

CITY OF BELVIDERE

Community Development



401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 P. 815-547-7177 F. 815-547-0789

APPLICATION FOR PLAT OF SUBDIVISION APPROVAL

If you have any questions about this application, please call the Community Development Department at (815) 547-7177.

NOTE: Applications can be filed at anytime. Applications will not be processed until all of the required information has been submitted. See the attached schedule of meeting dates and deadlines for submittals.

The staff only accepts paper copies of the plat with the application for processing. The original plat (illustrated on mylar, vellum or some other reproducible material) remains with the applicant or surveying firm until time to record.

Plats shall be prepared in accordance with the City of Belvidere Subdivision Code, updated as of February 8, 2008. After the final plat is approved by the City Council, the applicant has a sixty (60) day deadline to record the plat with the County Recorder.

To obtain the municipal signatures, the applicant is advised to deliver the original plat as soon as possible after City Council approval and the non-municipal signatures are in place, to the City Clerk's office. Include your name and daytime phone number. The City Clerk contacts the municipal representatives for signatures and the applicant is notified when completed. **The applicant must then pick up the signed plat and have paper copies made.** The copies with the original plat must be delivered to the County Recorder for recording.

Attached to this instruction sheet are the names, addresses, and telephone numbers of the agencies shown on the plat requiring signatures.

City of Belvidere

(Contact people concerning final plat approval signatures)

1. Commonwealth Edison Co.
Michael Fozio
123 Energy Avenue
Rockford, IL 61109
815-218-0807
Michael.fozio@comed.com
2. Frontier Communications
Kalin Hinshaw
112 W. Elm St.
Sycamore, IL 60178
815-895-1515
Kalin.hinshaw@ftr.com
3. Nicor Gas
Matt Erickson
300 W. Terra Cotta Ave.
Crystal Lake, IL 60014
630-388-2969 (office)
630-983-8725 (fax)
mericks@aglresources.com
4. Department of Public Works
401 Whitney Blvd. Suite 200
Belvidere, IL 61008
815-544-9256
5. Mayor and City Clerk
401 Whitney Blvd. Suite 100
Belvidere, IL 61008
815-544-2612
6. Comcast
Michael Owens
4450 Kishwaukee St.
Rockford, IL 61109
224-229-3037

CITY OF BELVIDERE

Community Development



401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 P. 815-547-7177 F. 815-547-0789

APPLICATION FOR PLAT OF SUBDIVISION APPROVAL

FOR OFFICE USE ONLY Preliminary Final Replat

Case Number Filing Date Zone District PZC Date BPZ Date CC Date CC Date

PLEASE PRINT IN BLACK INK OR TYPE

1) Applicant Name: Mailing Address: Daytime Phone: Fax: Email: Zip:

2) Property Owner Name: Mailing Address: Daytime Phone: Fax: Zip:

3) Surveyor/Engineer Name: Mailing Address: Daytime Phone: Fax: Zip:

4) Attorney Name: Mailing Address: Daytime Phone: Fax: Zip:

5) Contact Person (if different from Applicant): In order to reduce confusion, the staff requests one contact person be designated to discuss issues concerning this petition. Name: Mailing Address: Daytime Phone: Fax: Email: Zip:

6) Proposed Name of Subdivision: _____

7) Property Location: _____

Parcel Identification Number: _____ Section: _____ Twp: _____
Range: _____ Other (attached) _____ Twp. Name: _____

8) Proposed Use(s): _____ Present Zoning: _____
Proposed Zoning: _____ # of Lots: _____ Area of Parcel: _____

9) Are you proposing deed restrictions? _____ Yes _____ No If yes, please attach copy.

10) For residential subdivisions, indicate total number of proposed:

Single-Family: _____ Two-Family: _____ Multi-Family: _____
Indicate total dwelling units of all Multi-Family : _____

11) Your proposed single-family, multi-family, or mobile home plat must comply with the Land/Cash Ordinance adopted by Belvidere / Boone County. Please indicate when you plan to pay the required fee.

_____ At time of final plat approval.

_____ At time of securing building permit for each residential unit. (Applicant must sign "Exhibit B, Agreement", attached to this application)

12) What type of sewage disposal do you propose? _____

13) List all proposed improvements and utilities. State your intention to install or post a guarantee prior to actual installation.

