CITY OF ST. CHARLES

TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984

DEPARTMENT: COMMUNITY DEVELOPMENT/PLANNING PHONE: (630) 377-4443 FAX: (630) 377-4062

SPECIAL USE APPLICATION

Instructions:

To request a Special Use for a property, complete this application and submit it with all required attachments to the Planning Office.

When the application is complete we will schedule a Plan Commission public hearing and begin the review process.

The information you provide must be complete and accurate. If you have a question please call the Planning Office and we will be happy to assist you.

Received Date

1. Property Information:	Parcel Number (s):
	Street Address (or common location if no address is assigned):

2. Applicant Information:	Name	Phone
	Address	Fax
		Email

3. Record Owner Information:	Name	Phone
	Address	Fax
		Email

4. Billing: *To whom should costs for this application be billed?*	Name	Phone
	Address	Fax
		Email

Zoning and Use Information:

Comprehensive Plan designation of the property: _____

What is the property's current zoning? _____

What is the property currently used for? _____

What Special Use(s) are you applying for? Please select from the list of Special Uses in the Zoning Ordinance for the appropriate Zoning District (www.stcharlesil.org/codebook/ under Title 17).

_____

If the proposed Special Use is approved, what improvements or construction are planned?

_____

Note for existing buildings:
If your project involves using an existing building, whether you plan to alter it or not, please contact the St. Charles Fire Department (630-377-4458) and the Building and Zoning Department (630-377-4406) for information on building, life safety and other code requirements. Depending on the proposed use, size of structure and type of construction, these requirements can result in substantial costs.

Attachment Checklist

- ❑ Plat of Survey prepared by an Illinois Registered Land Surveyor.
- ❑ Legal description on 8 ½ x 11 paper.
- ❑ Copy of Title Insurance Policy or Commitment for the property, indicating ownership, easements, etc.
- ❑ Site Plan (22 full size sets, 1 reduced copy) showing **existing and proposed** features, including:
  - Lot area or acreage, parking and loading areas, access drives, adjoining streets.
  - Buildings and areas for outdoor activities, landscaping, walkways, fences, signs.

  Note: For a special use for a PUD, submit preliminary plans in lieu of the site plan
- ❑ Completed Land Use Opinion application (available in .pdf form at www.kanedupageswcd.org/luo.pdf), as required by state law, mailed to: The Kane-Dupage Soil and Water Conservation District, 545 S. Randall Road, St. Charles, IL 60174
- ❑ Endangered Species Consultation Agency Action Report (Available in pdf form at www.dnr.state.il.us/orep/nrrc/aar.htm) to be filed with the Illinois Department of Natural Resources.
- ❑ List of record owners of all property within 250 feet of the subject property
- ❑ Findings of Fact Sheet
- ❑ Ownership Disclosure Form
- ❑ Application Fee (make checks payable to the City of St. Charles)

I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief. I (we) understand that the City will issue an invoice for costs associated with this application to the person listed in box #4 above.

_____
Record Owner Date

_____
Applicant or Authorized Agent Date

Illinois
Department of
Natural Resources
http://dnr.state.il.us
One Natural Resources Way • Springfield, Illinois 62702-1271 George H. Ryan, Governor • Brent Manning, Director

CONSULTATION AGENCY ACTION REPORT

(Illinois Administrative Code Title 17 Part 1075)

Division of Resource Review and Coordination

Stephen K. Davis, P.G., Chief

Date Submitted: _____
If this is a resubmittal, include previous IDNR response if available.

FOR DEPARTMENT USE ONLY
PROJCODE: _____DUE DATE: _____

Applicant: _____ Phone: _____
Contact Person: _____ Fax: _____
Applicant Address: _____ Email: _____
_____

LOCATION OF PROPOSED ACTION
A MAP SHOWING LOCATION OF PROPOSED ACTION IS REQUIRED

Project Name: _____County: _____
Project Address (if available):_____
City,State,Zip: _____
Township/Range/Section (e.g. T45N,R9E,S2):_____
Brief Description of Proposed Action: _____
_____
_____
Projected Start Date and End Date of Proposed Action:_____

Will state funds or technical assistance support this action? [Yes § No] If Yes, the Interagency Wetland Policy Act may apply. Contact funding agency or this Division for details.

