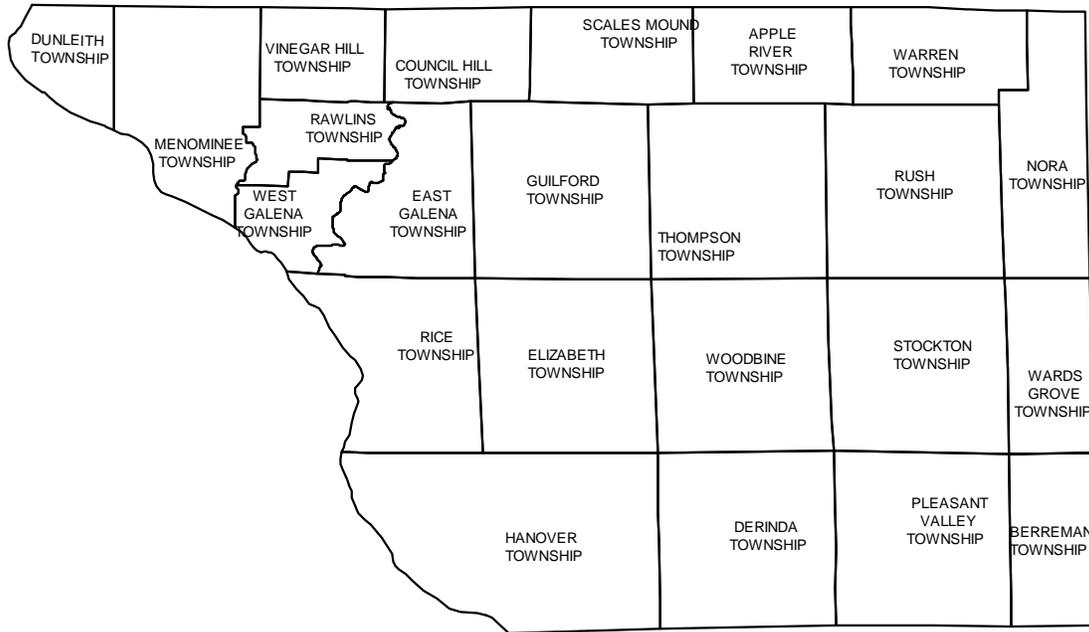


# Special Use Permit Application



Revised 05/21/2010  
Revised 01/09/2012  
Revised 12/19/2013  
Revised 08/12/2016

***Jo Daviess County Planning & Development Department  
1 Commercial Drive, Suite 1  
Hanover, IL 61041  
Telephone (815) 591-3810 -- Fax (815) 591-2728  
Eric Tison, Planning & Development Administrator***

## Instructions for Special Use Applications

### Before You Apply:

- Talk with the Planning & Development Staff regarding the feasibility of the proposed use. Is your plan compatible with existing County plans and ordinances? Will your application meet the standards for approval as required under the Zoning Ordinance? What type of requirements and/or restrictions would apply? Are there other local, state or federal agencies that may have jurisdiction?
- Determine the amount of land you will need to accommodate your plan(s). Don't underestimate the amount of land needed. For commercial or industrial uses, you need to consider land necessary for screening/landscaping/pervious surface, off-street parking, storm water management facilities, building setback and yard areas, sewage disposal area(s), etc. For a dwelling, consider setback and yard area requirements, septic system area(s) and well location (100' separation between well and septic system absorption field), the size of house being contemplated, and future plans (deck, sunroom, porch, swimming pool, detached garage/storage building, etc.)
- Investigate the area. Find out if there are existing land uses in the area that may not be compatible with your plans, such as a race track (which may not be in operation when you visit the site, but can create considerable noise and traffic on race days), an animal feeding operation, etc. Even if adjoining land or land in the area is currently vacant, find out what the potential uses are. Don't open yourself up to a surprise down the road.
- Check with the appropriate highway authority (IDOT, County Engineer or Township Road Commissioner) to determine if safe access to a public highway or road is possible. Also, ask the appropriate highway authority about any future roadway improvement plans. A major road/highway project could create an inconvenience for a period of time, limit access to your site, or require a portion of your site to be sold for road/highway purposes, even if you do not wish to sell.
- Check the *Jo Daviess County Soil Survey* to determine the general condition of soils on the site and if the soils are compatible with the intended use(s) of the site. You may seek assistance in interpreting the *Soil Survey* from the Jo Daviess County Soil & Water Conservation District.
- Check the Jo Daviess County, IL Flood Insurance Rate Maps (published by the Federal Emergency Management Agency [FEMA] and maintained at the Zoning Department) to determine if the site is located in a FEMA-designated "Special Flood Hazard Area". Flood insurance may be required as a condition of obtaining a mortgage if even a portion of the site is located in a "Special Flood Hazard Area".