	Improvement	Installation	Guarantee
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

14) List other materials submitted with this application.

	Item	Number
a.	_____	_____
b.	_____	_____
c.	_____	_____

NOTE: The "Endangered Species Act" entitles the Illinois Department of Natural Resources (IDNR) to review all platting applications for their impact on endangered or protected species. Illinois law allows thirty (30) days for their response. The Applicant is responsible for contacting the IDNR, via the EcoCAT website at DNR.EcoCAT@illinois.gov.

The "National Historic Preservation Act" entitles the Illinois Historic Preservation Agency to review all platting applications for their impact on cultural or historical resources if the proposed development involves State or Federal funding. Illinois law allows thirty (30) days for their response. The applicant is responsible for contacting the Illinois Historic Preservation Agency at (1-217-782-4836).

DECLARATION

I, the applicant, of the above legally described property on which the plat of subdivision is proposed, has provided answers to the questions herein that are true to the best of my knowledge. I have been granted permission by the property owner(s) of the above legally described property to apply for a plat of subdivision on said property.

By virtue of my application for a plat of subdivision, I do hereby declare that the appropriate appointed and elected officials responsible for the review of my application are given permission to visit and inspect the property proposed for plat of subdivision in order to determine the suitability of the request.

Applicant Signature: _____ Date Signed: _____

Owner(s) Signature: _____ Date Signed: _____

_____ Date Signed: _____

STAFF SIGNATURE: _____ Date Signed: _____

Filing Fee - Amount Paid: _____ Check Number: _____

FILING PROCEDURE

- A. This form, ten (10) full size copies, and one (1) 11" x 17" copy of each page of the plat shall be filed with this application. Reduction must be readable. All plats must be filed in the Community Development Department at the time of application submittal.
- B. Submit this form and supporting information accompanied by an application fee (make check payable to the **City of Belvidere**). See the attached fee schedule.
- C. Applicants must appear before the Belvidere Planning & Zoning Commission, Building, Planning and Zoning Committee, and the Belvidere City Council for preliminary plats.
- D. For final plats, applicants must appear before the Building, Planning & Zoning Committee, and the City Council.

Additional fees for plats with public improvements.

-Preliminary plat submittals require an Engineering Review fee based on the following:

1 - 5 lots: \$375 flat fee

6 or more lots: \$75/lot

-Final plat submittals require a 3% inspection fee paid prior to the approval and release of the construction plans by the Director of Public Works. The inspection fee is based on the public improvement construction estimate.

Checks for *subdivision filing fees* for city plats are to be made out to the **City of Belvidere** and shall be submitted to the Community Development Department. Checks for *City Engineering Review fees* are to be made out to the *City of Belvidere* and shall be submitted to the Public Works Department.

Community Development Department

CITY FEES

*Per Ordinance Number 153H

Annexation: \$500

Zoning Change:

RH: \$600 + \$75/acre (or portion thereof)
SR-3, SR-4, SR-6, TR-7, \$600 + \$75/acre "
MR-8S, & MR-8L: \$600 + \$75/acre "
CB, GB, PB, NB, NO, & PO: \$700 + \$75/acre "
GI, PI, HI, & I: \$700 + \$75/acre "

Planned Community Development (Special Use): \$700 plus subdivision plat fees, if applicable.

Subdivision Plat:

	<u>Preliminary</u>	<u>Final</u>	<u>Replat</u>
Residential:	\$500 + \$75/lot	\$500 + \$75/lot	\$500 + \$75/lot
Commercial & Industrial:	\$600 + \$75/lot	\$600 + \$75/lot	\$600 + \$75/lot

**Final Plat Reinstatement/
Extension Fee:** \$50% of Initial Fee

Special Use: \$500 when accessory to an established primary use
\$700 when establishing a primary use

Variation: \$350

Text Amendment: \$500

**Comprehensive Plan
Text or Map Amendment:** \$350

Appeal: \$250

Zoning Verification Letter: \$25 per lot.

