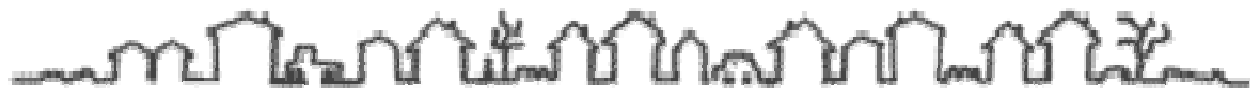


Developer's Handbook



*Development Guidelines for
Properties within Unincorporated Will County*



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County Executive

Prepared by:
Will County Land Use Department
Revised January 2005

WILL COUNTY LAND USE DEPARTMENT

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INTRODUCTION

The Developer's Handbook is produced by the Will County Land Use Department with the purpose of outlining the procedures for the preparation, submission and approval of zoning map amendments, special use permits, variances, subdivision plats, and building permits. The Handbook also includes a synopsis of County ordinances that regulate development. The guidelines presented have been prepared to assist developers, builders, architects, planners, engineers, individual property owners and others involved in construction and real estate development in Will County.

The information presented in this Handbook has no statutory standing and should not be considered a substitute for the actual laws, ordinances, codes, or policies of Will County. For more specific procedural details and requirements, interested parties should purchase a copy of the relevant County ordinance(s) or view them by visiting the Will County Land Use Department web site at:

www.willcountylanduse.com

Any questions regarding the procedures or requirements of the County should be directed to one of the following divisions of the Will County Land Use Department:

	Phone Number	Fax Number
Land Use Department (Main #)	(815) 774-3321	(815) 774-3384
Building Division	(815) 727-8634	(815) 727-8638
Planning Division	(815) 727-8430	(815) 774-3386
Waste Services Division	(815) 727-8834	(815) 722-3410
Zoning Division	(815) 727-8850	(815) 727-8638

Location and Hours of Operation:

All divisions of the Will County Land Use Department are located at the following address:

*Will County Land Use Department
58 East Clinton Street – Suite 500
Joliet, Illinois 60432*

The Will County Land Use Department is open Monday through Friday from 8:30 a.m. to 4:30 p.m. (Closed for state and federal holidays.)

CHAPTER ONE: DEPARTMENTS AND REVIEW BODIES

COUNTY DEPARTMENTS

The following County departments have various responsibilities in the review and approval of development projects. While other County departments and other governmental agencies may also be involved in certain types of projects, these are the primary contacts for development projects within unincorporated Will County.

Land Use Department

The Will County Land Use Department is part of the County's full-time professional staff and is responsible for administrating and enforcing adopted ordinances relating to new and existing development within the County. Land use related petitions are processed through the Land Use Department, which is comprised of the following divisions:

- Building Division
- Planning Division
- Waste Services Division
- Zoning Division

Building Division:

The Building Division is responsible for administering the building codes adopted by Will County. This division is responsible for the issuance of building permits and demolition permits. They conduct property inspections both prior to permit approval and in response to complaints of building code violations. The County currently utilizes the following codes:

- International Building Code 2000
- International Residential Code 2000
- International Fire Code 2000
- International Mechanical Code 2000
- International Fuel Gas Code 2000
- International Energy Conservation Code 2000
- International Property Maintenance Code 2000
- National Electrical Code 1999
- Illinois State Plumbing Code 1998
- Illinois Accessibility Code 1997

Planning Division:

The Planning Division is responsible for administrating Will County's planning activities. It maintains a wide variety of data concerning Will County, and prepares and implements plans, studies and documents that help to guide future growth and preserve Will County's heritage. The division serves as staff to the Will County Planning & Zoning Commission [PZC] and the Will County Historic Preservation Commission [HPC], and act as liaisons to various corridor councils and regional growth forums. The Planning Division gives guidance on zoning changes, subdivision plat reviews, and new development proposals, especially as they relate to overall growth patterns and the context of their environment.