- If the site is within 1.5 miles of the boundary of an incorporated city or village and the city/village has an adopted Plan (“master plan” or “comprehensive plan”), it may exercise its extra-territorial jurisdiction. Therefore, you should check with the city/village to determine if your plan(s) are compatible with the city/village plan(s), and if any additional requirements may apply. If subdivision approval is necessary, the city/village may also enforce its subdivision regulations within its 1.5 mile extra-territorial planning area.
- Make sure that adequate public services (including, but not necessarily limited to fire, ambulance and police protection, schools, water supply and sewage disposal) are available or can be reasonably supplied to serve the proposed use(s).
- Contact the neighbors and let them know your plans. Their feedback can be very helpful. They may even know important details about the site that you would not otherwise have known.

The Application Process:

- 1) DO YOUR HOMEWORK, using the above as a guide.
- 2) The land area for which the application is being made, unless it is an entire parcel of record, must be defined in a standard, recognizable manner. This is called a “legal land description”. The description can be a “rectangular land description” or a “metes and bounds land description”. An attorney or surveyor can prepare a legal description of land. It is not necessary to have an actual physical survey at this time; however, it will be necessary if the application is approved by the County Board. It is important that a reasonably accurate legal description be provided and that the legal description describes what you want. A “sketch plat” is also helpful, which is simply a graphic representation of a legal description - not a “plat of survey”. When it comes time for the actual survey, the legal description may change somewhat due to the accuracy of modern surveying equipment, but any difference(s) should be negligible.
- 3) Complete the required forms provided in the “Special Use Application” packet. Please either type or print legibly.

Sign the application form and complete the address, city, state, ZIP code and phone number information. The application must be signed by the owner(s) of record of the property. In the case of property under purchase contract, the owner(s) of record must sign and the contract purchaser or petitioner shall also sign the application as such purchaser is usually the person who will eventually establish the use proposed. Owner and contract purchaser or petitioner must include both address and phone number in petition.

Whenever applicable, the following disclosures must be made:

- Pursuant to the Land Trust Beneficial Disclosure Act (765 ILCS 405/et seq), if property involved is listed under a “Trust”, a notarized certification, signed by the Trust Officer, giving names, addresses and percentage of interest of all beneficiaries, is to be filed with all petitions for rezoning and special use. When the applicant is a corporation, the applicant shall include the correct names, addresses and percent interest of all stockholders or shareholders owning interest in excess of 20% of all outstanding stock of such corporation. If the corporation has no shareholders, a statement to that effect shall be submitted.
  - When the applicant is a business entity doing business under an assumed name, the application shall include the names and addresses of all true and actual owners of such business or entity.
  - When the applicant is a partnership, joint venture, syndicate, or an unincorporated voluntary association, the application shall include the names and addresses of all partners, joint ventures, syndicate members, or members of the unincorporated voluntary association.
- 4) Provide a Concept Plan that meets the requirements of the “Concept Plan Checklist”.
- A. Complete the “Concept Plan Checklist” cover sheet.
- B. Following the example Concept Plan provided in the application packet, prepare a Concept Plan” that meets the size and scale parameters, and contains all of the information requested in the checklist. Concept Plans may be prepared by surveyor/engineer or staff assistance is available upon request in preparing a Concept Plan.

