

LIVINGSTON COUNTY REGIONAL PLANNING COMMISSION
110 W. WATER ST., SUITE 3
PONTIAC, ILLINOIS 61764

APPLICANT FILING PROCEDURES FOR SPECIAL USES

1. Complete the original application and any required attachments. Attachments are considered a part of the application.
2. File the application in the office of the Livingston County Regional Planning Commission, accompanied with the required fee. The Commission shall assign a case number to the application.
3. The original copy of the application will be filed with the County Clerk accompanied by the required fee. All fees shall be payable to the General Fund of Livingston County. (The required fee is \$175.00).
4. The Livingston County Regional Planning Commission will transmit one copy of the application with the assigned case number noted on same to the Livingston County Soil and Water Conservation, Route 1, Box 199, Pontiac, IL 61764.
5. The Livingston County Soil & Water Conservation District shall forward the NOTICE OF TRANSMITTAL, as provided, to the Zoning Administrator, 110 W. Water St., Suite 3, Pontiac, IL 61764.
6. The Livingston County Regional Planning Commission shall advertise the notice of public hearing for each case to be held before the Board of Appeals.
7. The Livingston County Regional Planning Commission shall serve notice to the applicant and owners or occupants of property abutting the affected area not less than five (5) days prior to the hearing advising the location and nature of the subject matter contained in the application and the date, time and place of the hearing.
8. The applicant shall be billed by the Livingston County Regional Planning Commission for the cost of the required notice of public hearing. No final action shall be taken on any case until the cost of advertising the required notice of public hearing has been paid.

You may refer to the sheet that is part of the application package that refers to the example of fees that provides you with more information on the potential costs of proceeding with this property development.

-----DETACH HERE-----

Forward to:

Zoning Administrator
110 W. Water St., Suite 3
Pontiac, Illinois 61764

A copy of the application and attachments for a (zoning map amendment, special use) Case No. was transmitted to the Livingston County Soil and Water Conservation District on .

Signature of Receiver

LIVINGSTON COUNTY REGIONAL PLANNING COMMISSION
110 W. WATER ST., SUITE 3, PONTIAC, ILLINOIS 61764

APPLICATION FOR SPECIAL USE – LIVINGSTON COUNTY ZONING ORDINANCE

<u>Applicant</u>		<hr/>	
Name		For Office Use Only	
Address		Filed Date	Case No. SU-
		Fee	
Phone		Receipt No.	
		Publication Cost	
	<u>Owner(s)</u>	Receipt No.	
Name		Hearing Date	
Address		Decision Date	County Clerk File Stamp
		Approved	Denied
Phone		For Office Use Only	
	(attach list if necessary)	<hr/>	

Legal description of property

Street address

Property interest of applicant

Present Use

Zoning District

A special use is requested to allow the property described above to be used as:

Yes No A previous special use has not been requested with respect to the described property.

Yes No A previous special use was requested with respect to the described property. Such previous special use request was made on _____, _____ and _____
Date Year Granted or Denied

Attachment No. 1 – Submit a map drawn to scale (as required by the Zoning Administrator) of the area included in the application and the abutting area within 200 feet (additional area may be required by the Zoning Administrator) showing the zoning classification; dimensions and use of all buildings and/or structures (existing and proposed); driveways; parking areas; right-of-way lines for streets and roads; easements; provision for surface drainage; proposals for sewage disposal systems; distance of building(s) and/or structure(s) from front, side and rear property lines; and distance of building(s) and/or structure(s) from center of public access road(s).

Additional Attachments – Submit additional attachments as required by the Zoning Administrator.

I (we) certify that all of the information presented above is true to the best of my (our) knowledge and belief.

