



KANKAKEE COUNTY PLANNING DEPARTMENT APPLICATION FOR SUBDIVISIONS, SUBDIVISION VARIANCES & VACATION OF PLATS

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SUBDIVISION PROCEDURE

1. Inquiry.
2. Pre-application meeting with Planning Staff. (Plat Officer classifies subdivision)
3. Submit preliminary plat application and supporting documentation to Planning Department.
4. Application reviewed by Plat Officer for content and application is considered officially filed once accepted by the Plat Officer.
5. Once application is officially accepted by the Plat Officer, the applicant will submit 12 copies of the preliminary plat and supporting documentation to the plat officer for distribution to review agencies.
6. Notice to adjoining property owners shall be delivered at this time.
(See Attachment C)
7. The Plat Officer will select an independent engineer if applicable.
8. The preliminary plat is submitted to review agencies for the 45-day review period.
9. Once the review is complete the Plat Officer will meet with the applicant's design professional to discuss and resolve any issues with the preliminary plat.
10. Preliminary plat is submitted to Planning, Zoning and Agriculture Committee (PZA) for consideration.
11. Preliminary plat is submitted to County Board for consideration.
12. Upon approval of the preliminary plat, the applicant shall submit five (5) copies of the final engineering plans and specifications for review.
13. Final engineering plans and specification are submitted to review agencies for 45-day review period.

14. Once the review is complete the Plat Officer will meet with the applicant's design professional to discuss and resolve any issues with the final engineering plans and specifications.
15. The subdivision improvements can be constructed at this time.
16. After two (2) years or once the improvements are completed, the final plat and as-built plans shall be submitted to the Plat Officer.
17. Upon acceptance of the final plat and as-built plans by the Plat Officer, the applicant shall submit all impact fees and the subdivision guarantee.
18. Final plat is submitted to Planning, Zoning and Agriculture Committee (PZA) for consideration.
19. Preliminary plat is submitted to County Board for consideration.
20. Upon approval of the final plat lots may be sold.
21. A subdivision warranty must be posted for 18 months as protection against defects in materials and workmanship.
22. After the 18 month period, the applicant will ask the plat officer for final inspection.
23. Once the final inspection has been completed and all improvements accepted the subdivision is complete.

VACATION OF PLAT PROCEDURE

1. Inquiry.
2. Pre-application meeting with Planning Staff.
3. Application, plat of vacation, and supporting documentation is submitted.
4. The plat of vacation is submitted to review agencies for 45-day review period.
5. Once the review period is complete, the Plat Officer reviews the comments and meets with applicant to resolve any issues.
6. Plat of vacation is submitted to Planning, Zoning and Agriculture Committee (PZA) for consideration.
7. Plat of vacation is submitted to County Board for consideration.
8. If accepted, the plat of vacation is recorded with the Recorder of Deeds.

PRELIMINARY PLAT APPLICATION

Subdivision Name: _____

APPLICANT: Name _____ Phone _____

Address _____

OWNER: Name _____ Phone _____

Address _____

CONTACT PERSON:

Name _____ Phone _____

Address _____

Application is hereby made for approval of the preliminary plat. The following documents are made a part of this application:

1. Three (3) copies of the preliminary plat and supporting documentation.
(Twelve (12) additional copies will be required once the Plat Officer has reviewed plans for completeness. See Section 17-18.3 of the Subdivision Ordinance)
2. Subdivision Fee
3. Letter of Intent
4. Description of improvements with estimated cost
5. Natural Resource Inventory Report (NRI) (See Attachment A)
6. EcoCAT Report (See Attachment B)

DESCRIPTION OF PROPERTY

Location: Township _____ Section _____

Parcel Number _____

Common Description _____

2. Present zoning _____ Proposed zoning _____
3. Comprehensive Plan Land Use Designation _____

PROPOSED DEVELOPMENT CHARACTERISTICS

<u>Proposed Land Use</u>	<u>No. of Acres</u>
Single Family	_____
Multiple Family	_____
Parks/Recreation/Open Space	_____
Business/Office	_____
Industrial	_____
Total Acres	_____