City of Belvidere - Land / Cash Fees for residential annexations after May 1, 2006
 (and some previous annexations without Schedule B)

Type of Unit	Per Ordinance 609G passed 3/15/04		Resolution 916-2006 1/17/2006		Ordinance #440G 10/17/2001	Total
	Belvidere Township Park District	Boone County Conservation District	City of Belvidere	Ida Public Library		
Detached - Single Family						
2 bedroom	739.20	501.02	1,532.49	80.00	4,365.46	
3 bedroom	2,903.20	720.11	1,532.49	80.00	7,410.05	
4 bedroom	4,094.86	934.98	1,532.49	80.00	9,465.33	
5 bedroom	3,776.00	936.47	1,532.49	80.00	9,152.46	
Attached - Single family						
1 bedroom	251.20	296.34	1,532.49	80.00	3,054.78	
2 bedroom	686.40	494.32	1,532.49	80.00	4,285.71	
3 bedroom	1,311.20	594.17	1,532.49	80.00	5,311.86	
4 bedroom	2,615.20	781.22	1,532.49	80.00	7,367.66	
Apartments						
Efficiency	16.00	436.69	1,532.49	80.00	3,383.68	
1 bedroom	16.00	436.69	1,532.49	80.00	3,383.68	
2 bedroom	700.80	475.44	1,532.49	80.00	4,224.23	
3 bedroom	1,901.60	758.37	1,532.49	80.00	6,562.21	
Mobile Home Park						
1 / 2 bedroom	358.94	124.89	1,532.49	80.00	2,876.77	
3 / 4 bedroom	685.65	150.12	1,532.49	80.00	3,386.37	

DATE: March 15, 2002
TO: All Applicants submitting Plats of Subdivision for Approval
FROM: Community Development Staff
RE: Signature Block to be added to Plats of Subdivision

According to Illinois State Statutes, when an owner is required to file a plat of subdivision he/she shall submit simultaneously with the plat of subdivision a notarized statement indicating, to the best of the owner's knowledge, the school district in which each tract, parcel, lot, or block lies.

Pursuant to Illinois State Statutes, planning staff recommends that the following signature block be added to all plats of subdivision.

SCHOOL DISTRICT CERTIFICATE

STATE OF ILLINOIS)
) SS
COUNTY OF BOONE)

I (We) hereby certify that the property herein described in the surveyor's certificate, to the best of my knowledge, is located within the boundaries of School District No. _____ in Boone County, Illinois.

Dated this day of _____, 20_____.

Property Owner(s)

DATE: November 15, 1996
TO: All Applicants Submitting Final Plats for Approval
FROM: Community Development Staff
RE: Easement Statements to be Added to Final Plats

NICOR has requested that the following easement statement be placed on all final plats:

An easement is hereby reserved for and granted to, Nicor Gas, its successors and assigns ("NICOR") to install, operate, maintain, repair, replace and remove, facilities used in connection with the transmission and distribution of natural gas in, over, under, across, along and upon the surface of the property shown on this plat marked "Easement", "Common Area or Areas" and streets and alleys, whether public or private, and the property designated in the Declaration of Condominium and/or on this plats "Common Elements," together with the right to install required service connections over and under the surface of each lot and Common Area or Areas to serve improvements thereon, or on adjacent lots, and Common Area or Areas, and to serve the property, adjacent or otherwise, and the right to remove obstructions, including but not limited to, trees, bushes, roots and fences, as may be reasonably required incident to the rights herein given, and the right to enter upon the property for all such purposes. Obstruction shall not be placed over NICOR facilities or in, upon or over the property identified on this plat for utility purposed without the prior written consent of NICOR. After installation of any such facilities, the grade of the property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have that meaning set forth for such term in Section 605/2(e) of the "Condominium Property Act" (Illinois Compiled Statutes, Ch.765, Sec, 605/2(e)), as amended from time to time.

The term "Common Area or Areas" is defined as a lot, parcel or area of real property, including real property surfaced with interior driveways and walkways, the beneficial use and enjoyment of which is reserved in whole as a appurtenance to the separately owned lots, parcels or areas within the property, even though such areas may be designated on this plat by other terms.

Other utility companies serving the area where your subdivision is located have similar requests.

Please contact each of the utility companies who will serve your subdivision to determine which statements they will require added to your plat.

