



# Boone County Planning Department

1212 LOGAN AVENUE, SUITE 102  
BELVIDERE, ILLINOIS 61008  
PHONE: (815)-547-4770 FAX: (815)-547-3579

## APPLICATION FOR ZONING CHANGE

### ( I N S T R U C T I O N S )

**If you have any questions about this application, please contact the Planning Department at (815) 547-4770.**

**NOTE:** Applications can be filed at anytime. Applications will not be processed until all of the required information has been submitted. See the attached schedule of meeting dates and deadlines for submittals.

### **FOR ALL ZONING CHANGE CASES:**

**An acceptable application includes the following:**

- 1. A certified plat, site plan, survey, or other professional illustration;**
- 2. A detailed written statement explaining the reason for the request;**
- 3. The PIN(s), legal description and address of the property;**
- 4. Completed application with the appropriate signatures;**
- 5. Application fee as listed on the attached fee schedule;**
- 6. NRI report or letter from the SWCD; and**
- 7. Any other information required by planning staff (ie. landscaping plan, elevation plan, exterior lighting plan, etc.)**

**In order for the REQUIRED public hearing to commence:**

- 1. A certificate of publication for the public hearing notice must be submitted to the planning department;**
- 2. Proof of payment to the newspaper for the public hearing notice must be submitted to the planning department;**
- 3. Arrangements for a certified court reporter shall be made unless waived by the zoning administrator;**
- 4. See Section 150.910 Public Hearing Procedures of the Belvidere Zoning Ordinance or Chapter 2 Administration of the Boone County Zoning Ordinance for procedure requirements.**

Review the **FILING PROCEDURES** section within the application. The planning staff will prepare the legal notice and forward it to the selected newspaper; the invoice will be forwarded to the applicant for payment.

**APPLICATION FOR ZONING CHANGE**

**BOONE COUNTY PLANNING DEPARTMENT**  
**Boone County Administration Building**  
**1212 Logan Ave. Suite 102**  
**Belvidere, Illinois 61008**

**FOR OFFICE USE ONLY**

Case Number \_\_\_\_\_  
Filing Date \_\_\_\_\_  
Zone District \_\_\_\_\_

**Boone County**

ZBA Date \_\_\_\_\_  
PZB Date \_\_\_\_\_  
CB Date \_\_\_\_\_

**PLEASE PRINT IN BLACK INK OR TYPE**

1) The address or general location of the property for which this application is filed is:

\_\_\_\_\_

and its Parcel Identification Number is: \_\_\_\_\_

and the legal description for the subject property is: **Lot** \_\_\_\_\_, **Block** \_\_\_\_\_,  
**Tract** \_\_\_\_\_, **Subdivision Name** \_\_\_\_\_.

(NOTE - If there is no lot, block, or tract, then attach a legal boundary description hereto.)

2) **Applicant Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

DaytimePhone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

3) **Property Owner Name:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

4) **Attorney Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

5) **Contact Person (if different from Applicant):** In order to reduce confusion, planning staff requests one contact person be designated to discuss issues concerning this petition.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

6) Describe existing use of property: \_\_\_\_\_



**11) SUPPORTING INFORMATION:** Attach a vicinity map and boundary map of the property involved in the proposed zoning change. Illustrate existing buildings and structures, adjoining roadways with their names, natural features such as flood plain, wetlands, lakes, ponds, etc. Provide a detailed written statement explaining your proposal and how it complies with City or County policies and plans. Include in the written statement any measures intended to mitigate negative affects of your proposal on neighboring properties.

Incomplete applications will be returned to the applicant after sixty (60) days.

**Natural Resource Information:** Pursuant to state law, a copy of this application is to be provided to the Boone County Soil and Water Conservation District (SWCD). The SWCD is located at 211 N. Appleton Road, P.O. Box 218, Belvidere, and may be contacted at (815)544-2677. Their business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. An application fee is required. The SWCD has thirty (30) days to respond and provide their Natural Resource Information (NRI) Report to the Planning Office. **The SWCD must send a report to the Planning Department for your application to proceed.**

**NOTE:** The "Endangered Species Act" entitles the Illinois Department of Natural Resources (IDNR) to review all zoning applications for their impact on endangered or protected species. Illinois law allows thirty (30) days for their response. The applicant is responsible for contacting the IDNR , via the EcoCAT website at DNR.EcoCAT@illinois.gov.

The "National Historic Preservation Act" entitles the Illinois Historic Preservation Agency to review all zoning applications for their impact on cultural or historical resources if the proposed development involves State or Federal funding. Illinois law allows thirty (30) days for their response. The applicant is responsible for contacting the Illinois Historic Preservation Agency at (1-217-782-4836).

**DECLARATION**

I, the applicant, of the above legally described property on which the zoning change is proposed, have provided answers to the questions herein that are true to the best of my knowledge. I have been granted permission by the property owner(s) of the above legally described property to apply for a zoning change on said property.

By virtue of my application for a zoning change, I do hereby declare that the appropriate appointed and elected officials responsible for the review of my application are given permission to visit and inspect the property proposed for a zoning change in order to determine the suitability of the request.

Applicant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

\_\_\_\_\_ Date Signed: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Filing Fee - Amount Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

**FILING PROCEDURE**

- A. Submit this form and supporting information accompanied by an application fee (make checks payable to the **Boone County Treasurer**). See the attached fee schedule.
- B. Submit application and supporting information with fee to the Boone County Soil and Water Conservation District.
- C. Selection of newspaper publication. See the attached newspaper selection sheet.
- D. Boone County Applicants must appear before the Boone County Regional Planning Commission, Boone County Zoning Board of Appeals, Planning, Zoning and Building Committee, and the Boone County Board. Boone County Applicants must appear before the Joint Planning Commission rather than the County Commission if their property is located within 1.5 miles of Belvidere.