Lot Data

Total Number of Lots	_____
Lot Sizes: (in square feet)	_____
Average	_____
Maximum	_____
Minimum	_____

Distance to nearest municipal sanitary sewer main and name of owner

Distance to nearest municipal water main and name of owner

Distance to nearest fire station and name of fire district (actual road miles)

Distance to nearest perennial waterway or water impoundment and the name of such

SUPPLEMENTARY INFORMATION

Are there any proposed variations from the subdivision ordinance? If yes, please explain each proposed variation.

The following are all of the individuals, firms or corporations owning property adjacent to or within 250 feet of the subject property in each direction. (public roads and other public ways excluded), as appear from the tax records of the Kankakee County Assessor's Office. Attach additional pages if necessary.

	Name	Address	Tax Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

FEE

Subdivision fee _____

Minor - \$500 plus \$40 per lot
Other not minor - \$1200 plus \$40 per lot

Application Signature

Date

SUBDIVISION VARIANCE APPLICATION

Subdivision Name: _____

Property Identification Number: _____

Applicant's Name: _____

Engineer's Name: _____

Variance(s) Requested:

1. _____	Sec. # _____
2. _____	Sec. # _____
3. _____	Sec. # _____
4. _____	Sec. # _____
5. _____	Sec. # _____
6. _____	Sec. # _____
7. _____	Sec. # _____
8. _____	Sec. # _____

Justification of Variance(s): On a separate sheet, please attach a statement explaining why the variance(s) from requirements of the subdivision regulations is required, including such items as:

- A. Exceptional topographic or other conditions unique to this particular parcel of land that creates a hardship to the subdivider, verses a mere inconvenience.
- B. The granting of the variance would not endanger the public health or safety or be detrimental to the public welfare.
- C. The request is unique to the property in question and not generally applicable to other property in the County.
- D. The benefit of the variance far outweighs any detriment.
- E. The granting of the request would not substantially impair the intent and purposes of the subdivision regulations (Section 17-2 of the Subdivision Regulations).

I certify that all information contained in this application and its supplements are true and correct.

Name_____ Signature_____ Date_____

(For Official Use Only)

Date Application Received_____ Date of Public Review Deadline_____

Date of County Board Action_____ Approved_____ Disapproved_____

Comments_____

VACATION OF PLAT APPLICATION

Subdivision Name: _____

APPLICANT: Name _____ Phone _____

Address_____

CONTACT PERSON:

Name _____ Phone _____

Address_____

Application is hereby made for approval of the vacation of a plat or part of a plat. The following documents are made a part of this application:

Two (2) copies of the plat of vacation
Vacation Fee
Letter of Intent
Description of existing improvements

DESCRIPTION OF PROPERTY

1. Location: Township _____ Section _____
Description of Area to be Vacated_____
2. Present zoning _____ Proposed zoning _____
3. Comprehensive Plan Land Use Designation _____
4. Current Use of Area to be Vacated _____
5. Proposed Use of Area to be Vacated _____

REASON / PURPOSE FOR VACATION OF PLAT

DESCRIBE IMPROVEMENTS TO AREA TO BE VACATED

FEE

Vacation Fee

Vacation of plat or part of plat - \$250

Application Signature

Date

ATTACHMENT "A" NRI APPLICATION

KANKAKEE COUNTY SOIL AND WATER CONSERVATION DISTRICT 685 Larry Power Road, Bourbonnais, IL 60914 Phone: 815-937-8940, ext. 3 FAX 815-937-8952 NATURAL RESOURCE INFORMATION REPORT APPLICATION

The Kankakee County SWCD has thirty (30) days to complete this report after receipt of the following items:

Plat of Survey Location Map Legal Description Tentative Plat Appropriate Fee

This application will not be processed until all of the required items have been received by the Kankakee County SWCD office.

