



SITE PLAN REVIEW INFORMATION AND APPLICATION PACKET

Definition/Purpose: Site Plan Review - A mandatory review process intended to promote orderly development and redevelopment in the County, and to assure that such development or redevelopment occurs in a manner that complies with County Ordinances and is harmonious with surrounding properties, is consistent with the *2030 Comprehensive Plan*, *Water Resources Action Plan*, and *2040 Long Range Transportation Plan* and promotes the general welfare of the County.

Site Plan Review and approval is required for the following:

- Conditional Uses and Planned Developments (refer to Zoning Petition Information and Application Packet)
- Commercial building permits that require or include plans for construction, alteration, or addition of any parking lot or structure providing ten (10) or more parking spaces or the construction of a new loading berth
- Land Banked Future Parking
- Cross-Access Easements
- Master Sign Plan for new multi-tenant non-residential structures
- Principal Uses:
 - Agritourism
 - Amusement Facility, Outdoor
 - Marina
 - Place of Worship
 - Storage Yard
- Accessory Uses:
 - Drive-Through Facility

Procedure:

- 1) Applications for Site Plan Review (attached) shall be submitted to the Department of Planning and Development in accordance with the requirements in §16.16.020 (Application) of the McHenry County Code of Ordinances (Unified Development Ordinance/"UDO"). Once it is determined that the application is complete, the application will be scheduled for review at a Staff Plat Review Committee meeting at least twenty-eight (28) days from the time of submittal.
- 2) The Staff Plat Review Committee will review the completed Site Plan Review application and evaluate the site plan pursuant to the applicable standards in §16.20.050D (Standards for Site Plan Review) of the UDO.
- 3) During review of the site plan, the Staff Plat Review Committee may request modification of the submitted site plan and resubmittal of a revised plan. The revised site plan will be processed in the same manner as the initial application.
- 4) Site Plan Review fees shall be paid in accordance with the County adopted fee ordinance.

Attachments:

- Application Form
- Site Plan Review Checklist
- Fee Schedule
- Document Checklist



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.
- 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:

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>
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<p>CONTRACT PURCHASER (If Applicable):</p> <p>Name _____</p> <p>Address _____</p> <p>City, St, Zip _____</p> <p>Daytime Phone _____</p> <p>Email _____</p>	<p>TRUSTEE/BENEFICIARY/OFFICERS/DIRECTORS (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>
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<p>PARCEL INFORMATION:</p> <p>Address _____</p> <p>City _____ Zip _____</p> <p>Parcel/Tax Number _____</p> <p>Number of Acres _____</p>
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<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 <input type="checkbox"/> Variation, Zoning	Variation Request:	
	<input type="checkbox"/> Site Plan Review		

Please provide additional information on the back of this page.

