

COUNTY OF KANE

**KANE COUNTY DIVISION OF
ENVIRONMENTAL & WATER
RESOURCES**



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Letters of Intent for Single Family Homes Policy Statement Kane County Division of Environmental and Water Resources March 7, 2016

1. Only permits for single family homes are allowed to request a Letters of Intent (LOI).
2. LOI's will be reviewed between October 15 through March 31st and must be a result of weather related delays that prevent the completion of the final grading. Approval of the LOI will be contingent on General Engineering Conformance (see below definition) with the approved site grading plan.
3. LOI's requested outside of the above time frame are subject to approval by the Assistant Director or Director of Environmental & Water Resources and will be based upon confirmation that field conditions are such that final grading cannot be completed within a reasonable timeframe and General Engineering Conformance.
4. A lot shall be determined to be in General Engineering Conformance if the present state of the lot at the time the LOI is submitted is:
 - a. Roughly graded such that runoff is in the direction of the approved site grading plan
 - b. Does not block upstream flow
 - c. Is not negatively impacting adjacent properties
 - d. Is not negatively impacting infrastructure either on-site or off-site
 - e. Conforms to engineered spillover and overland flood route elevations
 - f. Does not involve special management areas including wetlands or floodplain
5. If a lot is not in General Engineering Conformance, the Assistant Director or Director may:
 - a. Approve the LOI with Performance Security meeting the provisions of Article XII of the Stormwater Ordinance in lieu of the LOI fee. The item/s that do not meet the General Engineering Conformance must be non-critical.
 - b. Deny the LOI. A list of critical items may be provided, if requested, to the Owner/Builder that would be required to be completed before the lot would be eligible for an LOI. In general, critical items have the potential to cause damage either on-site or off-site if a flood were to occur before final grading is complete.
6. Once an LOI is approved, the LOI is mailed to the surveyor under contract to complete the final grading survey. If the final grading survey is not submitted by the date indicated on the LOI, a letter is mailed to the owner and copied to the surveyor providing them 30 days to return the final grading survey. If the survey is not received within that timeframe, the property is flagged in KPASS and the property owner will not be able to obtain any additional permits until the final grading survey is received.