Adopted County plans that are administered by the Planning Division include:

- Land Resource Management Plan (2002), which is made up of three elements:
 - Policy Gateway
 - Forms & Concepts Handbook
 - Open Space Element
- 2020 Transportation Framework Plan (2000)
- Cultural and Historic Preservation Plan (1976)

Plans utilized and/or referenced by the Planning Division include:

- Municipal plans
- Township plans
- Various state, regional and corridor plans

Waste Services Division:

The Waste Services Division has four primary areas of responsibility:

- Educate the general public on proper waste disposal and recycling (school education programs, seminars, literature, special events, etc);
- Coordinate alternate disposal and recycling options through collection events (for tires, electronics, household hazardous waste, books) and recycling facility development;
- Provide long and short term solid waste planning (Solid Waste Plan Updates, Will County Landfill development, cosponsor a permanent household hazardous waste site with other local governments); and
- Inspect and enforce environmental regulations and applicable permits at non-hazardous waste sites through a delegation agreement with the Illinois Environmental Protection Agency [IEPA].

Zoning Division:

The Zoning Division is responsible for enforcing the Will County Zoning Ordinance. Zoning inspectors are responsible for the identification of zoning violations, sending notification of the violation, follow-up inspections, and follow-up correspondence. When necessary, the inspectors testify in court regarding a violation. While written reports on map amendment, special use, and variance requests are prepared by the Planning Division, the application process begins with the Zoning Division, who distribute the application forms and collect completed forms. The division also checks the zoning ordinance compliance of all building permit applications.

Sign Inspectors are also part of the Zoning Division and are responsible for the enforcement of Section 13 (Signs) of the Will County Zoning Ordinance. Along with the registration and regulation of certain types of signs, inspectors also enforce sign maintenance and the removal of illegal and obsolete signs. Additionally, they perform annual inspections of both on-premise and off-premise signs.

Will County Highway Department

Subdivision Engineering Division:

The Highway Department, Subdivision Engineering Division is responsible for the Subdivision and Platting Process, which includes Preliminary Plats, Improvement Plans, Final Plats, Subdivision Guarantee (Letter of Credit), Improvement Observation, and presenting such matters to the Will County Board for approval. The division reviews all subdivision and building permit applications, checking for compliance with federal, state, and locally accepted grading, drainage, soil erosion, floodplain, and wetland standards. The division acts as a liaison between the County and various agencies involved in flooding and subdivision issues such as local highway commissioners, utility companies, Federal Emergency Management Agency [FEMA], Illinois Department of Natural Resources [IDNR], Illinois Environmental Protection Agency [IEPA], Army Corps of Engineers, and stormwater planning committees.

Ordinances that are administered by the Highway Department, Subdivision Engineering Division include:

- Will County Subdivision Ordinance
- Will County Water Resource Ordinances, which include:
 - Stormwater Drainage and Detention Ordinance
 - Flood Damage Prevention Ordinance
 - Soil Erosion and Sedimentation Control Ordinance
 - Stream and Wetland Protection Ordinance

The Highway Department, Subdivision Engineering Division office is located at 16841 W Laraway Rd., Joliet, IL 60433 (815) 727-8476. Their web address is www.willcountyillinois.com/highway/highwayhome.htm

Will County Health Department

The Will County Health Department, Environmental Division, is responsible for administering and enforcing codes and ordinances relating to public health, including the permitting and inspection of all private sewage disposal systems and water supply wells. Other services offered include:

- Soil evaluations
- Existing private sewage disposal system research
- Inspection of new water well installations
- Water sample analysis for bacteria
- Subdivision plan reviews

The Will County Health Department office is located at 501 Ella Avenue, Joliet, Illinois 60433 (815) 727-8844. The web address is www.willcountyhealth.org.

REVIEW BODIES

Development proposals within Will County may be reviewed by one or more of the following elected or appointed review bodies:

Will County Planning & Zoning Commission

Regular Meetings: First and third Tuesday of each month at 6:30 p.m., Will County Board Chambers, located on the 2nd Floor of the Will County Building, 302 N. Chicago Avenue, Joliet, Illinois 60432

The Will County Planning & Zoning Commission [PZC] is an advisory board composed of seven (7) appointed members. The PZC is responsible for implementing the goals and policies of the Land Resource Management Plan. They also make recommendations to the Will County Board on all petitions for map amendments and special use permits and are responsible for making a final decision on petitions for variances to the Zoning Ordinance. The PZC meeting is considered the official public hearing for all variance, map amendment, special use and preliminary plat requests and is the first public review meeting for the petitioner. The Land Use Department prepares a written analysis for each petition that is considered by the PZC and provides a presentation of the analysis at the PZC meeting.

