).
 12. Measured distances from building, other structures, and other physical improvements to lot lines, water wells, water lines, onsite waste treatment system fields, and onsite waste treatment system replacement areas.
- For projects requiring land disturbance during construction, provide a second sheet showing construction phasing. The construction phasing plan should be at the same scale as the primary site plan. The information will be used to screen the project for stormwater management and public health ordinance requirements:
 1. Lot lines.
 2. A graphic scale bar or narrative scale (such as one inch equals 20 feet, to match the primary site plan) and a north arrow.
 3. The locations and limits of land disturbance, including grading, stockpiles, and stockpile re-spread areas.
 4. Measured setbacks from disturbed areas to water wells, onsite waste treatment system fields, ponds, streams, and wetlands.
 5. Proposed soil erosion and sediment control measures.
 6. Proposed restoration measures (sod, seeding, other).
 7. Calculations describing the following site conditions:
 - a. Proposed disturbed areas.
 - b. Existing impervious areas (gravel, asphalt, concrete, buildings, etc.) prior to 2004.
 - c. Existing impervious areas constructed between 2004 and current conditions.
 - d. Proposed additional impervious areas requested at this time.
 8. Additional information may be required if the project requires a stormwater management permit or a health permit.
- Please contact the appropriate Division with any questions regarding preparation of the site plan:
 1. Planning Division: (815) 334-4560 x4
(general site plan questions, building setbacks from lot lines, parking, landscaping, screening, lighting, signs)
 2. Water Resources Division: (815) 334-4560 x3
(wetlands, water bodies, floodplain, stormwater, soil erosion & sediment control, site grading and restoration)
 3. Building Division: (815) 334-4560 x2
(buildings, structures, piers, seawalls, handicap accessible parking)
 4. Division of Environmental Health: (815) 334-4585
(water wells, geothermal wells, water lines, onsite waste treatment systems)
 5. Transportation agencies
(street access point, access geometry, type and number of vehicles)
 - a. McHenry County Division of Transportation (if access is to a county highway): (815) 334-4960
 - b. Illinois Department of Transportation (if access is to a state road): (847) 705-4131
 - c. Local Township Highway Commissioner (if access is to a township highway)

FRONT COUNTER REVIEW CHECKLIST (May be used by Applicant for further clarification of the application process. The application may be rejected or returned to the applicant if the required minimum information is not provided.)

For all projects requiring site plan review:

- Completed application form.
- Narrative description of the proposed site use or site construction.
 - Proposed uses, services or activities
 - Existing site conditions and proposed site modifications
- Project Parameters.
 - Estimated maximum number of employees on site at one time
 - Estimated maximum number of customers, visitors, or patrons
 - Type of and estimated maximum number of vehicles that will be using the access points
 - Existing and proposed number of parking spaces (including handicap accessible)
 - Existing and proposed public restrooms
 - Existing and proposed floor drains (including discharge location)

Staff Notes:

- Site plan is legible.
- Site plan includes:
 - Lot lines and lot dimensions
 - Parcel size
 - Graphic scale bar or narrative scale and north arrow
 - Adjacent road rights-of-way with road names labeled
 - Wetlands, woodlands, rivers, lakes, ponds, and other natural features
 - Buildings and other structures, clearly labeled
 - Other physical improvements
 - Site roadway access points, access roads, and driveways
 - Parking lots including aisles, spaces, handicap accessible spaces, landscaping and screening
 - Use areas
 - Water wells, septic system areas, and septic replacement areas
 - Required open spaces and landscaping
 - Street access points with design dimensions
 - Lighting
 - Signs
 - Easements
 - Measured distances from building, other structures, and other physical improvements to lot lines, water wells, water lines, onsite waste treatment system fields, and onsite waste treatment system replacement areas.

Staff Notes:

For projects requiring land disturbance during construction, the following should be shown on a construction phasing plan:

- Lot lines.
- A graphic scale bar or narrative scale.
- The locations and limits of land disturbance, including grading, stockpiles, and stockpile re-spread areas.
- Measured setbacks from disturbed areas to water wells, onsite waste treatment system fields, ponds, streams, and wetlands.
- Proposed soil erosion and sediment control measures.
- Proposed restoration measures.
- Calculations describing proposed disturbed areas, existing impervious areas prior to 2004, existing impervious areas constructed between 2004 and current conditions, and proposed additional impervious areas.
- Additional information as needed if the project requires a stormwater management permit or health permit.

