



and Your Zoning Request

Bureau County Soil and Water Conservation District
312 East Backbone Road, Suite A
Princeton, IL 61356
(815)875-8732 ext. 3



BUREAU COUNTY SOIL AND WATER CONSERVATION DISTRICT

312 East Backbone Road, Suite A - Princeton, Illinois 61356-9685

Phone (815) 875-8732 - Fax (815) 872-1365

Dear Applicant,

Due to recent budget cuts, the Bureau County Soil and Water Conservation District began charging a fee for providing Natural Resource Information (NRI) reports for your Zoning requests. This act became effective **January 1, 2003**, and will enable the District to recover our time and expense that is involved with reviewing zoning changes.

Here is how it works... Please complete the attached *Natural Resource Information Report Request Form* and deliver it to the Bureau County Soil and Water Conservation District along with the necessary items to submit. Please complete the form fully, for the District will not be able to process the application until all of the necessary information is received. In some cases, a full NRI report will not be necessary and a letter of review will suffice. SWCD staff will decide what the payment will be when the application is delivered to our office. Please make checks payable to the *Bureau County SWCD*. Please see the fee schedule that is included on the Request Form.

The NRI Report is a requirement of Section 22.02a of the Illinois Soil and Water Conservation District Act. This Illinois Public Law provides for the District to work with local zoning boards, county, and municipal governments to protect the natural resource base of property when there is a change in the zoning ordinance. Section 22.02a states:

“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 variance. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from that municipality or county’s zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition of 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 future action.”

Your local SWCD would appreciate your assistance and cooperation in following the guidelines set forth by the Illinois General Assembly. Any questions or comments should be directed to the Bureau County SWCD at the address above.

Sincerely,

Mark Miller,
Chairman

*Conservation-Development-Self-Government
The Bureau County SWCD is an Equal Opportunity Provider and Employer.*

SECTION 22.02a of the Illinois Soil and Water Conservation District Act (Ill. Compiled Statutes, Ch.70, Par.405/1 et seq.)

Questions and Answers about....

Q. What is the purpose of Section 22.02a?

- a. The purpose of this section is to make certain that all limitations are known to the local governmental unit that will be called upon to review subdivision development plans and zoning changes.
- b. Natural resource information supplied by the District under Section 22.02a will assist county and municipal governments in the local land use decision making process.

Q. When should natural resource information be made available?

- a. The information shall be made available to municipal or county governments in the administration of subdivision ordinances and zoning ordinances.
- b. The information shall be made available upon receipt of a written request from the person who petitions any municipality or county department in the district for variation, amendment, or other relief from that municipal or county zoning ordinance.
- c. The information shall be made available to the appropriate county department or municipality upon receipt of a petition to subdivide vacant or agricultural lands.
- d. In non-zoned counties, districts have the responsibility to prepare natural resource reports where any municipality has chosen to zone within 1 ½ mile of its corporate limits.
- e. Municipalities can require compliance with its subdivision ordinance outside the municipal boundaries provided an adopted municipal comprehensive plan is filed with the county record of deeds.

Therefore, in counties without zoning or without a subdivision ordinance, districts still have a responsibility to prepare natural resource reports where SWCD jurisdiction coincides with municipal zoning and subdivision ordinance jurisdiction.

Q. Is there a penalty for not requesting a natural resource inventory report?

- a. Even though the proper unit of municipal or county government is REQUIRED by law to request the opinion of the district on petitions for zoning changes and proposals to subdivide vacant or agricultural lands, there are not penalties in the Illinois statutes “which can be applied for failure to furnish petitions, since the SWCD law does not prescribe any.”
- b. According to a December 11, 1973, Attorney General Opinion, local governing bodies are “without jurisdiction to take final action until it has received the opinion of the soil and water conservation district....”

Q. How long does the SWCD have to issue its written opinion concerning a petition to the appropriate county department or municipality?

- a. The SWCD has not more than 30 days from the time of receipt of the petition to issue its written opinion to the proper governmental unit. The SWCD will make certain that all information it needs to complete the natural resource report is clear and complete.

Q. Is the District required to furnish the petitioner with a copy of the opinion and natural resource inventory gathered on his tract of land?

- a. According to the Illinois Revised Statutes, the districts do not have to supply the petitioner with this information, but may do so if the district board desires.

Contact your local Soil and Water Conservation District for more information on how the 22.02a/Natural Resource Inventory Reports can HELP you in land use planning efforts.