Will County Land Use, Zoning & Development Committee

Regular Meetings: First and third Wednesday of each month at 3:30 p.m., Will County Board Chambers, located on the 2nd Floor of the Will County Building, 302 N. Chicago Avenue, Joliet, Illinois 60432

The Will County Land Use, Zoning & Development Committee [LUZDC] is a committee composed of Will County Board members. There are currently five (5) County Board members on the Land Use, Zoning & Development Committee. The LUZDC allows limited public comment and is the second public review meeting for the applicant. The Chairperson of the LUZDC provides the Will County Board with the recommendations of the PZC and LUZDC during Will County Board meetings. Along with making recommendations to the County Board on all petitions for map amendments and special use permits, the LUZDC is the final decision making body for plats of subdivision.

The Will County Board

Regular Meetings: Every third Thursday of each month at 9:30 a.m., Will County Board Chambers, located on the 2nd Floor of the Will County Building, 302 N. Chicago Avenue, Joliet, Illinois 60432

The Will County Board is composed of twenty-seven (27) members and has final authority for approving petitions for map amendments and special use permits. The County Board also has the sole authority to amend County Ordinances, or to waive certain provisions of the Ordinances. In rendering its decisions, the County Board receives analysis from the Land Use Department staff and recommendations from the PZC and the LUZDC.

Will County Historic Preservation Commission

Regular Meetings: First Wednesday of each month at 7:00 p.m. at the Forest Preserve District of Will County Office Building, 22606 S. Cherry Hill Rd, Joliet, IL 60434

The Will County Historic Preservation Commission [HPC] is an advisory board composed of nine appointed members. The HPC reviews all building permit applications for additions or alterations to Will County-designated landmarks. All map amendment, special use, variance, and preliminary plat applications are reviewed by the staff Historic Preservationist for designated landmarks. Once a property is identified as historically significant and staff determines that further historic preservation review is required, it will be placed on the next available HPC agenda.

**CHAPTER TWO:
FREQUENTLY ASKED QUESTIONS (FAQs)**

Question:

Is there anyone to talk to about my proposal before filing an application for development?

Answer:

The Will County Land Use Department has an Information Counter open Monday through Friday from 8:30 a.m. to 4:30 p.m. The Information Counter staff is available during those hours to answer questions regarding development proposals and the application process.

Those pursuing larger or more complicated developments are encouraged to sign up for a pre-application meeting. At a pre-application meeting, members of the Zoning, Planning, Subdivision Engineering, and, if necessary, Building Division and Health Department sit down with a developer to discuss a proposed development, preferably before any formal engineering or architectural drawings have been prepared. Staff provides recommendations to the developer for designing the proposal in a manner consistent with the goals and requirements of County plans and ordinances. Pre-application conferences are held on Thursday afternoons. Contact the Planning Division at (815) 727-8430.

Question:

When do I need to go through the rezoning (map amendment) process?

Answer:

When the present zoning classification does not permit the desired land use or density at the site, an amendment to the zoning map ("map amendment") may be necessary. This often occurs when land is proposed to be subdivided. A formal public hearing is involved in this process.

Question:

What is the next step once my map amendment, variance, or special use permit has been approved by the County?

Answer:

If the applicant is interested in subdividing the land, a preliminary plat application would normally be the next step. If the construction or modification of a structure is all that is involved, the next step would be a building permit application.

Question:

How do I start the subdivision process?

Answer:

The process usually starts with a pre-application conference with the Land Use Department. In this preliminary review, relevant issues and requirements will be addressed. Preparing a rough sketch of the proposal and providing any other pertinent information is encouraged, as it will aid in this process. At this stage, a checklist concerning information that must be submitted as part of the application may be provided.

Question:

How long does the development process take?

Answer:

The length of the review process will depend on the type of application being made.