Fee: Full Report: \$400.00 for 0-5 acres and \$15.00 for each additional acre or part thereof. (Schedule of Fees Effective July 1, 2005)

Letter: \$200.00 processing fee if staff determines that a full report is not necessary. Additional funds received will be refunded.

Please make check or money order payable to Kankakee County SWCD

Contact Person: _____ Phone: ()

Address: _____

Petitioner's Name: _____ Phone: ()

Address: _____

Property Owner: _____ Phone: ()

Address: _____

Petitioner's Copy of Report should be mailed to: Petitioner or Contact Person

PARCEL INFORMATION:

Municipality filing with for zoning change: _____ Hearing Date: _____

Current Zoning: _____ Requested Zoning/Special Use/Variance/Annexation: _____

Street Address of Property: _____

County: _____ Township Name: _____ Section: _____ Acres in Parcel: _____

Parcel Tax Number (s): _____

EXPLAIN PROPOSED LAND USE:

PROPOSED IMPROVEMENTS: (CHECK ALL APPLICABLE ITEMS)

Planned Structures:

- Dwellings w/o basements
- Dwellings with basements
- Commercial Buildings
- Other

Open Space:

- Park/Playground Areas
- Common Open Space Areas
- Conservation Areas
- Other

Stormwater Treatment:

- Drainage Ditches
- Central Sewer
- Detention Basin
- Other

WASTEWATER TREATMENT: (CHECK ALL APPLICABLE ITEMS)

Septic System

Sanitary Sewer

Other

WATER SUPPLY: (CHECK ALL APPLICABLE ITEMS)

Individual Well

Community Water

EXISTING SITE CHARACTERISTICS: (CHECK ALL APPLICABLE ITEMS)

Ponds or Lakes

Floodplain/Floodway

Woodland

Drainage Tiles

Stream or River

Wetland (s)

Cropland

Wooded Fence Row

Building (s)

Disturbed Land

Open Grassland

Mature Trees

I (we) understand the filing of this application allows an authorized representative from the Kankakee County Soil and Water Conservation District to conduct an onsite investigation of the parcels listed 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.

Petitioner or Contact Person: _____ **Date:** _____

FOR OFFICE USE ONLY

NRI # _____ Date Received: _____ Date Complete: _____ Fee: _____ Check #: _____

THIS OPINION WILL BE ISSUED ON A NONDISCRIMINATORY BASIS WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, POLITICAL BELIEFS, SEXUAL ORIENTATION OR MARITAL OR FAMILY STATUS.

KANKAKEE SWCD FEE

SCHEDULE FOR NRI
EFFECTIVE JULY 1, 2005

REPORTS

ACRE	Fee	ACRE	Fee	ACRE	Fee	ACRE	Fee
1	400	46	1015	91	1690	136	2365
2	400	47	1030	92	1705	137	2380
3	400	48	1045	93	1720	138	2395
4	400	49	1060	94	1735	139	2410
5	400	50	1075	95	1750	140	2425
6	415	51	1090	96	1765	141	2440
7	430	52	1105	97	1780	142	2455
8	445	53	1120	98	1795	143	2470
9	460	54	1135	99	1810	144	2485
10	475	55	1150	100	1825	145	2500
11	490	56	1165	101	1840	146	2515
12	505	57	1180	102	1855	147	2530
13	520	58	1195	103	1870	148	2545
14	535	59	1210	104	1885	149	2560
15	550	60	1225	105	1900	150	2575
16	565	61	1240	106	1915	151	2590
17	580	62	1255	107	1930	152	2605
18	595	63	1270	108	1945	153	2620
19	610	64	1285	109	1960	154	2635
20	625	65	1300	110	1975	155	2650
21	640	66	1315	111	1990	156	2665
22	655	67	1330	112	2005	157	2680
23	670	68	1345	113	2020	158	2695
24	685	69	1360	114	2035	159	2710
25	700	70	1375	115	2050	160	2725
26	715	71	1390	116	2065	161	2740
27	730	72	1405	117	2080	162	2755
28	745	73	1420	118	2095	163	2770
29	760	74	1435	119	2110	164	2785
30	775	75	1450	120	2125	165	2800
31	790	76	1465	121	2140	166	2815
32	805	77	1480	122	2155	167	2830
33	820	78	1495	123	2170	168	2845
34	835	79	1510	124	2185	169	2860
35	850	80	1525	125	2200	170	2875
36	865	81	1540	126	2215	171	2890
37	880	82	1555	127	2230	172	2905
38	895	83	1570	128	2245	173	2920
39	910	84	1585	129	2260	174	2935
40	925	85	1600	130	2275	175	2950
41	940	86	1615	131	2290	176	2965
42	955	87	1630	132	2305	177	2980
43	970	88	1645	133	2320	178	2995
44	985	89	1660	134	2335	179	3010
45	1000	90	1675	135	2350	180	3025

