



**Lawrence M. Walsh**  
**County Executive**

## **INSTRUCTIONS FOR AN APPEAL OF A ZONING ADMINISTRATOR DETERMINATION**

Will County Land Use Department  
58 E. Clinton St., Suite 500 • Joliet, Illinois 60432  
Telephone (815) 727-8850 • Facsimile (815) 727-8638  
Internet Site - <http://www.willcountylanduse.com>

### **A. Introduction**

Section 14.4-2 of the Will County Zoning Ordinance authorizes the Will County Planning and Zoning Commission to hear appeals from any order, requirement, decision or determination made by the Zoning Administrator under the Will County Zoning Ordinance.

Careful and proper preparation of your appeal is essential, and in the long run, you will save considerable time and expense for both yourself and the County. If you have any questions, please do not hesitate to contact the Will County Land Use Department, Planning and Zoning Division at (815) 727-8850.

Appeals of Zoning Administrator determinations are forwarded to the Will County Planning and Zoning Commission for consideration. Once your appeal application is complete and reviewed by the Department, the Department will notify you of the date and time of the Planning and Zoning Commission meeting. You and/or your representative must be present at the meeting and be prepared to present your appeal to the Commission. If you and/or your representative are not present, the Commission may not hear your appeal.

### **B. Filing the Application for an Appeal**

The following documents and information must be submitted in proper form before your appeal application will be accepted for processing. A checklist is part of the zoning application.

- 1. The Application** – The application must be completed which includes the request and the purpose of the request. You or your representative must deliver in person your appeal to the Will County Land Use Department. You and/or your representative must be present at the meeting and be prepared to present your appeal to the Commission. If you and/or your representative are not present, the Commission may not hear your appeal.
- 2. Authorized Agent** – All owners of the subject property must be the applicants. Your agent or attorney should also be identified on the application. If an agent is used, an original notarized letter giving the agent authorization the authority to act upon the application is required. *(Note – if an attorney is listed on the application, please specify the relationship of the attorney to the applicant and/or agent).*
- 3. Maps** – Certain information must be graphically shown on maps that accompany your appeal. The following are required:

*Plat of Survey* – Plat of survey (not to exceed 11" x 17") prepared by a professional land surveyor.

*Site Plan* (not to exceed 11" x 17") – Tax maps which show individual parcels at a scale of 1" = 200' or 1" = 400', or the plat of survey are useful base maps. The site plan must include the following:

- Scale, north arrow
- Dimensions and acreage of the subject parcel
- Setbacks from all existing and proposed improvements to all property lines
- All site details (including dimensions and location of all existing and proposed structures as well as location of all natural features)
- All land use details (location of all existing and proposed land uses, including those that do not require structures)
- All driveways, sidewalks, curbing, groundcover to be labeled (e.g. sod, asphalt, concrete, paving stones)
- All existing/proposed retaining walls, fences, berms labeling type and height
- All proposed landscaping, including species and quantity
- All existing uses (e.g. "house", "pastureland", "gas station", etc.) and zoning on adjacent properties
- Location of well and septic system
- Amount of lot coverage

**4. Inventoried Wetland and Regulatory Floodplain Determinations Form** – Inventoried wetland and regulatory floodplain located on your property can significantly affect your petition. The Subdivision Engineering Division will identify inventoried wetland and regulatory floodplain located on a subject property and complete the mandatory form to be submitted with your application. If the subject parcel contains inventoried wetlands and/or regulatory floodplains, further action MAY be required of the applicant. See the Inventoried Wetland and Regulatory Floodplain Determinations form included with the zoning application and identified as *Attachment A*.

**5. Violation Documents** – Please provide a copy of all violation documents that you have received from the Will County Land Use Department.