DATE: January 7, 1998
TO: All Applicants Submitting Final Plats for Approval
FROM: Community Development Staff
RE: Easement Statements to be Added to Final Plats

Commonwealth Edison Company has requested that the following statement be placed on all final plats:

EASEMENT PROVISIONS

An easement for serving the subdivision and other property with electric and communications service is hereby reserved for and granted to

Commonwealth Edison Company
and

Telephone Company, Grantees,

their respective successors and assigns, jointly and severally, to install, operate, maintain and remove, from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and sounds and signals in, over, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "Easement", the property designated in the Declaration of Condominium and/or on this plat as "Common Elements", and the property designated on the plat as a "Common area or areas", and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon, or an adjacent lots, and common area or areas, the right to cut, trim or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over grantees' facilities or in, upon or over the property within the dotted lines marked "Easement" without the prior written consent of grantees. After installation of any such facilities, the grade of the subdivided property shall not altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have the meaning set forth for such term in the "*Condominium Property Act*", Chapter 765 ILCS 605/2(e), as amended from time to time.

The term "common area or areas" is defined as a lot, parcel or area of real property, the beneficial use and enjoyment of which is reserved in whole as an appurtenance to the separately owned lots, parcels or areas within the planned development, even though such be otherwise designated on the plat by terms such as, "outlots", "common elements", "open space", "open area", "common ground", "parking and common area". The terms "common area or areas" and "Common Elements" includes real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District, or structures such as a pool or retention pond, or mechanical equipment.

Relocation of facilities will be done by Grantees ant cost of Grantor/Lot Owner, upon written request.

Other utility companies serving the area where your subdivision is located have similar requests.

Please contact each of the utility companies who will serve your subdivision to determine which statements they will require added to your plat.

EXHIBIT B **AGREEMENT**

The City of Belvidere (the "City") and _____
("Developer") agree as follows:

1. The City has approved or will approve a final plat of subdivision or a final plat of a planned development at the request of developer for the real estate legally described in Exhibit I attached hereto and made a part hereof (the "Land"). Accordingly, pursuant to the City's Subdivision Code, certain cash contributions for park, recreation, conservation, and school lands are immediately due the Developer.
2. Developer has, however, requested that the payment of the aforesaid cash contributions be delayed and that the same become due and payable on a per housing unit basis at time the City issues a building permit for the particular housing unit.
3. In consideration for the City agreeing to delay its receipt of the cash contributions in accordance with Paragraph 2 above, Developer hereby agrees as follows:
 - a. The amount of cash contributions owed shall be calculated based upon Ordinance No. 609G or as provided for in such other future ordinance amending or replacing Ordinance No. 609G which is in effect at the time of the issuance of a building permit: and
 - b. Notwithstanding any present or future law, regulation and/or legal precedent to the contrary, the unit of local government that is the ultimate recipient of the subject cash contributions may expend such contributions for any of the following purposes intended to serve immediate or future needs of the residents and children of the Developer's subdivision or planned unit development: (1) for the acquisition of land; (2) for site improvements such as, by way of example, streets, curbs, gutters, storm water control, and utility extensions; (3) for construction of capital facilities, including, by way of example, new buildings and structures, and the expansion or enhancement of existing buildings and structures; (4) for so-called soft costs directly related to the foregoing items (2) or (3) such as architectural and engineering costs; (5) for any other public purpose.
4. Developer further agrees, as consideration for deferring payment of the fees identified in this agreement, not to challenge such fees as they now exist or amended in the future, including, but not limited to, any court or other action or claim challenging the validity, or amount, or use of such fees.
5. This Agreement constitutes a covenant that is appurtenant to and runs with the Land. Either this Agreement or a memorandum thereof may be recorded against legal title to the Land by either party hereto; provided, however, it shall be a condition of the City's issuance of the first building permit for a

housing unit on the Land that the Developer shall provide satisfactory evidence to the City that this Agreement or a memorandum thereof has been recorded against legal title to the Land.

6. Developer represents and warrants to the City that it is the sole holder of record fee title to the Land.

IN WITNESS THEREOF, the City and the Developer have caused this Agreement to be duly authorized, executed and entered into as of the ____ day of _____, 200__.

