

ZONING APPLICATION



PLANNING, ZONING & MAPPING

A DIVISION OF THE REGIONAL PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Troy A. Krup
Planning & Zoning Officer

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404 Elm Street ▪ Room 403 ▪ Rockford, Illinois 61101

It is recommended that a pre-application conference be held to ensure that all applicable information is provided and the application is filled out correctly. Please call 815-319-4350 to schedule a pre-application conference. Delays in obtaining a public hearing date may result from incomplete or errant applications.

REQUIRED APPLICATION MATERIALS

The following materials must be submitted to the Planning and Zoning Department before a Public Hearing can be scheduled. Incomplete applications cannot be processed.

- Application Form (Original Form, pages 7, 8, & 9)
 - Application Fee (See Fee Schedule, page 4)
 - Legal Description
-

Project Drawings:

- Preliminary or Final Site Plan (1 copy). Include project data [i.e., building area, land area, setbacks, coverage, parking and landscaping calculations, etc]. The information required will vary depending on the type of request being made. However, all site plans should be drawn to scale and be accurate to the best of the petitioner's ability.
 - Preliminary or Final Engineering
 - Floor Plans
 - Building Elevations
 - Landscape Plan (indicate species, plant location, quantity, size, spacing, and easement/utility locations)
 - Sign elevations
-

Other Documents:

- A detailed written statement explaining the reason for the request.

The Zoning Board of Appeals, Zoning Committee and County Board base their decisions on the standards listed below. It is in the best interest of the applicant to base their presentation on the applicable set of standards when presenting their petition.

- Applicant should respond to the following statements while presenting his or her request to the Zoning Board of Appeals, along with an additional written statement detailing the nature of the proposed use if this application is for a SPECIAL USE PERMIT, pursuant to Zoning Ordinance Section 90-39:**
 1. Discuss and explain how the establishment, maintenance, and operation of the special land use can be expected to affect the public health, safety, morals, comfort and general welfare for citizens of the County generally, and of surrounding properties specifically.
 2. Discuss and explain how the special land use can be expected to affect the use and enjoyment of other property in the immediate vicinity for purposes already permitted, and the property values in the neighborhood.
 3. Discuss and explain how the establishment of the special land use can be expected to affect the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
 4. Discuss and explain how utilities, access roads, drainage and necessary facilities have been, are being, or will be provided.
 5. Discuss and explain how measures have been or will be taken to provide ingress and egress so designed to minimize traffic congestion in the public streets.
 6. Discuss and explain how the special land use will, in all other respects, conform to the applicable regulations of the zoning district in which it is located.

☐ Applicant should respond to the following statements while presenting his or her request to the Zoning Board of Appeals, along with an additional written statement describing the specific nature of the proposed variation and the practical difficulty and perceived hardship resulting from a strict and literal interpretation of a specified regulation of this chapter if this application is a request for a VARIATION, pursuant to Zoning Ordinance Section 90-40:

1. Discuss and explain how - based on the particular physical surroundings, shape or topographical conditions of the specific property involved - a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.
2. Discuss and explain how the conditions upon which an application for a variation is based are unique to the specific property for which the variation is sought and are not applicable, generally, to other property within the same zoning classification.
3. Discuss and explain if the variation is based exclusively upon a desire to increase the value or income potential of the property.
4. Discuss and explain how the granting of the variation will affect the public welfare and/or other property or improvements in the neighborhood in which the property is located.
5. Discuss and explain how the proposed variation will affect the adequate supply of light and air to adjacent property, the congestion of the public streets, the danger of fire, the public safety, and the property values within the neighborhood.
6. Discuss and explain how the proposed variation complies with the spirit and intent of restrictions imposed by the Zoning Ordinance.