- A single building permit is generally issued within 15 days after application.
- Zoning applications (variances, special use permits, or map amendments) *not involving a subdivision (plat application)* will generally take 3-6 months from the time an application is made to the time a decision is made by the County Board or its designee after an opportunity for public input.
- A major subdivision may involve a review period lasting several months. If the plat is not part of a Planned Unit Development (PUD), its review begins *after* any zoning applications (if needed) are approved. If the plat is part of a PUD, it will be reviewed *concurrently* with any associated zoning applications. *Note that anyone interested in developing a major subdivision must meet with the Highway Department, Subdivision Engineering Division prior to submitting an application, preferably at least one month in advance of submission. At the Highway Department, Subdivision Engineering Division's discretion, additional meetings may be required before an application can be submitted. In the long run, this will save time and money by avoiding costly revisions.*
- A minor subdivision (that is, a plat application involving no more than 5 lots and no new roads or utility extensions) may involve a review period lasting around one month. The plat review begins *after* a zoning application is approved (if needed).

Question:

Who is involved in the review and approval of building and/or subdivision plans?

Answer:

The Land Use Department and Highway Department, Subdivision Engineering Division are responsible for reviewing all development proposals, whether from an individual homeowner seeking a minor alteration to his or her house, to a large-scale builder seeking to construct a major development. The Land Use Department reviews all proposals in light of adopted County plans and ordinances. This involves the processing of building permit applications, map amendment (rezoning) and special use applications, and requests for variances to assorted County ordinances, in addition to other functions. The Highway Department, Subdivision Engineering Division processes subdivision applications, drainage plan approvals, wetland and floodplain reviews. The review and approval of building permit applications is handled by staff. While the review of most other types of applications, including subdivisions, zoning, and variances, is handled by staff, the approval of those applications is the responsibility of the Planning & Zoning Commission and the County Board. Certain aspects of construction and/or subdivision plans are not reviewed by Land Use staff. For example, public water and sewer hookup is not approved or coordinated by the Land Use Department. Please contact the Land Use Department if you need further clarification about the details of the review and approval process.

Question:

How can an individual formally object to a map amendment, special use permit, or variance?

Answer:

All of these requests require a public hearing, and interested persons are given the opportunity to speak their objections into the record at the public hearing before the Planning & Zoning Commission.

For map amendments, a letter of “legal objection” may be filed with the County Clerk if certain requirements are met. Among other things, the objector (or a group of objectors) must own land immediately touching, or immediately across a street, alley, or public right-of-way from, at least twenty percent (20%) of the perimeter of the land to be affected by the map amendment. The petitioner and the petitioner’s attorney must also receive the same letter of legal objection by certified mail. If these requirements are met, the favorable vote of three-fourths (3/4) of all members of the Will County Board is required for the amendment to pass (versus a simple majority). There is a deadline in which these objections must be filed. Contact the County Clerk’s office at (815) 740-4615.

**CHAPTER THREE:
ZONING AND LAND USE REGULATIONS**

Zoning is a means of ensuring that land uses in the County are properly related and situated. The Zoning Ordinance divides the County into districts. Within each district, the use of land is regulated for the purpose of promoting the health, safety, morals, comfort, and general welfare of the people of the County. The Zoning Ordinance is an implementation tool of the Land Resource Management Plan. Zoning enacts the goals of the Land Resource Management Plan and promotes the general welfare by:

- promoting a variety of land uses within the County while preventing land use conflicts;
- facilitating the provision of water, sewer, roads, parks, and public buildings and services;
- protecting the natural environment, including groundwater;
- stabilizing and preserving property values; and
- providing for the maintenance of a viable agricultural base.

OVERVIEW OF ZONING DISTRICTS:

Listed below are the zoning districts with summaries of their minimum lot sizes and explanations of the purpose of each district. See Appendix A for more details of zoning district requirements.

Agricultural Districts:

<i>Classification</i>	<i>Min. Area</i>	<i>Min. Frontage</i>
A-1 Agricultural District	10 Acres	300 feet
A-2* Rural Residential District	2.5 Acres	300 feet

** Existing grandfathered zoning classification. No new map amendment requests to this district are permitted.*

PURPOSE:

- To preserve as a most valuable natural resource the fertile tillable soils suitable for agricultural purposes;
- To enhance and maintain the sound economic base that agricultural pursuits provide the County and the region;
- To guard and protect the sociological relationships that are a necessary part of the lives and well-being of rural people;
- To prevent mixtures of urban and rural land uses, which tend to create conflicts and incompatibilities that directly or indirectly impose unbalanced tax loads on agricultural lands in support of urban services which, in turn, contribute to the premature termination and eventual elimination of agricultural uses.