Staff Notes:

Planning and Development Fee Schedule

July 1, 2018

Zoning Fees		
Application Type	Base Fee	Per Acre
1. a. Map Amendment or Conditional Use Permit Renewal (includes SPRC review)	\$1,200	-
b. First 100 acres	-	\$50
c. Acres over 100	-	\$25
d. Additional Conditional Use Permit (includes SPRC review)	\$1,100	\$25
2. a. Conditional Use Permit (includes site plan review by SPRC)	\$2,300	-
b. First 100 acres	-	\$75
c. Acres over 100	-	\$50
3. Conditional Use Permit -Voluntary Revocation	\$250	-
4. Appeals (refunded if appeal is upheld)	\$400	-
5. Variation	\$600	-
6. Variation for on-premise sign or fence	\$400	-
7. Variation, Telecommunications Facility	\$1,200	-
8. Text Amendment		\$1,200
9. Variation, Administrative		\$75
10. After-the-Fact Application		Double base fee
11. Zoning Application Withdrawal Refund (>72 hrs before hearing)		50%
12. a. Temporary Use Permit		\$100
b. Renewal		\$50
13. Parcel Zoning Status Determination Letter		\$75
14. Map Correction		No Charge
15. Zoning Interpretation Letter		\$75
16. Site Plan Review by SPRC as Req'd by UDO (Bldg. Permits, Site Plan Amendments, etc. -excluding CUPs)		\$400
17. Earth Extraction and Mining Annual Operations Permit Fee		\$1,000
18. Motel Annual License and Inspection Fee		\$150 +\$5/unit

Subdivision Fees			
Application Type	Pre-Application	Preliminary Plat	Final Plat
1. Plat of Subdivision			
a. Base Fee	\$250	\$1000 + \$100/lot	\$1000 + \$100/lot
b. Stormwater Permit Fee (calculated above)	-	70% of fee	30% of fee
c. Base Flood Elevation Fee Determination (calculated above)	-	100% of fee	-
d. Conservation Design	-	20% of base fee	20% of base fee
e. Additional Meeting Fee (if >2 review mtgs required)		\$750/mtg.	\$750/mtg.
2. Plat of Subdivision Amendment			
a. Base Fee	\$250	NA	\$1250 + \$100/lot
b. Stormwater Permit/Modification Fee (calculated above)	-	NA	100% of fee
3. Plat of Subdivision Vacation			
a. Base Fee	NA	NA	\$1,500
b. Stormwater Permit/Modification Fee (calculated above)	NA	NA	100% of fee

All fees are due in their entirety at the time of application submittal. (Each subdivision phase has a separate fee.)

Fees are waived for all applications filed by government agencies.

Staff only issues refunds in the event of a miscalculation of fees or the withdrawal of a zoning petition at least 72 hours in advance of the hearing. All other fee refunds and fee waivers require County Board approval.

Applicants are responsible for paying costs for mailing, publication, and hearing transcript. Costs associated with a change in venue for ZBA hearings are the responsibility of the requester.

SUBMITTAL CHECK LIST

Reclassification	Variation	Conditional Use Permit	Text Amendment	Administrative Variation	Site Plan Review	Appeal	
							<ul style="list-style-type: none"> ITEMS REQUIRED WHEN AN APPLICATION IS SUBMITTED: An application will not be accepted if one or more of the items listed are missing at time of submittal. Provide PDF versions of the submittal items, as possible.
							Application form; one (1) original
							Standards for Approval Form
							Consent, Verification, Acceptance of Court Reporting & Public Notice Fees
							Plat of Survey (signed w/surveyor's seal)
							Completed Site Plan or Building Plans showing the request visually
							McHenry County Soil & Water Conservation District (NRI) receipt or report
							Narrative
							Copy of the Zoning Enforcement Officer's letter outlining the decision
							Identification of the Ordinance provision(s) in dispute
							Statement of the grounds for the appeal
							Filing fee

Site Plans should be created in accordance with §16.20.050 (Site Plan Review) of the McHenry County Code of Ordinances.

= Not applicable