Local/State Agency with Project Jurisdiction: _____
Contact: _____ Phone: _____
Address: _____ Fax: _____

FOR DEPARTMENT USE ONLY

Are endangered/threatened species or Natural Areas present in the vicinity of the action? [Yes § No]
Could the proposed action adversely affect the endangered/threatened species or Natural Area? [Yes § No]
Is consultation terminated? [Yes § No]
Comments: _____
_____
_____
Evaluated by:

_____ _____
Division of Resource Review & Coordination (217)785-5500 Date

LAND USE OPINION APPLICATION

Kane-DuPage Soil and Water Conservation District
545 S. Randall Road, Saint Charles, IL 60174-1592
(630) 584-7961 Ext. 3

FOR OFFICE USE ONLY
LUO#_____ Date Due_____
Date initially rec'd_____
Date all rec'd_____ Date completed_____
Fee Paid_____ Refund Due_____
By_____ Overpayment __
_____ No Report Nec __
_____ Gov't Agency __

PETITIONER:_____
ADDRESS:_____
_____

CONTACT PERSON:_____
ADDRESS:_____
_____
TELEPHONE:_____
Please allow 30 days for inspection, evaluation and processing.

Location: Township Name:_____
Section(s)_____
Township(s)_____N Range(s)_____E
Project or Subdivision Name_____

TYPE OF PROPOSAL: __ Change in Zoning from_____ to_____
__ Subdivision or Planned Unit Development (PUD)
__ Variance-**Please describe fully on separate sheet**
__ Special Use Permit-**Please describe fully on separate sheet**

Unit of Government Responsible for Permits_____Date of Public Hearing_____
Current Use of Site_____Proposed Use_____
Surrounding Land Use_____Number of Acres_____
Location address (if applicable)_____

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 Area
___ Other_____

Water Supply:
___ Individual Wells
___ Community Water

Wastewater Treatment:
___ Septic System
___ Sanitary Sewers
___ Other_____

Stormwater Treatment:
___ Drainage Ditches or Swales
___ Storm Sewers
___ Dry Detention Basin
___ Wet Retention Basin
___ No Detention Facilities Proposed
___ Other_____

EXISTING SITE CHARACTERISTICS: (check all applicable items)
___ Ponds or Lakes ___ Floodplain ___ Woodland ___ Drainage Tiles ___ Stream(s)
___ Wetland(s) ___ Floodway ___ Cropland ___ Disturbed Land ___ Other_____

***IMPORTANT* INCLUDE ONE COPY EACH OF THE FOLLOWING-Processing will not begin without the following:**
__ PLAT OF SURVEY/SITE PLAN showing legal description, legal measurements
__ SITE PLAN/CONCEPT PLAN showing lots, streets, storm water detention areas, open areas, etc.
__ LOCATION MAP (if not on maps above)-include distances from major roadways and/or section lines
__ ZONING or LAND USE PETITION filed with unit of government (if relevant)

IF AVAILABLE:
__ TOPOGRAPHY MAP
__ DRAWING SHOWING LOCATION OF FIELD TILE AND/OR DRAINAGE PATTERNS
__ COPY OF SOIL BORING AND/OR WETLANDS STUDIES PERFORMED ON SITE

THE FEE, ACCORDING TO THE SCHEDULE, MUST ACCOMPANY THIS APPLICATION
EFFECTIVE April 1, 2003
$350.00 for 1-3 acres or fraction thereof
$380.00 for 4-5 acres or fraction thereof
PLUS $12.00 for each additional acre or fraction thereof over 200 acres
$55.00 processing fee if no report is required