TIPS: A plat of survey is the best base map for a Concept Plan. If a plat of survey is not available, consider having a surveyor prepare a “sketch plat” or contact the Geographical Information Services (GIS) office for a map of your parcel. If preparing a Concept Plan on your home computer using a simplified CAD program, make sure that your output is at a standard scale and not “fit-to-page” output. If you prepare your Concept Plan by hand, print neatly. Consider typing your text on a word processor, printing your text on a separate page, cutting the text out with a technical knife or scissors, and gluing, pasting or taping the text on the Concept Plan (the “cut-and-paste” technique).

Use different line types or widths for property lines, road right-of-way lines or center lines, section lines, etc.

Have the Planning & Development Administrator review and comment on the Concept Plan before making the required number of copies in case any changes/additions are required. Remember who you are preparing the Concept

Plan for and tailor it to their needs (which are what the checklist and example Concept Plan are intended to do, if followed). The Concept Plans are sent by the Planning & Development Department to: the members of the Zoning Board of Appeals, County Board liaison, the County Health Department, County Highway Department, Geographical Information Services Office, States Attorney's Office; and, the township planning commission (if any), Community (if within 1 ½ miles), road commissioner or Illinois Department of Transportation.

- 5) If the application is to rezone land currently zoned AG-1 to another zoning district, complete the application form titled "Application for Natural Resource Inventory Report" on the Jo Daviess County Soil & Water Conservation District (SWCD) letter head. Take this application directly to the SWCD office (227 N. Main St., Elizabeth IL) along with a copy of the submittal requirements. This report must be procured from the SWCD and submitted with the Map Amendment application to the Planning & Development Department.

#### The Zoning Process:

The zoning process involves, typically, two meetings which occur in the following order:

- 1) Zoning Board of Appeals (ZBA).

The ZBA conducts public hearings at which any citizen is afforded the opportunity to speak in favor of, in opposition to, or simply comment on an application. For more information on the ZBA, please read "Product/Service information, subdividing and/or rezoning". The ZBA makes findings of facts and a recommendation to the County Board. Its decision is advisory only and does not constitute a final, binding decision.

- 2) County Board (final decision).

The County Board's decision is final. Typically, no opportunity for public comment is given prior to a decision. However, it is up to the Chairman's discretion.

Upon receipt of an application, the Planning & Development Department begins processing of said application and preparing the file. Letters of notification are prepared and sent to all adjoining property owners (certified mail), township officials, county agencies (health, highway and sheriff), county board members, school district(s), fire district(s), and any city or village within 1.5 miles. A public notice is prepared and published in a local newspaper at least fifteen (15) days prior to the public hearing with the Zoning Board of Appeals. A Staff Report is completed prior to the meeting of the ZBA. From the time of filing to a decision of the County Board usually takes about two months. However, in some cases the ZBA may continue the hearing to another date, or the County Board may refer the case back to the ZBA for further hearing, which would prolong a decision.

**Note: It is solely the responsibility of the applicants to make sure that all information submitted, including the legal and general description of the property, is accurate as the information will be used for publication of the legal notice required by statute and ordinance. The County of Jo Daviess disclaims all responsibility if any of the information submitted by the applicants is inaccurate or in error. The required filing fee must accompany the request. Regardless of the final action, all fees are non-refundable.**

**Note: It is the sole responsibility of the applicant to provide a complete submittal package at time of submission. (If petitioner submits additional information either by their own accord or by the direction of the Planning & Development Administrator or Zoning Board of Appeals, then the additional information must be submitted no later than five (5) business days prior to the Zoning Board meeting to which they will be appearing.)**

## APPLICATION FOR SPECIAL USE PERMIT

**Owner** (All beneficiaries if property is held in a land trust. All stockholders holding over 20% of the stock if owner is a corporation.)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Petitioner if other than Owner:**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contract Purchaser or developer if other than Owner:**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Subject Property:**