Applicant(s) Signature

Date

STATEMENT OF APPLICANT – OWNER STATUS

APPLICANT

OWNER

Individual (s)

Alter ego or representative of individual (s)

(List the name (s) and address (es) of the actual and true principal)

Corporation

(List the names and addresses of all officers and directors and identify by title; also list the names and addresses of all stockholders and shareholders owning an interest in excess of 20% of all outstanding stock)

Business or entity doing business under an assumed name

(List the names and addresses of all true and actual owners)

Partnership

(List the names and addresses of all partners)

Joint Venture

(List the names and addresses of all joint venturers)

Syndicate

(List the names and addresses of all syndicate members)

Unincorporated Voluntary Association

(List the names and addresses of all members)

LIST OF NAMES AND ADDRESSES REQUIRED ABOVE

APPLICATION EXPLANATION

Project Name:

Requested Zoning:

Explanation and description of request or project:

STANDARDS FOR SPECIAL USE

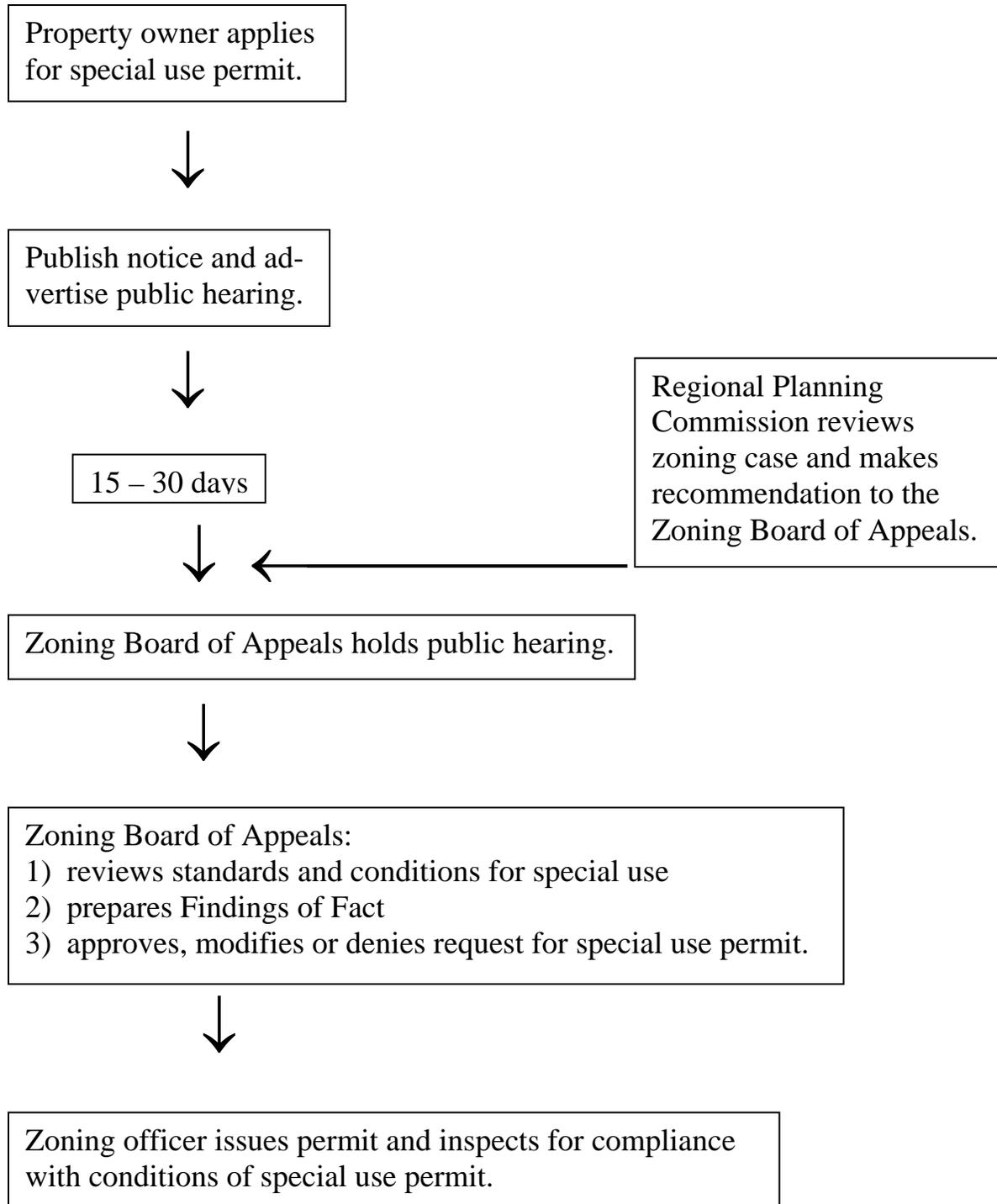
Members of the Board of Appeals must find the proposed Special Use complies with these required standards; however, the criteria for determining the acceptability of a Special Use shall not be limited to the following standards:

1. Is consistent in all respects with the Livingston County Comprehensive Plan and the Livingston County Zoning Ordinance;
2. Will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;
3. Is located in a zoning district where such use is permitted;
4. Complies with the requirements set forth in the zoning district where it is to be located and all requirements specified in Section 24.0, SPECIAL USES, REQUIREMENTS AND PROCEDURES, of the Livingston County Zoning Ordinance, except in each instance as such regulations may be modified by the Board of Appeals;
5. Will not be injurious to the use and enjoyment of other property in the immediate vicinity for the uses already permitted, or substantially reduce the value of neighboring property;
6. Will not impede orderly growth, development and improvement of surrounding properties for those uses permitted in the zoning district;
7. Is provided or will be provided with adequate utilities, access roads, drainage and necessary facilities;
8. Is provided with ingress and egress so designed as to minimize traffic congestion in the public streets.

NOTE:

The Board may, at its discretion, qualify any approval for a Special Use subject to certain conditions being imposed upon and agreed to by the applicant prior to requesting the Zoning Administrator issue an Improvement Location Permit.

ZONING PROCESS: SPECIAL USE



Livingston County Soil and Water Conservation District
P.O. Box 80 – Rt. 116 West – Pontiac, IL 61764
Phone: (815) 844-6128 – FAX (815) 844-6344

Natural Resource Information Report Application
Livingston County Soil and Water Conservation District

P.O. Box 80 – Rt. 116 West – Pontiac, IL 61764 Phone: (815) 844-6128 Fax: (815) 844-6344

Soil and Water Conservation Districts (SWCD) are mandated by Illinois State Statute 405/22.02a to furnish Natural Resource Information Reports to county municipal agencies considering zoning ordinances or variances. See the last paragraph for further explanation of the statute.

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

- Copy of the Livingston County Regional Planning Commission application with the assigned case number, which will include an Application Explanation and a Plat of Survey.
- NRI application fee which is payable to the Livingston County SWCD.

Fee Schedule:

Full NRI Report: \$150

Letter: \$40

The following guidelines are intended to clarify when a full NRI report will be necessary and when a simple letter of exemption will be sufficient.

Full report format criteria:

1. Land use change involves a change in zoning from agriculture to another classification
2. Land use change involves activities such as mining, quarrying, regional pollution control facility etc.

Letter format criteria:

1. Land use change is minor.
2. Parcels with existing residential or industrial zoning requesting other non-agricultural zoning.

- **As other circumstances arise it will be the decision of the SWCD Ag. Resource Coordinator in consultation with the County Zoning Administrator when a full NRI report will be necessary and when a simple letter of exemption will be sufficient.**

22.02a states: The Soil and Water Conservation District (SWCD) shall make all natural resource information available to the appropriate county agency or municipality in the promulgation of zoning ordinances or variances. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from that municipality's or county's zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the Soil and Water Conservation District. The SWCD shall be given not more than 30 days from the receipt of the petition or proposal to issue its written opinion concerning the petition or proposal and submit the same to the appropriate county agency or municipality for further action.

The District does not discriminate against any person on the basis of race, religion, color, gender, sexual orientation, national origin, ancestry, age, marital status, Veteran status or disability. The policy covers all programs, services and procedures of the District, including employment.

EXAMPLE OF FEES FOR SPECIAL USES

Application Filing Fee: \$175.00

Publication Fee: On average around \$30.00 (The exact amount varies according to the length of the notice.)

Livingston County Soil and Water Conservation District Fee: \$40.00 (\$150.00 if a full NRI Report is required.)

Location Improvement Permit Fee: \$20.00 - \$100.00+ (The exact amount varies according to the type and size of the improvement.)

Other fees *may* be applicable, such as fees to the Livingston County Health Department.