☐ Applicant should respond to the following statements while presenting his or her request to the Zoning Board of Appeals for a ZONING DISTRICT CHANGE / ZONING MAP AMENDMENT, pursuant to Zoning Ordinance Section 90-41:

1. Discuss and explain how the map amendment/zoning district change can be expected to affect adequate light, pure air, and safety from fire and other dangers for citizens of the County generally, and of surrounding properties specifically.
2. Discuss and explain how the map amendment/zoning district change can be expected to affect the value of land and buildings for citizens of the County generally, and of surrounding properties specifically.
3. Discuss and explain how the map amendment/zoning district change can be expected to affect the congestion of traffic on the public roads for citizens of the County generally, and of surrounding properties specifically.
4. Discuss and explain how the map amendment/zoning district change can be expected to affect the public health, safety, comfort, convenience, morals and general welfare for citizens of the County generally, and of surrounding properties specifically.
5. Discuss and explain how the map amendment/zoning district change can be expected to affect the stability of the residential, agricultural, business, and industrial areas within the County generally, and surrounding properties specifically.
6. Discuss and explain how the map amendment/zoning district change can be expected to affect the orderly and beneficial development of the residential, agricultural, business, and industrial areas within the County generally, and surrounding properties specifically.

FEE SCHEDULE

LAND USE (ZONING DEVELOPMENT) APPLICATIONS

**Zoning Map Amendment
(Zoning Change):** * \$400.00 plus, \$10.00 per acre or part of

Special Use Permit: * \$450.00 plus, \$20.00 per acre or part of

Variation: * \$350.00

Planned Unit Development (PUD): * \$450.00 plus, \$20.00 per acre or part of

Appeal: \$250.00

**Text Amendment /
Future Land Use Plan Amendment** \$400.00

ADDITIONAL FEES:

Any fees born because of a report and/or publication required by State Law for the above noted zoning procedures shall be the responsibility of the Applicant.

The above noted fees are *NOT* inclusive of any other fees that may result from other required permits (i.e. building permit, zoning clearance (permit), sign permit, health permit, etc.).

Notice For all petitions:

*** When work is commenced prior to obtaining the required "Land Use (Zoning Development) Application(s)", the established fees shall be increased by 50%. The payment of such fee shall not relieve any person from fully complying with the requirements of the County Unified Development Ordinance, Chapter 90 nor from the penalties prescribed within the Unified Development Ordinance, Chapter 90.**

Revised 10-01-16

PROCEDURE CHECKLIST FOR APPLICANT USE

- Prospective applicant obtains application packet from Planning and Zoning Department. Blank applications may be faxed or mailed upon request or downloaded off the Winnebago County website at <http://www.co.winnebago.il.us>. All pages of the application packet should be read thoroughly at this time. If necessary, Planning and Zoning personnel will explain procedures and fees involved.
- Pre-Application Conference: It is recommended that the applicant contact the Planning and Zoning Staff to schedule a time to review the application to ensure that it is complete and includes all applicable materials.
- Applicant submits completed zoning application, along with site plan, written statement (when applicable), other required materials and the appropriate fee. Zoning staff will review submitted materials for completeness. Applications are then scheduled for a public hearing before the Zoning Board of Appeals.
- Applicant must contact the Soil and Water Conservation District (SWCD) office directly and make proper application for Zoning Letter and/or Natural Resource Information (NRI) Report. If necessary, SWCD personnel will explain procedures and fees involved. Zoning applications are not complete until SWCD Natural Resource Information (NRI) Reports are properly applied for. Zoning requests will not be scheduled for a public hearing unless a completed NRI Report is forthcoming.
- The "Endangered Species Act" entitles the Illinois Department of Natural Resources (IDNR) to review zoning, special use, and variation 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, at 5224 South Second Street, Springfield, IL 62701-1787. Additional information can be obtained about this process via the internet address: <http://dnrecocat.state.il.us/ecopublic/>. If you have any questions or comments about the endangered species consultation process, you can send an email to DNR.EcoCAT@illinois.gov
- The "National Historic Preservation Act" entitles the Illinois Historic Preservation Agency to review zoning, special use, and variation applications for their impact on cultural or historical resources. 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).
- The applicant sends completed township and municipality notification form and materials to applicable township and municipality. This should be done no later than the day the application is submitted. Townships and municipalities within a mile and a half of the subject property may legally protest map and text amendments, which may cause a super majority vote of the County Board to approve a petition. In addition, a Township may legally protest variation requests, which may cause a super majority vote of the County Board.
- A Notice of Public Hearing is printed in the local newspaper no less than 15 days, nor more than 30 days before the date of public hearing. See fee schedule for applicable fee (Page 4).
- The subject property is posted with a notice sign prepared by Planning and Zoning personnel