\$15/ ACRE FOR EACH ADDITIONAL ACRE OR PART THEREOF

All Kankakee County SWCD programs and services are available without regard to race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation or marital or family status.

ATTACHMENT "B" EcoCAT



WHAT?

All subdivisions are now required to submit an Illinois Department of Natural Resources Ecological Compliance Assessment Tool ([EcoCAT](#)) results report at the time of filing the request.

WHY?

This must be completed to comply with the Illinois Endangered Species Protection Act [520 ILCS 10/11 (b)] and the Illinois Natural Preservation Act [525 ILCS 30/17]. These laws require state agencies and units of local governments to consider the potential adverse effects of proposed actions on the Illinois endangered species and sites listed on the Illinois Natural Areas Inventory.

HOW EcoCAT WORKS:

[EcoCAT](#), will provide a report to determine if your proposed action is in the vicinity of any protected natural resources. In 2006, IDNR implemented [EcoCAT](#), an internet based system designed to facilitate the consultation process. [EcoCAT](#) uses databases, Geographical Information System mapping, and a set of programmed decision rules to determine if you proposed action may be in the vicinity of protected natural resources.

[EcoCAT](#) asks a series of General Information questions that you must answer to ensure that your project receives the appropriate review and is assigned to the correct staff member.

After completion of the inquiry you will receive a printer-friendly [EcoCAT](#) Results Report that either:

- Terminate consultation if no resources are in the vicinity; or
- Lists resources in the vicinity and identifies the staff member who will review the action. After review, staff will either:
 - Terminate consultation because adverse effects are unlikely;
 - Request additional information, or
 - Recommend methods to minimize potential adverse effects.

The report is then utilized by decision makers in assisting with the evaluation of the proposed project/request.

HOW TO OBTAIN AN EcoCAT REPORT:

The report is offered through the Illinois Department of Natural Resources. You may request an EcoCAT report or find additional information about the process at the Illinois Department of Natural Resources website at <http://dnrecocat.state.il.us/ecopublic/>

ATTACHMENT "C"
SAMPLE SUBDIVISION NOTICE

COUNTY SUBDIVISION NOTICE

STATE OF ILLINOIS)
) SS
COUNTY OF KANKAKEE)

PUBLIC NOTICE is hereby given to all concerned in Kankakee County, Illinois, that a preliminary plat application has been received by the Plat Officer for the division of the property legally described below. The preliminary plat and application can be examined at the Kankakee County Administration Building, 189 East Court Street, Room 201, Kankakee, Illinois, The property is legally described as follows:

LEGAL DESCRIPTION:
<insert legal description>

The property is owned by <insert owners name> and is being subdivided by <insert developers name> into <insert number of lots> lots for <insert residential, commercial or industrial> purposes.

This will be your only notice on this matter. Please contact the Planning Department for meeting dates at 1-815-937-2940.

Contact Information
<insert owners name>
<insert owners address>

<insert subdiviser's name>
<insert subdivider's address>