City of Belvidere
By Mayor

Developer

City Clerk

Boone County Soil and Water Conservation District
(815)-544-2677

FOR OFFICE USE ONLY	SWCD Application No.:
Meets technical standards _____	Does not meet technical standards _____
Date Application received: _____	Date all Information received: _____
Reviewed by: _____	
Fee Paid: _____	Check No.: _____

	APPLICANT (Owner/Developer)	Erosion Control Consultant/Engineer
Name		
Address		
City/State/Zip		
Phone		
Relationship to project		

Job site contact person: _____

Contact person phone number: (____) - ____ - ____ Fax number: (____) - ____ - ____

Village/Municipal contact person: _____ Phone # (____) - ____ - ____

Township, range, & section: _____

Proposed land use: _____ Acreage of development: _____

Army Corps application number: _____

Pre-construction meeting date (if known): _____ Construction start date: _____

Total number of phases _____ Phase number _____

The applicant agrees to the following conditions:

1. Submit all required information listed on the following page for each phase of development, regarding the soil erosion and sediment control (SE/SC) plan.
2. Upon submittal of this application, pay the applicable fee, based on the attached fee schedule, in accordance with total acres of disturbance to the original topography and/or vegetation.
3. Notify representatives from the Boone County Soil and Water Conservation District (SWCD), Natural Resources Conservation Service, (NRCS) or the Army Corps of Engineers District of the pre-construction meeting to review implementation of the SE/SC plan.
4. Allow a Boone County SWCD, NRCS or Army Corps of Engineers District representative the right to conduct on-site investigations throughout all active construction phases to determine whether all necessary SE/SC practices have been installed and are functioning properly.
5. Upon commencement of earthwork or construction, document SE/SC site inspections with all information being accurate and complete.
6. Comply with the Boone County SWCD's written and verbal recommendations regarding:
 - A. The SE/SC plan and corrections or changes made thereto.
 - B. Installation and maintenance requirements of the SE/SC practices on-site.
7. If any changes occur to the plans, schedules, etc., the applicant shall be responsible for notifying the Boone County Soil and Water Conservation District.

Upon receipt of all required information, the SE/SC plan will be reviewed within 15 working days and all involved parties will be notified whether or not the plan meets technical standards.

Applicant's Signature: _____ **Date:** _____

FEE SCHEDULE

Fee is based on number of acres developed

Base Fee: \$75 (One acre or less)

*Round acres to nearest whole number 160+ acres = 3\$ for each additional acre

		Erosion and Sediment Control Program Fee Schedule		Erosion and Sediment Control Program Fee Schedule		Erosion and Sediment Control Program Fee Schedule		Erosion and Sediment Control Program Fee Schedule							
Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee						
1	75	21	820	41	1785	61	2085	81	2380	101	2580	121	2775	141	2875
2	90	22	870	42	1800	62	2100	82	2390	102	2590	122	2780	142	2880
3	105	23	920	43	1815	63	2115	83	2400	103	2600	123	2785	143	2885
4	120	24	970	44	1830	64	2130	84	2410	104	2610	124	2790	144	2890
5	135	25	1020	45	1845	65	2145	85	2420	105	2620	125	2795	145	2895
6	160	26	1070	46	1860	66	2160	86	2430	106	2630	126	2800	146	2900
7	185	27	1120	47	1875	67	2175	87	2440	107	2640	127	2805	147	2905
8	210	28	1170	48	1890	68	2190	88	2450	108	2650	128	2810	148	2910
9	240	29	1220	49	1905	69	2205	89	2460	109	2660	129	2815	149	2915
10	270	30	1270	50	1920	70	2220	90	2470	110	2670	130	2820	150	2920
11	320	31	1320	51	1935	71	2235	91	2480	111	2680	131	2825	151	2925
12	370	32	1370	52	1950	72	2250	92	2490	112	2690	132	2830	152	2930
13	420	33	1420	53	1965	73	2265	93	2500	113	2700	133	2835	153	2935
14	470	34	1470	54	1980	74	2280	94	2510	114	2710	134	2840	154	2940
15	520	35	1520	55	1995	75	2295	95	2520	115	2720	135	2845	155	2945
16	570	36	1570	56	2010	76	2310	96	2530	116	2730	136	2850	156	2950
17	620	37	1620	57	2025	77	2325	97	2540	117	2740	137	2855	157	2955
18	670	38	1670	58	2040	78	2340	98	2550	118	2750	138	2860	158	2960
19	720	39	1720	59	2055	79	2355	99	2560	119	2760	139	2865	159	2965
20	770	40	1770	60	2070	80	2370	100	2570	120	2770	140	2870	160	2970