summarizing pertinent case information and the scheduled Zoning Board of Appeals hearing date no less than 15 days before the public hearing.

- ❑ Property owners surrounding the subject property are notified by mail, approximately 15 days before the date of public hearing, provided by Planning and Zoning staff summarizing pertinent case information and the scheduled Zoning Board of Appeals hearing date. Other appropriate agencies are also notified at this time. Note that adjoining property owners may legally protest map and text amendments, which may necessitate a super majority vote of the County Board to approve a petition.
- ❑ Planning and Zoning staff review application and submit written staff report to the Zoning Board of Appeals, Zoning Committee and to the County Board. Applicant is mailed copy of this written staff report provided by Planning and Zoning staff, usually about 1 week before the date of public hearing.
- ❑ Zoning Board of Appeals (ZBA) conducts a Public Hearing, normally the 2nd Wednesday of each month. The applicant or an authorized agent must appear to present pertinent information and provide testimony under oath. No less than 4 copies of any handouts or exhibits should be made available for ZBA members and staff. One copy will be kept and added to the file as an exhibit(s). Be aware that delays may occur as public hearings can extend to additional Board meetings and may include multiple or returning speakers. The Board deliberates and provides their recommendation based on findings of fact. Unsupportive ZBA recommendations can affect the voting considerations of the County Board.
- ❑ Zoning Board of Appeals public hearing minutes are transcribed and distributed to County Board members, usually about 1 week after the close of public hearing. Copies of minutes are available to applicants following approval of said minutes by the Zoning Board of Appeals. The minutes of the Zoning Board of Appeals public hearing are normally approved the following month.
- ❑ County Board Zoning Committee conducts public meeting, usually the 4th Wednesday of each month. The Committee deliberates and provides their recommendation.
- ❑ Pertinent case information, ZBA and Zoning Committee recommendations, is presented to County Board for their consideration, layover, and decision, usually within 4 weeks after the Committee provides their recommendation.
- ❑ Individual ordinances for each approved application are signed, certified and processed through the County Clerk. A Completed ordinance copy accompanies the applicant's notification of the County Board decision.
- ❑ Applicant is notified by mail, usually within 1 month, of County Board decision provided by Planning and Zoning staff.



**PLANNING, ZONING & MAPPING DIVISION
ZONING APPLICATION**

Applicant Information

Name: _____

Address: _____

Phone: _____

Facsimile: _____

Email: _____

Owner Information

Name: _____

Address: _____

Phone: _____

Facsimile: _____

Email: _____

Action Requested

- Zoning Map Amendment (Zoning Change)
- Special Use Permit
- Variation

- Planned Unit Development (PUD)
- Appeal
- Text Amendment
- Future Land Use Plan Amendment

Detail of Request: _____

Property Information

Project Address/Location: _____

Legal Description (attach as a separate sheet if necessary): _____

PIN Number(s): _____

Current Zoning District: _____ Lot Size: _____ acres, or _____ square feet.

