



COUNTY OF KANE Zoning Application

Kane County Government Center
719 S. Batavia Ave, Geneva, IL 60134 - Building A | (630) 444-1236

INTERNAL USE ONLY

CV Project No.: _____

Zoning Petition No.: _____

Date Received: _____

ENTITLEMENT PROCESS (Zoning Ordinance Section 25-16-5: APPENDIX A)

The review process for a Zoning Application involves multiple steps and coordination among various stakeholders, typically spanning 4-5 months. It begins with a Pre-Application Meeting with the Technical Staff team, if you have not yet been scheduled for one of these meetings, please contact one of our Zoning Planners.

The deadline for submitting a Zoning Application for review is forty-five (45) days prior to the desired Zoning Board of Appeals (ZBA) meeting date. Please note, applicants are encouraged to submit their applications 1-2 weeks prior to the official deadline for a completeness review by a Zoning Planner to ensure a seamless review process.

If required, the petition may proceed to the Regional Planning Commission (RPC) for review and recommendations to the Zoning Board of Appeals (ZBA). The ZBA then holds a public hearing, to make recommendations to the Kane County Development Committee. The final decision is made by the Kane County Board (KCB) after reviewing all prior recommendations, with meetings typically held on the second Tuesday of each month.

PETITION TYPE (Select All that Apply)

Map Amendment (Rezoning)

Special Use Permit

Variance

SUBJECT PROPERTY

Address/Common Location: _____

Parcel Identification Numbers: _____

Township: _____ 2040 Future Land Use Designation: _____

Gross Site Area (Acres): _____

Net Site Area (Acres): _____

Current Zoning District: _____

Proposed Zoning District: _____

Current Zoning District: _____

Proposed Zoning District: _____

Current Zoning District: _____

Proposed Zoning District: _____

Current Zoning District: _____

Proposed Zoning District: _____

PROJECT INFORMATION

Project Title: _____

Proposed Land Use: _____

Project Description: *(Briefly describe your project below or attach a separate Project Narrative with this Application if more space is required)*

ADDITIONAL PROJECT INFORMATION

1. How does the proposed use relate to the existing uses of property within the general area of the property in question?

2. What are the zoning classifications of properties in the general area of the property in question?

3. How does the suitability of the property in question relate to the uses permitted under the existing zoning classification?

4. What is the trend of development, if any, in the general area of the property in question?

5. How does the projected use of the property relate to the Kane County 2040 Land Use Plan?

PUBLIC NOTICE REQUIREMENTS

LETTER TO ADJACENT PROPERTY OWNERS FROM THE APPLICANT

- a. The **Petitioner/Applicant** shall send a letter to all property owners within two hundred fifty feet (250') of the property lines of the parcel which is the subject of the zoning request;
- b. The purpose of this letter is to advise the surrounding neighbors that an application for a rezoning/special use/variation has been filed and to provide a brief description of the proposed project. Neighbors should be advised that a public hearing date will be forthcoming, but do not provide an official date;
- c. Certification of said notifications must be filed with the Kane County Zoning Department along with the zoning application. See 'CERTIFICATION OF NOTIFICATION OF ADJACENT PROPERTY OWNERS' form.
- d. **This letter shall be mailed at the time of Zoning Application submittal to the County.**

Note: There are three (3) additional requirements that must be fulfilled in order to schedule a Public Hearing. 1) Letter to Adjacent Property Owners; the County will send a letter notifying all property owners within two hundred fifty feet (250') of the property lines of the parcel that a Public Hearing is scheduled for a Zoning Petition for a rezoning/special use permit. 2) Public Notice to the Local Newspaper; the County will publish the legal notice to the Kane County Chronicle newspaper within the required time frame and receive a Certificate of Publication, a copy of which may be requested by the applicant. 3) Sign Posted on Property; the County will post a public notice sign conspicuously on the property which is the subject of the rezoning or special use at the end of the right of way along a public road, street, driveway or any other easement of access at least fifteen (15) calendar days prior to the zoning board of appeals meeting. Legal Notices shall be published and postmarked not less than 15 days nor more than 30 days before the Zoning Board of Appeals Public Hearing date.

REQUIRED SUBMITTAL DOCUMENTS

A complete Zoning Petition shall include all documents listed below. Each document is required unless otherwise indicated.

