



Boone County Planning Department

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

APPLICATION FOR SPECIAL USE

(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 schedule of meeting dates and deadlines for submittals.

FOR ALL SPECIAL USE 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. Legal description 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**

Review the **FILING PROCEDURES** section within the application. Planning staff will prepare the legal notice and deliver it to the newspaper.

APPLICATION FOR SPECIAL USE

BOONE COUNTY PLANNING DEPARTMENT

**Boone County Administration Building
1212 Logan Ave. Suite 102
Belvidere, Illinois 61008**

FOR OFFICE USE ONLY

MEETING DATES

Case Number _____
Filing Date _____
Zone District _____

ZBA Date _____
PZB Date _____
CB Date _____

If this application is approved, it is understood that it shall only authorize the special use described in the application with any conditions placed on the special use per the governing body. If the conditions are not met and/or the use is not established (or substantially underway) within one (1) year from the date of approval, the special use shall be null and void.

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: _____

Daytime Phone: _____ 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: _____ Email: _____

6) Describe the current use of the subject property: _____

7) List the Special Use, as specified within the Zoning Ordinance, that you are seeking the approval of and describe the proposed use of the subject property in detail:

8) Total number of acres the Special Use will occupy: _____

9) **LIST THE OWNERS OF RECORD: Boone County applicants** shall list the owner of record for all properties located adjacent to and across the street or alley from the perimeter of the subject property. This information is found at the Supervisor of Assessments Office, 1208 Logan Ave. or the Planning Office. Verifying the accuracy of information is the responsibility of the applicant (use additional pages if necessary).

| PIN # | Name/Trust No. | Street | City | Zip |
|--------------|-----------------------|---------------|-------------|------------|
|--------------|-----------------------|---------------|-------------|------------|

10) SUPPORTING INFORMATION: Attach a vicinity map and a site plan drawn to scale regarding your proposal. Illustrate any existing and proposed buildings, parking and loading areas, traffic access and circulation drives, open space, landscaping, utilities, signs, refuse and service areas, and dimensions of setbacks and yard areas, as they apply to this application and as may be required by the Zoning Ordinance. Also include a detailed written statement relative to the above listed requirements, fully explaining your proposal and any measures 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 special use permit 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 special use permit 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 special use is proposed, have provided answers to the questions given 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 special use on said property.

By virtue of my application for a special use, 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 special use 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. 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.

*******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> |
|--|--|-----------------|
| Health Department Fees: (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.