Please indicate the township the subject property is located in (circle):

Burritt Cherry Valley Durand Harlem Harrison Laona Owen
Pecatonica Rockford Rockton Roscoe Seward Shirland Winnebago

Please indicate whether the subject property is located within 1.5 miles of any of the following incorporated municipalities (circle all that are applicable):

Cherry Valley Durand Loves Park Machesney Park New Milford
Pecatonica Rockford Rockton Roscoe South Beloit Winnebago
None Other: _____

Adjacent Properties

(Provide as a separate sheet if necessary)

NORTH:

PIN Number(s): _____
Property Owner(s): _____
Mailing Address(s): _____
Land Use: _____

EAST:

PIN Number(s): _____
Property Owner(s): _____
Mailing Address(s): _____
Land Use: _____

SOUTH:

PIN Number(s): _____
Property Owner(s): _____
Mailing Address(s): _____
Land Use: _____

WEST:

PIN Number(s): _____
Property Owner(s): _____
Mailing Address(s): _____
Land Use: _____

Development Team

*Please include phone, fax, email and mailing address for any that apply.

Project Manager: _____

Developer: _____

Attorney: _____

Engineer or Surveyor: _____

Other: _____

Signatures (Declaration)

I, the applicant(s), of the above legally described property on which the above action is requested, provided answers to the questions herein that are true to the best of my knowledge. The property owner(s) of the above legally described property on which the above action is requested, is aware or will be informed about the request made herein.

By virtue of my application for the above action, I do hereby declare that the appropriate county staff, appointed, and elected officials responsible for the review of my application are given permission to visit and inspect the subject property for the above requested action in order to determine the suitability of the request.

Applicant(s) Signature: _____ Date Signed: _____

_____ Date Signed: _____

Owner(s) Signature: _____ Date Signed: _____

_____ Date Signed: _____

STAFF SIGNATURE: _____ Date Signed: _____

NOTES:

- ◆ If the property is held in trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.
- ◆ If the applicant is a corporation, provide as a separate attachment, a statement verifying the correct names and addresses of all officers and directors of the corporation and all of the stockholders or shareholders owning and interest in excess of 20% of all the outstanding stocks or shares of the corporation.
- ◆ If the applicant is a partnership, joint venture, syndicate, or unincorporated voluntary association, then provide as a separate attachment, a statement verifying the correct names and addresses of all partners or members of the partnership, joint venture, syndicate, or unincorporated voluntary association.

TO BE COMPLETED BY PLANNING, ZONING & MAPPING PERSONNEL

Pre-Application Meeting Date: _____ Application Date: _____

Staff Attending: _____ ZBA Hearing Date: _____

Fee Paid: _____ ZC Meeting Date: _____

Receipt #: _____ CB Read-in Date: _____

It is recommended that you notify your township of the Map or Text Amendment, Special Use Permit, or Variation you are applying for. Please complete the form on the following page, and mail it, along with a site plat, to the Township Supervisor for the Township in which the subject property is located.