1. **ZONING APPLICATION**
2. **STANDARDS WORKSHEET** (Submit applicable worksheet for petition type)
3. **PROJECT NARRATIVE** (When applicable)
4. **SITE PLAN** (Required for Special Use and/or Variance requests)
5. **PROOF OF OWNERSHIP** (Documentation demonstrating land ownership or legal control of the property; Petitioner must be the property owner or have legal control of the property)
6. **TRUST DISCLOSURE** (When applicable)
7. **PLAT OF SURVEY** (Shall accurately depict all current structures on the property)
8. **LEGAL DESCRIPTION** (Shall accurately describe the specific area being affected; must be submitted in a Word document)
9. **CERTIFICATION OF NOTICE** (Shall include a list of adjacent property owners & mailing addresses within 250' of the subject property; County may provide list upon request)
10. **NOTICE LETTER** (Copy of Notice Letter sent to Adjacent Properties from Petitioner)
11. **ECOLOGICAL COMPLIANCE ASSESSMENT TOOL (ECOCAT) REPORT** from the Illinois Department of Natural Resources (IDNR) (Required for Rezoning/Special Use applications involving land zoned F-Farming District)
12. **NATURAL RESOURCES INVENTORY (NRI) REPORT** from the Kane-DuPage Soil & Water Conservation District (SWCD) (Required for all Rezoning/Special Use applications)

Submittal Instructions:

Applicants shall submit all required submittal documents digitally via email or a USB drive; for applications comprising of more than 15 documents, a paper submittal shall also be required in addition to the digital version. Paper documents shall be collated and folded to fit into an 11x17 filing folder. Digital submittals may be emailed to Keith Berkhout at berkhoutkeith@kanecountyil.gov or Natalie Zine at zin natalie@kanecountyil.gov. USB drives and/or paper submittals shall be mailed to the address provided.

COUNTY OF KANE
 Development & Community Services Department
 Attn: Zoning Division
 719 S. Batavia Ave
 Geneva, IL 60134
 Building A – 4th Floor

ZONING FEE SCHEDULE

Prior to processing any Zoning Application, the Applicant must submit the application fee to the County for the Application Fee per Chapter [16-1: ZONING ORDINANCE FEE SCHEDULE](#).

REZONING AND/OR SPECIAL USE			
Residential Use		Non-Residential Use	
> 2 Acres	\$800.00	> 2 Acres	\$1,500.00
2 - 5 Acres	\$900.00	2 - 5 Acres	\$1,800.00
5 - 10 Acres	\$1,125.00	5 - 10 Acres	\$2,250.00
10+ Acres	\$1,125.00 + \$50.00/acre over 10	10+ Acres	\$2,250.00 + \$75.00/acre over 10

VARIATIONS	
10% Change or less	\$300.00
> 10% Change	\$550.00
Each additional variation request after the first.	\$50.00
Each variation request as part of a rezoning or special use petition.	\$100.00

Online Payment Instructions:

1. Staff will send the Applicant/Primary Point of Contact an email with the fee information once a formal Application submittal has been received.
2. Please make your Zoning Application payment online at <https://ipn2.paymentus.com/rotp/kccs>.
 - a. Please make sure to select CC Zoning Application.
 - b. Enter Zoning Application Number **PLDZ2024XXXXXXX (TBD)**
3. Once completed, please email a copy of the pdf receipt to staff for the County's records.

APPLICANT CONTACT INFORMATION

Relationship to Project: _____

Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-Mail: _____

I am the Authorized Agent and Primary Point of Contact for this Zoning Petition Application.

I am the Legal Owner of Record of the Subject Property

OWNER CONTACT INFORMATION (Required if Applicant is Not Property Owner)

Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-Mail: _____

Note: Pursuant to the state land trust disclosure act (bill 1508), if property involved is listed under "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.

APPLICATION VERIFICATION & AUTHORIZATION

I, the subject property owner, certify that all answers and information provided in this zoning application for a special use permit and associated documents are true, correct and complete to the best of his/her knowledge. Hereby authorize the listed authorized agent to act on my behalf in the processing of this application and to furnish, upon request, supplemental information in support of this zoning petition application. This person will act on my behalf as the point of contact for all petition related correspondence.

Record Owner _____ Date _____

Applicant or Authorized Agent _____ Date _____

QUESTIONS

Additional resources are available on the [Zoning Administration](#) page of the Kane County Government website. For assistance with zoning and/or application-related questions, please contact a county Zoning Planner.

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