PIN: 43-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_\_

1. Common address: \_\_\_\_\_

2. Describe location: \_\_\_\_\_  
\_\_\_\_\_

3. Acreage or dimensions: \_\_\_\_\_

4. Brief legal description: \_\_\_\_\_  
\_\_\_\_\_

5. Attach legal and site plan/aerial photo/preliminary plat if subdividing/other submissions.

6. Describe use requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Describe facilities that have been/will be provided for the subject use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Describe possible effects on surrounding properties and action to be taken to lessen said effects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby swear that the information given herein is true and complete.

\_\_\_\_\_  
Petitioner/Applicant

\_\_\_\_\_  
Petitioner/Applicant

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\*Submit evidence of Title (Deed or Title Insurance Policy).

\*Submit photos/site plan if appropriate.

**CONSENT TO ON-SITE INSPECTION**

Your petitioner(s), \_\_\_\_\_, respectfully represent to the Planning Commission of Jo Daviess County, as follows:

That \_\_\_\_\_, are the owners of record of the real estate which is the subject of this petition and more commonly known as

\_\_\_\_\_  
Address City Township

That the Petitioners are requesting a Public Hearing for the subject property.

That the petitioners of the described real estate do hereby freely and voluntarily consent to inspection of the site of the parcel in question for purposes of determining the appropriateness of the pending proposed zoning petition by the Jo Daviess County Planning Commission and hereby release such persons from any liability based in whole or in part on the inspection of the parcel in question.

That in exchange for the above actions by the Petitioner(s), Jo Daviess County agrees that at least one (1) member of the Planning Commission will inspect the parcel in question prior to considering the evidence presented upon the above petition.

\_\_\_\_\_  
(Owner) Signature

\_\_\_\_\_  
(Owner) Signature

SUBSCRIBED and SWORN to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**LIVESTOCK AFFIDAVIT**

State of Illinois )  
 )  
County of Jo Daviess )

RE: \_\_\_\_\_

\_\_\_\_\_ after being first duly  
sworn on oath depose(s) and say(s):

I (We) hereby certify that to the best of my (our) knowledge, the site that is subject of the above application is not within one-quarter mile (1,320') of a "livestock management facility and/or livestock waste handling facility" with more than fifty (50) animal units pursuant to the *Illinois Livestock Management Facilities Act*.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Affiant

Acknowledgment

State of Illinois )  
 )  
County of Jo Daviess )

I, \_\_\_\_\_, Notary Public in and for the State and County aforesaid, do hereby certify that \_\_\_\_\_, personally known to me to be the same person(s) whose name(s) are subscribed to the foregoing affidavit, appeared before me this day in person and signed and delivered the said affidavit for the uses and purposes therein set forth as his or their free and voluntary act.

Giver under my hand and notarial seal this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

(Seal)

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# Jo Daviess County Planning & Development

Eric Tison, Planning & Development Administrator

1 Commercial Drive Suite 1

Telephone: (815) 591-3507 or (815) 591-3810

Email: [buildingandzoning@jodaviess.org](mailto:buildingandzoning@jodaviess.org)

Hanover, IL 61041

Fax: (815) 591-2728

Website: [www.jodaviess.org](http://www.jodaviess.org)

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## CONCEPT PLAN CHECKLIST

Project Name (if applicable): \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Location (1/4 Section, Township, Range): \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Applicant/Authorized Agent: \_\_\_\_\_

Address/City/State/Zip/Telephone #: \_\_\_\_\_

Surveyor/Engineer: \_\_\_\_\_

Address/City/State/Zip/Telephone #: \_\_\_\_\_

Fourteen (14) copies of a "Concept Plan" must be submitted. The "Concept Plan" must be clearly labeled as such and may be any scale so long as the scale is an increment of ten feet (10') or one hundred feet (100'), shall be on a not larger than 30" x 36" sheet, folded to approximately nine inches by twelve inches (9" x 12") and shall contain the following information:

- The boundary and dimensions of the site.
- Existing interior and adjacent road/street rights-of-way, railroad rights-of-way, and/or easements of any kind.
- Existing structures on the site

- Existing and proposed zoning of subject property.
- A note describing the proposed use of the site.
- Existing land use(s).
- Areas shown on the Jo Daviess County, Illinois *Flood Insurance Rate Maps* as being in “Zone A” or “Zone AE”.
- Low areas subject to occasional over-flow flooding, sheet flooding or ponding.
- Wetlands (refer to the *U.S.D.A. Preliminary Wetlands Inventory* available from the Jo Daviess County Field Office of the U.S.D.A., Natural Resources Conservation Service).
- General surface water drainage patterns, drainage divides, and high and low elevation sites.
- Names of adjacent subdivisions and owners of adjacent property.
- Zoning on adjacent property.
- A notation indicating whether or not the site is located within 1.5 miles of an incorporated city or village.
- Any political boundaries on or adjacent to the subject site (i.e. corporate, township, school district, etc. boundaries) and a list of all known taxing districts the parcel falls under.
- Parks, preserves and/or public open spaces within 200 feet of the site.
- Any proposed dedications/reservations for open space, natural area, historic building(s)/structure(s), and storm water management facilities.
- Proposed sketch layout of roads/streets (with right-of-way widths).
- Proposal for water source and sewage disposal.

The “Concept Plan” shall be accompanied by the following supporting documents/information:

- Evidence of ownership, or proof of legal interest in, the subject property.
- Natural Resource Inventory Report from the Jo Daviess County Soil & Water Conservation District, if applicable. (14 copies)

- A completed “Concept Plan Checklist”.
- A completed map amendment or special use permit application. (14 copies)
- Legal Description – complete legal description applying only to the parcel being zoned.
- Application Fee
- Any other information requested by the Zoning Officer.

I, \_\_\_\_\_, certify that all information presented herewith is complete and accurate.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Notice to Applicants:

The intent of the “Concept Plan” is to provide information to help both the applicant and the Jo Daviess County review agencies/decision makers evaluate the feasibility of a proposed land use change according to development plans, policies, existing and projected development activities, and zoning and/or subdivision regulations.

The “Concept Plan” should encourage the discussion of basic problems and questions related to the proposed land use change prior to approval and expenditure of funds for detailed development plans by the applicant.

The information required of a “Concept Plan” is such that applicants may prepare a “Concept Plan” at little or no cost. If technical assistance is needed by an applicant in preparing a “Concept Plan”, an applicant may also choose to have a “Concept Plan” prepared by a surveyor, engineer, land planner or architect.

(Purposely left blank)

**TO: Applicants for a "map amendment" (change of zoning) or Special Use Permit**  
**FROM: Eric Tison, Jo Daviess County Plat Officer**  
**RE: Subdivision plat approval process**

Please be advised that any property split/land division may be subject to the requirements of the **Plat Act** (765 ILCS 205/0.01 et seq.) and the **Jo Daviess County Land Subdivision Regulations** (Chapter 12, Article 2 of the Jo Daviess County Code).

Please take notice and be aware that **zoning approval is not a subdivision plat approval, and a "Concept Plan" or Plat of Survey is not a subdivision plat. Subdivision plat approval is a required process that is separate from zoning approval.** An application for plat approval may, however, run concurrently with a map amendment application, but most persons wish to make sure that the zoning change will be approved prior to expenditure of funds for a preliminary subdivision plat.