TOWNSHIP SUPERVISORS

Burritt Township

Burritt Township Supervisor
2568 N. Weldon Rd.
Winnebago, IL 61088

Cherry Valley Township

Cherry Valley Township Supervisor
3404 Shelburne Drive
Rockford, IL 61109

Durand Township

Durand Township Supervisor
209 E. South St.
Box 474
Durand, IL 61024

Harlem Township

Harlem Township Supervisor
2110 Rivington Rd.
Loves Park, IL 61111

Harrison Township

Harrison Township Supervisor
11105 Farm School Rd.
Durand, IL 61024

Laona Township

Laona Township Supervisor
2369 Butternut Bend
Davis, IL 61019

Owen Township

Owen Township Supervisor
7029 Bergstrom Rd.
Rockford, IL 61101

Pecatonica Township

Pecatonica Township Supervisor
328 E. 9th St.
Pecatonica, IL 61063

Rockford Township

Rockford Township Supervisor
2615 Green Apple Ln.
Rockford, IL 61107

Rockton Township

Rockton Township Supervisor
15792 Witwer Rd.
South Beloit, IL 61080

Roscoe Township

Roscoe Township Supervisor
12315 North Ledges Drive
Roscoe, IL 61073

Seward Township

Seward Township Supervisor
4130 S. Pecatonica Rd.
Winnebago, IL 61088

Shirland Township

Shirland Township Supervisor
8037 North Street
Shirland, IL 61079

Winnebago Township

Winnebago Township Supervisor
7952 Towermont Dr.
Rockford, IL 61102

Revised 09-25-17

TOWNSHIP NOTIFICATION OF COUNTY ZONING PETITION

I, _____, AM PETITIONING WINNEBAGO COUNTY FOR A:
Applicant Name

ZONING MAP AMENDMENT FROM _____ DISTRICT TO _____ DISTRICT.

SPECIAL USE PERMIT FOR _____
_____, IN THE _____ DISTRICT.

VARIATION IN _____ FROM

A DISTANCE/SIZE OF _____ TO _____, IN THE _____ DISTRICT.

THE SUBJECT PROPERTY IS LOCATED AT _____
Street Address

THE P.I.N. NUMBER(S) IS _____

THE SIZE OF THE PROPERTY IS _____ ACRES, OR _____ SQ. FT.

PROPOSED USE FOR THE SUBJECT PROPERTY: _____

*** PLEASE ATTACH A COPY OF YOUR SITE PLAN.**

CONTACT INFORMATION: _____

PHONE NUMBER: _____ FAX: _____

ADDRESS: _____

SIGNATURE: _____ Date _____

It is recommended that you notify municipalities within a mile and a half of the Map or Text Amendment, Special Use Permit, or Variation you are applying for. Please complete the form on the following page, and mail it, along with a site plat, to the appropriate municipality(s) from the list below.

MUNICIPALITIES

Cherry Valley

Village of Cherry Valley
Planning/Zoning Official
806 E. State St.
Cherry Valley, IL 61016

Durand

Village of Durand
Planning/Zoning Official
308 W. Main St.
P.O. Box 166
Durand, IL 61024

Loves Park

City of Loves Park
Planning/Zoning Official
100 Heart Blvd.
Loves Park, IL 61111

Machesney Park

Village of Machesney Park
300 Machesney Rd.
Machesney Park, IL 61115

New Milford

Village of New Milford
Planning/Zoning Official
6771 11th Street
Rockford, IL 61109

Pecatonica

Village of Pecatonica
Planning/Zoning Official
405 Main Street
P.O. Box 730
Pecatonica, IL 61063

Rockford

City of Rockford
Planning/Zoning Official
425 E. State St.
Rockford, IL 61104

Rockton

Village of Rockton
Planning/Zoning Official
110 E. Main St.
Rockton, IL 61072

Roscoe

Village of Roscoe
Planning/Zoning Official
10631 Main St.
P.O. Box 283
Roscoe, IL 61073

South Beloit

City of South Beloit
Planning/Zoning Official
519 Blackhawk Blvd.
South Beloit, IL 61080

Winnebago

Village of Winnebago
Planning/Zoning Official
108 W. Main St.
Winnebago, IL 61088

MUNICIPALITY NOTIFICATION OF COUNTY ZONING PETITION

I, _____, AM PETITIONING WINNEBAGO COUNTY FOR A:
Applicant Name

ZONING MAP AMENDMENT FROM _____ DISTRICT TO _____ DISTRICT.

SPECIAL USE PERMIT FOR _____

_____, IN THE _____ DISTRICT.

VARIATION IN _____ FROM

A DISTANCE/SIZE OF _____ TO _____, IN THE _____ DISTRICT.

THE SUBJECT PROPERTY IS LOCATED AT _____
Street Address

THE P.I.N. NUMBER(S) IS _____

THE SIZE OF THE PROPERTY IS _____ ACRES, OR _____ SQ. FT.