SEND REQUIRED INFORMATION WITH FEE PAYABLE TO:

Boone County Soil and Water Conservation District
P.O. Box 218.
Belvidere, IL 61008

Hours: M-F 8:00 a.m. - 4:30 p.m.
Phone: 815/544/2677
Fax: 815/544/4281
E-mail: bcswcd@sltic.com

This review will be issued on a non-discriminatory basis without regard to race, color, religion, national origin, age gender, handicap or marital status. The Boone County Soil and Water Conservation District is a nonprofit organization.

Site Plan Checklist

The soil erosion and sediment control plan cannot be reviewed until all of the following information is submitted for each upcoming active construction phase:

1. Existing site conditions and natural resources present, including:

- Site boundaries and adjacent lands which accurately identify site location.
- Buildings, roads and utilities.
- Topography, vegetation, drainage patterns, subwatershed delineation, critical erosion areas, and any subsurface drainage tiles.
- Wetland and floodplain delineation.
- Location and identification of soil types.
- Adjacent areas that affect or are affecting the project site, e.g. drainage onto or through the site affecting wetlands, streams, lakes, and drainage areas downstream.
- Vicinity map.
- Show areas where trees and vegetation are to be preserved.
- Map legend, including north arrow and scale on all materials submitted.

2. Final site conditions, including:

- An accurate depiction of post-construction appearance, e.g. roads, buildings, open space.
- Locations, dimensions, cross sections and elevations of all (temporary and permanent) stormwater management facilities (including sediment basins), plus inlet and outlet locations.
- Surface flow direction, including sheet flow and concentrated flow direction.
- Post-construction topography, final contours should be easily distinguished (2 foot contour is preferred) including subwatershed delineations.

3. A complete soil erosion and sediment control plan, including:

- Location and detailed drawings of all permanent and temporary soil erosion and sediment control practices.
- A schedule outlining the installation of the practices with the responsible parties identified.
- Inspection, and maintenance schedules with responsible parties identified.
- Seeding information: rates, species, dates, fertilization, temporary or permanent.
- Location and dimension of all temporary soil and aggregate stockpiles.

4. Locations, dimension & phase timeline of all land disturbing activities, including:

- Designate construction limits, areas that will be disturbed and areas of wetland fill.
- Describe grading and building schedule and phasing timeline.

Narrative Checklist

The soil erosion and sediment control plan cannot be reviewed until all of the following information is submitted for each upcoming active construction phase:

- _____ **Project description** - Briefly describes the nature and purpose of the land disturbing activity, and the area (acres) to be disturbed.
- _____ **Existing site conditions**- A description of the existing topography , vegetation, drainageways, subsurface drain tile, buildings, roads and utilities.
- _____ **Adjacent areas**- A description of neighboring areas such as streams, lakes, residential areas, roads, etc. which might be affected by the land disturbance. Describe any adjacent or neighboring activities that may affect the soil erosion and sediment control plan.
- _____ **Off-site areas**- Will any other areas be disturbed? Describe any off-site land disturbing activities.
- _____ **Soils**- Provide a brief description of the soils on the site at the exposed soil horizon such as soil name, mapping unit, erodibility, permeability, texture, structure and depth to seasonal high groundwater. (this information is available from the local Soil and Water Conservation District).
- _____ **Critical areas**- A description of areas on the site which have potentially serious problems, e.g. steep or long slopes, channels, intermittent streams, and side hill seeps.
- _____ **Soil erosion and sediment control measures**- A description of the methods which will be used to control erosion and sedimentation on the site. Control methods should meet the standards in section 4 of the Illinois Urban Manual.
- _____ **Permanent stabilization**- A brief description including specifications of how the site will be stabilized after construction is completed.
- _____ **Stormwater runoff calculations**- Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause soil erosion or channel degradation downstream? Describe the strategy to control stormwater runoff.
- _____ **Calculations**- Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc.. Include pre and post-development runoff.
- _____ **Detail drawings**- Include detail drawings form the Illinois Urban Manual. Any structural practices used that are not referenced to the Illinois Urban Manual or local handbooks should be explained and illustrated with detail drawings.
- _____ **Maintenance** - Provide a schedule of maintenance for all temporary and permanent erosion and sediment control practices to ensure that they perform properly. Identify the parties responsible for maintenance.