MAKE CHECKS PAYABLE TO: Kane-DuPage Soil and Water Conservation District

I (we) understand the filing of this application allows the authorized representative of the Kane-DuPage Soil and Water Conservation District to visit and conduct an evaluation of the site.
Petitioner or Authorized Agent_____ Date_____

This opinion will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

For the convenience of those who must comply with the provisions of the Illinois Soil and Water Conservation District Act, Section 22.02a (Illinois Complied Statues, Chapter 70, Paragraph 405, Section 22.02a), enacted December 3, 1971, effective July 1, 1972, we quote this section:

> "The Soil and Water Conservation District 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 Soil and Water Conservation District shall be given not more than 30 days from the time of 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."
> Added by Act approved December 3, 1971.

The amendment is designed to assist the unit of government considering the proposal. The natural resources and the environment are the main concerns in the development of the Land Use Opinion.

To facilitate compliance with the Act by land developers and others, Kane-DuPage Soil and Water Conservation District has formulated a set of guidelines and a standardized set of fees, as provided for in section 22.09 of this Act:

> "The District may charge fees to any person who makes a request for services or receives benefits rendered by the District, or who causes or undertakes to cause the District to perform a function prescribed by this Act, including but not limited to any function prescribed by Section 22.02a of this Act, provided that such charges are uniform. The Directors shall maintain a uniform schedule for such fees and may from time to time revise such schedule. The charging of any such fees is uniformly charged and in accordance with a uniform schedule by any District to any person for such service or benefits or performance of any such functions prior to the effective date of this amendatory Act of 1975 is ratified."

LAND USE OPINION FEE SCHEDULE

EFFECTIVE April 1, 2003

$350.00 for 1-3 acres or fraction thereof

$380.00 for 4-5 acres or fraction thereof

PLUS $12.00 for each additional acre or fraction thereof over 200 acres

$55.00 processing fee if no report is required

Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acre	Fee	Acres	Fee
1	350	21	637	41	961	61	1291	81	1609	101	1933	121	2268	141	2592	181	3132
2	350	22	653	42	983	62	1307	82	1625	102	1955	122	2284	142	2608	182	3148
3	350	23	670	43	999	63	1323	83	1642	103	1971	123	2300	143	2624	183	3164
4	380	24	686	44	1015	64	1339	84	1658	104	1987	124	2317	144	2641	184	3181
5	380	25	702	45	1031	65	1355	85	1674	105	2003	125	2333	145	2657	185	3197
6	400	26	718	46	1048	66	1372	86	1690	106	2020	126	2349	146	2673	186	3213
7	410	27	734	47	1064	67	1388	87	1706	107	2036	127	2365	147	2689	187	3229
8	425	28	751	48	1080	68	1404	88	1723	108	2052	128	2381	148	2705	188	3245
9	445	29	767	49	1096	69	1420	89	1739	109	2068	129	2398	149	2722	189	3262
10	460	30	783	50	1112	70	1436	90	1755	110	2084	130	2414	150	2738	190	3278
11	475	31	799	51	1129	71	1453	91	1771	111	2101	131	2430	151	2754	191	3294
12	491	32	815	52	1145	72	1469	92	1787	112	2117	132	2446	152	2770	192	3310
13	508	33	832	53	1161	73	1485	93	1804	113	2133	133	2462	153	2786	193	3326
14	524	34	848	54	1177	74	1501	94	1820	114	2149	134	2479	154	2803	194	3343
15	529	35	864	55	1193	75	1517	95	1836	115	2171	135	2495	155	2819	195	3359
16	556	36	880	56	1210	76	1534	96	1852	116	2187	136	2511	156	2835	196	3375
17	572	37	896	57	1226	77	1544	97	1868	117	2203	137	2527	157	2851	197	3391
18	589	38	913	58	1242	78	1561	98	1885	118	2219	138	2543	158	2867	198	3407
19	605	39	929	59	1258	79	1577	99	1901	119	2236	139	2560	159	2884	199	3424
20	621	40	945	60	1274	80	1593	100	1917	120	2252	140	2576	160	2900	200	3548

List of Property Owners within 250 feet

City of St. Charles, Illinois

Name of Development _____
Date Submitted: _____
Prepared by: _____

ST. CHARLES
SINCE 1834

The following is a list of the registered owners and their mailing addresses, as they appear in the tax records of the Kane County Recorder of Deeds Office, of all real estate with 250 feet in all directions from the real estate for which this application is submitted; the number of feet occupied by public roads, streets, alleys, and other public ways shall be **excluded** in computing the 250 foot distance.