NATURAL RESOURCE INFORMATION REPORT REQUEST
BUREAU COUNTY SOIL AND WATER CONSERVATION DISTRICT

| | | | |
|---|-----------------------|-----------------|---|
| FOR OFFICE USE ONLY | Application No. _____ | | |
| Date Application Rec'd: _____ Date All Info Rec'd: _____ SWCD Board Mtg Review: _____ | | | |
| Fee Due: _____ | Fee Paid: _____ | Check No: _____ | Make check payable to: Bureau Co. SWCD |

Applicant's Name: _____
Address: _____ Phone: _____

PROPERTY INFORMATION:

Property Size: _____ acres Proposed Request Affects: (circle one) all acres less than 5 acres (_____) acres
Proposed No. of Lots: _____ Proposed No. of Structures: _____ Number of Parcels: _____
Proposed Land Use (e.g., single family residences): _____
Existing Land Use (e.g., farmland): _____
Unit of Government Responsible: _____ Bureau County _____ City/Village of (_____)

REQUESTED ZONING/PLANNING CHANGE(S): (Check all applicable items)

_____ Variance _____ Conditional Use
_____ Subdivision _____ Rezone _____ to _____
_____ Annexation _____ Other _____

PROPOSED IMPROVEMENTS: (Check all applicable items)

| | | |
|--------------------------------|-------------------------------|------------------------|
| <u>Planned Structures:</u> | <u>Open Space:</u> | <u>Water Supply:</u> |
| _____ Dwellings w/o Basements | _____ Park/Playground Areas | _____ Individual Wells |
| _____ Dwellings with Basements | _____ Common Open Space Areas | _____ Community Water |
| _____ Commercial Buildings | _____ Conservancy Easements | |
| _____ Other _____ | _____ Other _____ | |

Wastewater Treatment:

_____ Septic System
_____ Sanitary Sewers
_____ Other _____

Stormwater Management:

_____ Drainage Ditches or Swales _____ Wet Detention Basin
_____ Storm Sewers _____ No Detention Facilities Proposed
_____ Dry Detention Basin _____ Other _____

EXISTING SITE CHARACTERISTICS: (Check all applicable items)

| | | | |
|---------------------------|------------------|----------------------|---------------------------------|
| _____ Ponds or Lakes | _____ Floodplain | _____ Woodland | _____ Drainage Tiles |
| _____ Perennial Stream | _____ Floodway | _____ Cropland | _____ Grassland/Prairie Remnant |
| _____ Intermittent Stream | _____ Wetland(s) | _____ Disturbed Land | _____ Wooded Fence Rows |

IMPEDIMENTS TO SITE VISIT:

Is advanced notice required: Yes No _____ Locked Fence
If yes, to whom? _____
(Name & Phone Number) _____ _____ Dog on Premises
_____ Other Hazardous Feature(s) _____

THIS APPLICATION WILL NOT BE ACCEPTED until all the following are submitted:

- Completed & signed request form, and correct application fee.
- Legal description and plat of survey including all dimensions of the property.
- Location map (Plat Map) which includes distances from major roadway and/or section lines.
- All available Site Development Plans (lot locations and dimensions).
- Zoning or Land Use Petition filed with unit of government

(The applicant is responsible for making sure all items, including the Request Form and Application Fee, get to the SWCD Office.)

IT IS SUGGESTED THAT THE FOLLOWING BE INCLUDED ALONG WITH A COMPLETED APPLICATION:

- Soil Erosion & Sedimentation Control Plan
- Soil Borings & Analysis Report
- Proposed Grading Elevations
- Tree Survey & Landscaping Plan
- Plat of Survey
- Wetland Delineation
- Stormwater Management Plan

SEND FORM & ALL OTHER REQUIRED MATERIALS, & MAKE FEE PAYABLE TO:

Bureau County Soil and Water Conservation District
 312 East Backbone Road
 Princeton, IL 61356
 Hours: M-F 8:00 a.m. - 4:30 p.m.
 Phone: (815) 875-8732 ext. 3, Fax: (815) 872-1365

DEADLINE FOR SUBMITTING APPLICATIONS:

The SWCD Board meets the 1st Tuesday of each month. NRI Requests/Zoning changes are reviewed and accepted at this meeting. The NRI application plus all other additional information (as requested above) needs to be in the office two weeks prior to the 1st Tuesday of each month. Please allow 30 days for inspection, evaluation, and processing.

It is understood that this request allows a District representative the right to conduct an onsite investigation of the parcel(s) described above. Furthermore, this report becomes public knowledge (Freedom of Information Act) once accepted by the SWCD Board of Directors. This report is a requirement of the Illinois Soil and Water Conservation Districts Act (Ill. Compiled Statutes, Ch. 70, Par. 405/22.02a).

Petitioner's Signature: _____ Date: _____, 20__

NRI Fee Schedule (effective: December 6, 2011)

Full Report: \$225.00 up to 5 acres and \$10.00 for each additional acre or part thereof.