PROPOSED USE FOR THE SUBJECT PROPERTY: _____

*** PLEASE ATTACH A COPY OF YOUR SITE PLAN.**

CONTACT INFORMATION: _____

PHONE NUMBER: _____ FAX: _____

ADDRESS: _____

SIGNATURE: _____ Date _____

LEGAL NOTICE AFFIDAVIT

I, below signed, hereby understand that in order for my zoning request to be heard, notice of the hearing which it will be heard at must be published in a newspaper of general circulation that is published in the County pursuant to State Law, and as a result, publication fees will incur which I hereby agree to pay the incurred fees.

Sign name

Date

Print name

Driver license number for biller (paper)

Phone number for biller account

Address of where bill from paper shall be sent
(Street)

Address of where bill from paper shall be sent
(City, State, Zip Code)

**WINNEBAGO COUNTY SOIL AND WATER
CONSERVATION DISTRICT**

4833 Owen Center Rd.
Rockford, IL 61101-6007

P: (815) 965-2392, Ext. 3
Website: www.winnebagoswcd.org

Open Mon-Fri 8am-4:30pm

Required Information for Natural Resource Inventory Reports and Zoning Letters.

Incomplete applications will not be processed.

Date: _____ (Office use) REPORT # _____

Zoning application filed with: *(The report will be sent to the office indicated below by the SWCD Office)*

County Rockford Loves Park Machesney Park Cherry Valley

Location of subject property: _____
(Street address)

PIN #: _____ - _____ - _____ - _____ Total Acres: _____ Current Zoning: _____

Project or Subdivision Name: _____

Contact Information for Applicant/Petitioner:

(The SWCD Office will send a copy of the report to this listed applicant)

Name: _____

Address: _____

Phone #: (_____) _____ - _____

Email: _____

Contact Information for owner

Check if a copy is to be mailed to the owner

Name: _____

Address: _____

Contact person (if different than applicant):

Name: _____ Phone: (_____) _____ - _____

Company (if applicable): _____

Address: _____ Email: _____

Type of Request: *(Check the one that applies and describe the request in detail)*

Change in Zoning from _____ to _____

Variance: _____

Special Use Permit: _____

Other: _____

Existing Land Use: (vacant, agriculture, residential, etc.) _____

Proposed Land Use: _____

Date of Public Hearing: _____

Water Supply:

Well Community Water

Wastewater Treatment:

Septic Sanitary Sewer

Proposed Land Use Will Include:

Septic Tank Filter Fields Dwellings Without Basement Small Commercial Buildings

Dwelling With Basements Other (describe in detail) _____

I (we) understand the filing of this application allows an authorized representative of the Winnebago County Soil and Water Conservation District to visit and conduct any necessary on-site investigations on the site which is described above. It is also understood that through this request I am giving the Soil and Water Conservation District permission to provide NRCS Wetland Inventory Information on my land in regards to the Natural Resource Information Report. I understand that this report becomes public knowledge once accepted by the District Board of Directors. Completions of this report may require 30 days as allowed under State Law.

(Petitioner)

(Date)

This report is used 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 Resource Conservation Service) and are subject to change by this office and appropriate county agencies.

FEES:

- Zoning Letter
 – \$75.00
- N.R.I. Reports
(zoning request involving AG Zoned land or vacant land)
 – \$400.00 (0-5 acres) +\$20.00/acre over 5

*Winnebago County SWCD fee determinations are final.
Reports will not be completed without payment.*

PAYMENT (we accept any of the following):

- Cash
- Check (made payable to):
 Winnebago County SWCD
- Credit card (Illinois E-Pay through the SWCD website at www.winnebagoswcd.org).

A returned check fee of \$25.00 will be charged for each returned check

If you have any questions regarding this form please call (815) 965-2392, extension 3.

FILING DEADLINE

Any person who petitions any municipality or county agency in the District for variation or amendment from that municipality's or county's zoning ordinance or who proposed to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the District no less than 10 days prior to the regularly scheduled meeting of the District.

The Winnebago County Soil and Water Conservation District is an equal opportunity employer. All programs and services are offered without regard to race, color, national origin, religion, sex, age, marital status, or handicap.