The following defines a subdivision, as well as what land/deed divisions are exempt:

**SUBDIVISION:** The partitioning or dividing of a parcel or tract of land by the subdivider thereof or by his heirs, executors, administrators, or legal representation, any of which is less than five (5) acres in area. The provisions of this Act (Ordinance) shall not apply and no subdivision is required in any of the following instances:

- A. The division or subdivision of land into parcels or tracts of five (5) acres or more in size which does not involve any new streets or easements of access;
- B. The division of lots or blocks of less than one (1) acre in any recorded subdivision which does not involve any new streets or easements of access;
- C. The sale or exchange of parcels of land between owners of adjoining and contiguous land;
- D. The conveyance of parcels of land or interests therein for use as a right-of-way for railroads or other public utility facilities and other pipe lines which does not involve any new streets or easement of access;
- E. The conveyance of land owned by a railroad or other public utility which does not involve any new streets or easements of access;
- F. The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use;
- G. Conveyances made to correct descriptions in prior conveyances;
- H. The sale or exchange of parcels or tracts of land following the division into no more than two (2) parts of a particular parcel or tract of land existing on July 17, 1959 and not involving any new streets or easements of access;
- I. The sale of a single lot of less than five (5) acres from a larger tract when a survey is made by a registered surveyor; provided, that this exemption shall not apply to the sale of any subsequent lots from the same larger tract of land as determined by the dimensions and configuration of the larger tract on October 1, 1973, and provided also that this exemption does not invalidate any local requirements applicable to the subdivision of land.

Any questions relating to any of the above may be directed to:  
Eric Tison, Jo Daviess County Plat Officer  
Jo Daviess County Planning & Development Department  
1 Commercial Drive Suite 1, Hanover IL 61041

815-591-3810  
[buildingandzoning@jodaviess.org](mailto:buildingandzoning@jodaviess.org)

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Website: [www.jodaviess.org](http://www.jodaviess.org)

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## Fee Schedule

### ZONING

#### LESA

When done outside of a rezoning request ----- \$50.00

#### Special Use Permits:

Per request ----- \$500.00

#### Subdivision:

0-10 Acres ----- \$300.00  
11-20 Acres ----- \$500.00  
Over 20 Acres (each additional acre)----- \$ 20.00

### ACTION TO CORRECT A VIOLATION

When any action is taken to correct a violation of any kind the fee will be increased by 50%.

The Jo Daviess County Planning & Development Fee schedule can be viewed in its entirety by visiting our website [www.jodaviess.org](http://www.jodaviess.org) or a copy may be requested.

Article 2d: Special Uses

8-2d-1 Definition:

Special uses may include, but are not limited to, public and quasi-public uses affecting the public interest; uses that have a unique, special, or unusual impact upon the use or enjoyment of neighboring property; and uses that affect planned development. A use may be permitted in one or more zoning districts and may be a special use in one or more other zoning districts.

8-2d-2 Notice:

A special use may be granted only after a public hearing conducted by the Board of Appeals. There must be at least fifteen (15) days notice before the hearing. The notice must include the time, place, and date of the hearing and must be published in a newspaper published in the township or road district where the property is located. If there is no newspaper published in the township or road district where the property is located, the notice must be published in a newspaper of general circulation in the county. The petitioner or applicant must pay the cost of the publication of the notice required by this Section. The notice must also contain:

- A. the particular location of the property for which the special use is requested by legal description and by street address, or if there is no street address, by locating the property with reference to any well-known landmark, highway, road, thoroughfare, or intersection;
- B. whether the petitioner or applicant is acting for himself or herself or as an agent, alter ego, or representative of a principal and the name and address of the principal;
- C. whether the petitioner or applicant is a corporation, and if so, the correct names and addresses of all officers and directors of the corporation and of all stockholders or shareholders owning any interest in excess of 20% of all of the outstanding stock or shares of the corporation;
- D. whether the petitioner or applicant, or his or her principal, is a business or entity doing business under an assumed name, and if so, the name and residence of all actual owners of the business or entity;
- E. whether the petitioner or applicant, or his or her principal, is a partnership, joint venture, syndicate, or an unincorporated voluntary association, and if so, the names and addresses of all partners or members of the partnership, joint venture, syndicate, or unincorporated voluntary association; and
- F. a brief statement of the proposed special use

8-2d-3 Additional Notice:

In addition to any other notice required by this Section, the Board of Appeals must give at least fifteen (15) days notice before the hearing to:

- A. any municipality whose boundaries are within one and one-half (1 ½) miles of any part of the property proposed as a special use and
- B. the owner or owners of any land adjacent to or immediately across any street, alley or public right-of-way from the property proposed as a special use.