Letter: \$75.00 up to 5 acres and \$10.00 for each additional acre or part thereof.

****Utility Fee Schedule****

Wind Turbine: \$300.00 for each wind turbine.

Each Utility: \$150.00 per each unless a full report is required (ie. Pipeline, Met towers, etc.)

Substations and Staging Areas will be charged an acreage fee as defined below.

| Acre | Letter Fee | Full Report Fee | Acre | Letter Fee | Full Report Fee | Acre | Letter Fee | Full Report Fee | Acre | Letter Fee | Full Report Fee | Acre | Letter Fee | Full Report Fee |
|------|------------|-----------------|------|------------|-----------------|------|------------|-----------------|------|------------|-----------------|------|------------|-----------------|
| 1 | 75 | 225 | 21 | 235 | 385 | 41 | 435 | 585 | 61 | 635 | 785 | 81 | 835 | 985 |
| 2 | 75 | 225 | 22 | 245 | 395 | 42 | 445 | 595 | 62 | 645 | 795 | 82 | 845 | 995 |
| 3 | 75 | 225 | 23 | 255 | 405 | 43 | 455 | 605 | 63 | 655 | 805 | 83 | 855 | 1005 |
| 4 | 75 | 225 | 24 | 265 | 415 | 44 | 465 | 615 | 64 | 665 | 815 | 84 | 865 | 1015 |
| 5 | 75 | 225 | 25 | 275 | 425 | 45 | 475 | 625 | 65 | 675 | 825 | 85 | 875 | 1025 |
| 6 | 85 | 235 | 26 | 285 | 435 | 46 | 485 | 635 | 66 | 685 | 835 | 86 | 885 | 1035 |
| 7 | 95 | 245 | 27 | 295 | 445 | 47 | 495 | 645 | 67 | 695 | 845 | 87 | 895 | 1045 |
| 8 | 105 | 255 | 28 | 305 | 455 | 48 | 505 | 655 | 68 | 705 | 855 | 88 | 905 | 1055 |
| 9 | 115 | 265 | 29 | 315 | 465 | 49 | 515 | 665 | 69 | 715 | 865 | 89 | 915 | 1065 |
| 10 | 125 | 275 | 30 | 325 | 475 | 50 | 525 | 675 | 70 | 725 | 875 | 90 | 925 | 1075 |
| 11 | 135 | 285 | 31 | 335 | 485 | 51 | 535 | 685 | 71 | 735 | 885 | 91 | 935 | 1085 |
| 12 | 145 | 295 | 32 | 345 | 495 | 52 | 545 | 695 | 72 | 745 | 895 | 92 | 945 | 1095 |
| 13 | 155 | 305 | 33 | 355 | 505 | 53 | 555 | 705 | 73 | 755 | 905 | 93 | 955 | 1105 |
| 14 | 165 | 315 | 34 | 365 | 515 | 54 | 565 | 715 | 74 | 765 | 915 | 94 | 965 | 1115 |
| 15 | 175 | 325 | 35 | 375 | 525 | 55 | 575 | 725 | 75 | 775 | 925 | 95 | 975 | 1125 |
| 16 | 185 | 335 | 36 | 385 | 535 | 56 | 585 | 735 | 76 | 785 | 935 | 96 | 985 | 1135 |
| 17 | 195 | 345 | 37 | 395 | 545 | 57 | 595 | 745 | 77 | 795 | 945 | 97 | 995 | 1145 |
| 18 | 205 | 355 | 38 | 405 | 555 | 58 | 605 | 755 | 78 | 805 | 955 | 98 | 1005 | 1155 |
| 19 | 215 | 365 | 39 | 415 | 565 | 59 | 615 | 765 | 79 | 815 | 965 | 99 | 1015 | 1165 |
| 20 | 225 | 375 | 40 | 425 | 575 | 60 | 625 | 775 | 80 | 825 | 975 | 100 | 1025 | 1175 |

ADD \$10 for each additional acre over 200 acres – Round Acres to Nearest Whole Number; Round 0.5 Acres Up

Conditional Use: If the proposed land use affects greater than 5 acres of parcel, determine the amount of acres affected and charge according to the chart above. 2) Rezone of property back to Agriculture=\$50.00 3) Refund Policy; 10% Administrative Fee will be charged and balance is refunded if application is withdrawn before NRI is initiated. No refund is given if application is withdrawn after the NRI is initiated. 4) SWCD Staff will decide whether a full NRI Report or Letter is needed.

This report will be issued on a non-discriminatory basis without regard to race, religion, national origin, age, gender, handicap, or marital status.