Natural Resource Information Report

Boone County Soil and Water Conservation District
211 North Appleton Road, Belvidere, Illinois 61008-1983
815-544-2677 Ext. 3

Owner's Name: _____

Address: _____

Petitioner's Name: _____

Address: _____

Contact Information:

Phone Number(s): () _____

E-Mail Address: _____

If a letter, would you like a copy for your records? **Yes** or **No**

We will send copies via e-mail unless specifically told to mail.

Note: If a report is required the applicant will receive a copy, in addition to the applicant's legal representation, if applicable.

Type of Request:

Change in Zoning from _____ to _____

Subdivision- Attach proposed plat, if available.

Variance (Explain Type) _____

Other (Describe) _____

Legal Description Attached: Yes or No .

If yes, Section _____ and Township _____. Note: Please include a map outlining the exact boundaries of the parcel.

If no, please list the address of the property for the proposed request:

Street/Road Address

Village, Town, or City

Parcel Identification Number(s), if known

Total Acres

Natural Resource Information Fee Schedule

0-5 Acres	\$400.00
5 or more Acres	\$400.00 plus \$20.00 per acre for each acre over five acres
Letter/No Report	\$75.00

Note: Unfortunately, we do not accept credit or debit cards at this time. Before the report or letter can be started a payment must be received in full. We are sorry for any inconveniences.

Checks payable to:

Boone County SWCD
211 North Appleton Road
Belvidere, IL 61008-1983

I (We) understand the filling of this application allows an authorized representative of the Boone County Soil & Water Conservation District to visit and conduct any necessary on-site investigations on the site described above. Completion of this report may require 30 days as allowed under State Law.

Petitioner's Name Printed

Petitioner's Name Signed

Date of Request

Approved by the Soil & Water Conservation District Board

Date of Approval

This report is issued as a guide in making land use decisions and does not preclude further refinement of soil type boundary lines during more detailed on-site investigations. Interpretations are based on criteria established by the National Soils Handbook (USDA-Natural Resources Conservation Service) and are subject to change by this office and appropriate agencies.

**CITY OF BELVIDERE
PRELIMINARY PLATS**

2016 CALENDAR YEAR MEETING DATES

APPLICATION DEADLINE	PLANNING & ZONING COMMISSION	CITY COUNCIL 1ST READING	CITY COUNCIL 2ND READING
December 13, 2016	January 10	* January 16	February 6
January 10	February 14	February 20	March 6
February 14	March 14	March 20	April 3
March 14	April 11	April 17	May 1
April 11	May 9	May 15	June 5
May 9	June 13	June 19	July 3
June 13	July 11	July 17	August 7
July 11	*August 8	August 21	September 4
*August 8	September 12	September 18	October 2
September 12	October 10	October 16	November 6
October 10	November 14	November 20	December 4
November 14	December 12	December 18	January 2, 2018
December 12	January 9, 2018	January 15, 2018	February 5, 2018

Applications will not be processed until all required information is submitted

* date may change due to holiday

**CITY OF BELVIDERE
- FINAL PLATS -**

2017 CALENDAR YEAR MEETING DATES

APPLICATION DEADLINE	PLANNING AND ZONING COMMISSION	CITY COUNCIL 1ST READING	CITY COUNCIL 2ND READING
December 13,2016	January 10	*January 16	February 6
January 10	February 14	February 20	March 6
February 14	March 14	March 20	April 3
March 14	April 11	April 17	May 1
April 11	May 9	May 15	June 5
May 9	June 13	June 19	July 3
June 13	July 11	July 17	August 7
July 11	*August 8	August 21	September 4
*August 8	September 12	September 18	October 2
September 12	October 10	October 16	November 6
October 10	November 14	November 20	December 4
November 14	December 12	December 18	January 2, 2018
December 12	January 9, 2018	January 15, 2018	February 5, 2018

Applications will not be processed until all required information is submitted

*date may change due to holiday