## LEGAL NOTICE REQUIRED

According to Illinois State Statutes, "notice of each hearing shall be published at least 15 days in advance thereof in a newspaper of general circulation published in the township or road district in which such property is located."

A Notice of Public Hearing will be completed by Planning Staff for publication in a newspaper of local distribution. Please select one of the following newspapers for publication:

**\*\*\*\*\*THE COST OF THE PUBLICATION IS TO BE PAID BY THE APPLICANT\*\*\*\*\***

- Boone County Journal**  
(815) 544-4430 (publishes weekly)

**NOTE:** Fees are based on the length of the Notice of Public Hearing. If you wish to seek the lowest price, please contact the above newspapers at the telephone numbers provided.



## PUBLIC HEARING PROCEDURE

The Boone County Zoning Board of Appeals conducts public hearings pursuant to State Law. Public hearings are conducted according to the following procedures:

1. After the staff presentation, the applicant will be sworn in by stating his/her name and address. "Do you swear to tell the truth to the best of your knowledge?"
2. The applicant will be requested to fully present his/her case and furnish the Board with pertinent information concerning their petition.
3. Other parties who favor the petition will be heard next, and those who oppose the petition will be heard last.
4. Each person making a statement will be requested to state their name and address and be sworn in.
5. Please refrain from repeating what has been said before you and please do not involve personalities.
6. Be as factual as possible.
7. The Board reserves the right to question any speaker.
8. All Statements or questions but be directed to the Chairperson.
9. The Board will make a decision on the matter during the public hearing.
10. If the Board feels that information is lacking, they may entertain a motion to table the approval of the petition pending additional information to be brought forth at the next meeting.

## BOONE COUNTY PLANNING DEPARTMENT

### COUNTY FEES

\*Per Ordinance Number 12-22

#### **Zoning Change:**

A-1 & A-2:	\$500 + \$75/acre (or portion thereof)
RE, RC, RC2, RTN:	\$600 + \$75/acre “
B-1, B-2, I-1 & I-2:	\$700 + \$75/acre “

**Planned Unit Development:  
(Special Use)** \$700 plus subdivision plat fees, if applicable.

#### **Subdivision Plat:**

	<u>Preliminary</u>	<u>Final</u>
Residential:	\$500 + \$75/lot	\$500 + \$75/lot
Commercial & Industrial:	\$600 + \$75/lot	\$600 + \$75/lot
Candlewick Lake Replat: (or similar plat)	-----	\$300 + \$75/lot

	<u>Preliminary</u>	<u>Final</u>
<b>Health Department Fees:</b> (Per Ordinance Number 03-40)	\$35 + \$15/lot	\$35 + \$15/lot
	<u>Adjusted plat review (Replat):</u> \$35 + \$15/lot	

**Final Plat Reinstatement/  
Extension Fee:** 50% of Initial Fee

**Special Use:** \$500 when accessory to an established primary use  
\$700 when establishing a primary use

**Variation:** \$350

**Text Amendment:** \$500

**Comprehensive Plan  
Text or Map Amendment:** \$350

**Appeal:** \$250

**Zoning Verification Letter:** \$25 per lot.

**Lot of Record Letter:** \$25 per lot.

NRI No. \_\_\_\_\_

**Natural Resource Information Report**

Boone County Soil and Water Conservation District  
211 North Appleton Road, Belvidere, Illinois 61008-1983  
815-544-2677 Ext. 3

Owner's Name: \_\_\_\_\_

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

Petitioner's Name: \_\_\_\_\_

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

**Contact Information:**

Phone Number(s): ( \_\_\_\_\_ ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

If a letter, would you like a copy for your records? Yes  or No

**We will send copies via e-mail unless specifically told to mail.**

Note: If a report is required the applicant will receive a copy, in addition to the applicant's legal representation, if applicable.

**Type of Request:**

Change in Zoning from \_\_\_\_\_ to \_\_\_\_\_

Subdivision- Attach proposed plat, if available.

Variance (Explain Type) \_\_\_\_\_

Other (Describe) \_\_\_\_\_

Legal Description Attached: Yes  or No .

If yes, Section \_\_\_\_\_ and Township \_\_\_\_\_. Note: Please include a map outlining the exact boundaries of the parcel.

If no, please list the address of the property for the proposed request:

\_\_\_\_\_  
Street/Road Address Village, Town, or City

Parcel Identification Number(s), if known

Total Acres

**Natural Resource Information Fee Schedule**

0-5 Acres	\$400.00
5 or more Acres	\$400.00 plus \$20.00 per acre for each acre over five acres
Letter/No Report	\$75.00

Note: Unfortunately, we do not accept credit or debit cards at this time. Before the report or letter can be started a payment must be received in full. We are sorry for any inconveniences.

Checks payable to:

Boone County SWCD  
 211 North Appleton Road  
 Belvidere, IL 61008-1983

I (We) understand the filling of this application allows an authorized representative of the Boone County Soil & Water Conservation District to visit and conduct any necessary on-site investigations on the site described above. Completion of this report may require 30 days as allowed under State Law.

\_\_\_\_\_  
**Petitioner's Name Printed**

\_\_\_\_\_  
**Petitioner's Name Signed**

\_\_\_\_\_  
**Date of Request**

\_\_\_\_\_  
**Approved by the Soil & Water Conservation District Board**

\_\_\_\_\_  
**Date of Approval**

This report is issued as a guide in making land use decisions and does not preclude further refinement of soil type boundary lines during more detailed on-site investigations. Interpretations are based on criteria established by the National Soils Handbook (USDA-Natural Resources Conservation Service) and are subject to change by this office and appropriate agencies.