8-2d-4 Necessity to Meet Standards

A special use may be granted only upon evidence that the special use meets the standards established for that classification in the ordinance. The special use may be subject to conditions reasonably necessary to meet those standards. In addition to any standards or conditions that may be applicable to a specific special use, the following general standards shall apply to all special uses;

- A. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare
- B. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted or substantially diminish and impair values within the neighborhood
- C. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district
- D. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided
- E. That adequate measures have been or will be taken to provide ingress and egress designated to minimize traffic congestion in public streets

8-2d-5 Additional Compliance

That the special use shall in all other respects conform to the applicable regulations of the district in which it is located. In addition, the Special Use shall meet any applicable standards set forth in this ordinance which specify additional standards to that specific special use as defined in this ordinance.

8-2d-6 Action by the Zoning Board of Appeals and County Board

The Board of Appeals shall report to the County Board a finding of fact and a recommendation as to whether the County Board should deny, grant, or grant subject to conditions the special use. The County Board may, by ordinance and without a further public hearing, adopt any proposed special use on receiving the report, deny the request for special use, or it may refer the proposal back to the Board of Appeals for further consideration.

8-2d-7 Duration of the Special Use Permit

No ordinance granting a special use permit shall be valid for a period longer than one (1) year from the date of such ordinance unless the erection of a building or structure is started or the use is commenced within such a period, unless such time period is extended through appeal to and approval by the Zoning Board of Appeals. If no appeal is made, or no extension of time is received or granted, the permit shall immediately terminate upon expiration of the one (1) year period. Upon granting of a special use permit, the County Board may stipulate a period longer than one (1) year to commence the authorized use considering the nature of said use.



227 North Main Street  
P.O. Box 502  
Elizabeth, IL 61028

Phone: (815) 858-3418 Ext. 3  
Fax: (815) 858-3694

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## Application for Natural Resources Inventory Report

Please Print Clearly

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

Landowners Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_ Best time to call: \_\_\_\_\_

**Type of Application:** Please complete as needed:

Zoning Classification Change:

From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 1/4 of Sec. \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E, 4<sup>th</sup> principal meridian

City/Township Name: \_\_\_\_\_ Acres: \_\_\_\_\_

Other Information or Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_

Required Information to Accompany Application and Fee Schedule on Next Page

## **Required Information to Accompany Application:**

1. Application for Natural Resources Inventory Report.
2. Copy of a legal boundary survey drawing with written survey descriptions and acreage. At least one permanent survey reference monument should be in place and noted on the legal survey drawing. Basis of the survey bearings must be clearly stated. If the survey is dated and no monuments have been recovered, an accurate location map based on aerial photography must be submitted along with the survey description.
3. Authorized signature on the *CONSENT TO ON-SITE INSPECTION* form notarized by the proper agent.
4. A preliminary map showing the locations of planned entrance roads from existing public or private roadways, public right-of-ways, and overall project layout.

## **Optional information:**

1. Any other information that may be helpful such as soils investigation maps, photos, or narratives regarding the project.

## **Fee Schedule:**

A fee of \$250 plus \$25 per acre evaluated. Payment is required to initiate the 30 day processing period. Please make checks payable: *Jo Daviess County SWCD*.

## **Where to Submit Applications:**

Applications, payments (cash or check), and all other required information must be dropped off at our office located in the USDA Service Center; 227 North Main Street in Elizabeth, Illinois. Please call our office at (815) 858-3418 extension 3 if you have any questions.

The Jo Daviess County Soil and Water Conservation District supports the non-discrimination goals of the USDA. The United States Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disabilities, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audio tape etc.) should contact the USDA's TARGET Center at (202)720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave. Avenue SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.