Tax Parcel Number	*Name*	*Address*

Tax Parcel Number	*Name*	*Address*

_____, being first duly sworn on oath certifies that all of the above statements and statements contained in any papers or plans submitted herewith are true and correct.

_____ _____

Signature – Applicant Date Signature – Owner Date

Subscribed and sworn before me on this _____ day of _____, 20 ____.

_____

Notary Public

Findings of Fact Sheet – Special Use

- *The law requires that before the City can approve a Special Use, it must state "findings of fact" which show that the following standards will be met. As an applicant, the burden of proof is on you to show how the proposed use complies.*

- *Therefore, you should "make your case" by explaining specifically how your proposed Special Use will comply with each of the following standards.*

_____

Name of Development

1. That the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

_____

_____

_____

_____

_____

_____

_____

2. That the special use will not be injurious to the use and enjoyment of the property in the immediate vicinity for the purpose already permitted, nor substantially diminish or impair property values within the neighborhood.

_____

_____

_____

_____

_____

_____

3. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for the uses permitted in the district.

_____

_____

_____

4. That adequate utilities access roads, drainage and/or necessary facilities have been, or are being, provided.

5. That adequate measures have been, or will be, taken to provide ingress and egress so designed as to minimize traffic congestion in public streets.

6. That the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the City Council pursuant to the recommendations of the Plan Commission.

OWNERSHIP DISCLOSURE FORM
CORPORATION

State of Illinois)
) SS.
Kane County)

I, _____, being first duly sworn on oath depose and say that I am the

_____ of _____, an (Illinois)

(_____) Corporation and that the following persons are all of the shareholders of 7% or more of the

common stock of said Corporation:

_____ _____

_____ _____

_____ _____

_____ _____

BY: _____

TITLE: _____

Subscribed and Sworn before me this _____ day of

_____, 20 _____.

_____
Notary Public

OWNERSHIP DISCLOSURE FORM
LAND TRUST

STATE OF ILLINOIS)
) SS.
KANE COUNTY)

I, _____, being first duly sworn on oath depose and say that I am

Trust Officer of _____ , and that the following persons are all of

the beneficiaries of Land Trust No. _____:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: _____, Trust Officer

Subscribed and Sworn before me this _____ day of

_____, 20 _____.

_____
Notary Public

OWNERSHIP DISCLOSURE FORM
LIMITED LIABILITY COMPANY (L.L.C.)

STATE OF ILLINOIS)
) SS.
KANE COUNTY)

I, _____, being first duly sworn on oath depose and say that I am

Manager of _____ , an Illinois Limited Liability Company

(L.L.C.), and that the following persons are all of the members of the said L.L.C.:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

By: _____, Manager

Subscribed and Sworn before me this _____ day of

_____, 20 _____.

_____
Notary Public

OWNERSHIP DISCLOSURE FORM
PARTNERSHIPS

STATE OF ILLINOIS)
) SS.
KANE COUNTY)

I, _____, being first duly sworn on oath depose and say that I am a General Partner

of _____, an Illinois (General) (Limited) Partnership

and that the following persons are all of the partners thereof:

_____ (General)(Limited) Partner

_____ (General)(Limited) Partner

_____ (General)(Limited) Partner

_____ (General)(Limited) Partner

_____ (General)(Limited) Partner

_____ (General)(Limited) Partner

By: _____ (General)(Limited) Partner

Subscribed and Sworn before me this _____ day of

_____, 20 _____.

_____
Notary Public

CITY OF ST. CHARLES
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984

DEPARTMENT: COMMUNITY DEVELOPMENT/PLANNING PHONE: (630) 377-4443 FAX: (630) 377-4062

FILING FEES FOR APPLICATIONS AND PLANS

Developments within corporate limits

- Annexation of Property: $1,000.00
- Annexation Agreement: $2,000.00
- General (Text) Amendment: $500.00
- Zoning Map Amendments: $750.00
- Special Use and Amendment to Special Use: $1,000.00
- Special Use as a Planned Unit Development (PUD): $2,000.00
- Site Plan Review (O-R Districts): $1,000.00
- Subdivision Concept Plan: No fee
- Preliminary Plan of Subdivision (not a PUD): $2,500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (of a parcel less than 3 acres): $1,000.00
- Subdivision Final Engineering Plans: $1,500.00
- Subdivision Final Plat: $500.00
- PUD Concept Plan: No fee
- PUD Preliminary Plan: $3,000.00
- PUD Final Engineering Plan: $2,000.00
- PUD Final Plat: $500.00

Developments outside corporate limits (within 1 ½ mile jurisdiction)

- Concept Plan (Review of County application): No fee
- Preliminary Plan of Subdivision, 5 or more lots, with new public road construction: $ 1, 500.00
- Preliminary Plan of Subdivision, 1 to 4 lots, with new public road construction: $ 500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (1 to 4 lots, no new public road construction): No fee
- Subdivision Final Plat: $ 500.00

Reimbursement for Miscellaneous Expenses: The applicant shall reimburse the City for miscellaneous costs incurred relative to any application including but not limited to: Publication of legal notices, Court reporter and transcript fees, Mailing (postage) costs, Recording fees.

Reimbursement for City Staff Review: Applicants are required to reimburse the City for the cost of Engineering review time. An invoice for these costs is sent to the responsible party as indicated on the application form. See Paragraphs 16.12.270 and 16.12.280 of Title 16, "Subdivisions and Land Improvements" and/or Paragraphs 17.12.090 and 17.12.100 of Title 17, "Zoning" for specifics.

Reimbursement for Professional Services: Applicants are required to reimburse the City for the cost of the following:

1. Fees for landscape architect's and planning consultant's review and consultation in connection with review of the petition or application, and inspection of construction, including meetings and associated tasks.
2. Fees for traffic analysis performed by a member of the Institute of Transportation Engineers and approved by the City Engineer, when such traffic analysis is requested by the City.
3. Fees for city attorney's review and negotiations in connection with the petition or application.
4. Fees for professional engineering consultant's review of plans and documents and construction inspection including meetings and associated tasks.

Payment: Filing fees are payable at the time of filing the application or petition. Reimbursement fees are due within 30 days of invoicing.

CITY OF ST. CHARLES, ILLINOIS – SCHEDULED MEETING DATES

Plan Commission	Planning & Development Committee	City Council
	2004*	
1/06	1/12	1/05
1/20		1/19
2/03	2/09	2/02
2/17		2/16
3/02	3/08	3/01
3/16		3/15
4/06	4/12	4/05
4/20		4/19
5/04	5/10	5/03
5/18		5/17
6/08	6/14	6/07
6/22		6/21
7/06	7/12	7/06(Tue)
7/20		7/19
8/03	8/09	8/02
8/17		8/16
9/07	9/13	9/07 (Tue.)
9/21		9/20
10/05	10/11	10/04
10/19		10/18
11/02	11/08	11/01
11/16		11/15
12/07	12/13	12/06
(no 2nd meeting in December)		12/20
	2005*	
1/04	1/10	1/03
1/18		1/17
2/08	2/14	2/07
2/22		2/21
3/08	3/14	3/07
3/22		3/21

* These dates conform to the regular meeting schedule. However, meetings may be rescheduled. Please check with the Planning Division to confirm a specific meeting date.

We will review submittals for completeness prior to establishing a meeting or public hearing date for an application. Please contact the Planning Division at 377-4443 if you have any questions.