A-1 Agricultural District

To establish a zoning district in which agriculture and certain related uses are encouraged as principal and primary uses of the land.

A-2 Rural Residence District

To provide large-acreage, rural residential uses which may not be served by public sewer, water or other municipal services and where part of the parcel satisfies the requirements for a residence while other parts may be retained for agricultural or open space purposes, such as the conservation and preservation of hilly areas, wetlands, prairies, wooded regions and other unique areas, for either public or private benefit, and the perpetuation of the diversity of the natural ecological systems. ***NO NEW MAP AMENDMENT REQUESTS TO THIS DISTRICT ARE PERMITTED.***

Residential Districts:

<i>Classification</i>	<i>Min. Area</i>	<i>Min. Frontage</i>
E-1 Single-Family Rural Estate Residential District	5 Acres	300 feet
E-2 Single-Family Estate Residential District	2.5 Acres	180 feet
R-1 Single-Family Residence District	60,000 sq. ft.	165 feet
R-2 Single-Family Residence District	1 Acre	150 feet
R-2A Single-Family Residence District	30,000 sq. ft.	120 feet
R-3 Single-Family Residence District	20,000 sq. ft.	90 feet
R-4 Single-Family Residence District	12,500 sq. ft.	70 feet
R-5* Single-Family Residence District	10,000 sq. ft.	70 feet
R-6 Multi-Family Residence District	12 units/acre	60 feet

**Existing grandfathered zoning classification. No new map amendment requests to this district are permitted.*

E-1 Single-Family Rural Estate Residential District

E-1 zoning allows large-acreage rural residential uses that are related to agriculture or to the preservation of open space where residences may be served by an on-site sewage disposal system and where the need for customary public utility services is minimal.

E-2 Single-Family Estate Residential District

E-2 zoning allows for low-density single-family residential uses for land less suitable for either agriculture or urbanization where residences may be served by an on-site sewage disposal system and where public services are not readily available.

R-1 Single-Family Residence District

R-1 zoning allows for low-density single-family residential uses when it is the optimum use of the land due to natural characteristics, man-made features, and/or the location of existing uses and where residences may be served by an on-site sewage disposal system.

R-2 Single-Family Residence District

R-2 zoning allows single-family detached residences at a maximum density of 1 unit per acre where provisions for compatible community facilities and services are available or can be made available in the near future.

R-2A Single-Family Residence District

R-2A zoning allows single-family detached residences at a maximum density of 1 unit per 30,000 sq. ft. where provisions for compatible community facilities are available or can be made available in the near future.

R-3 Single-Family Residence District

R-3 zoning allows single-family residences at a maximum density of 2 units per acre where provisions for compatible community facilities and services are available. *New subdivisions must be on central water.*

R-4 Single-Family Residence District

R-4 zoning allows single-family residences at a maximum density of 3.63 units per acre where provisions for compatible community facilities and services are available. *New subdivisions must be on central water and sewer.*

R-5 Single-Family Residence District

R-5 zoning allows single-family residences at a maximum density of 4 units per acre where provisions for compatible community facilities and services are available. *NO NEW MAP AMENDMENT REQUESTS TO THIS DISTRICT ARE PERMITTED.*

R-6 Multi-Family Residence District

The R-6 zoning allows for an environment of predominantly multi-family dwellings at a maximum density of 12 units per acre where provisions for compatible community facilities and services are available. All multifamily developments must be processed as Plan Unit Developments (PUDs). *Refer to the procedures for a Special Use Permit for a Planned Unit Development outlined on Page 22 of this Handbook.*

Commercial Districts:

<i>Classification</i>	<i>Min. Area</i>	<i>Min. Frontage</i>
C-1 Local Shopping District	12,000 sq. ft.	80 feet
C-2 Community Shopping District	12,000 sq. ft.	80 feet
C-3 General Business District	12,000 sq. ft.	80 feet
C-4 Highway Commercial District	20,000 sq. ft.	80 feet
C-5 Office/Research Park District	20,000 sq. ft.	80 feet
C-6 Commercial Recreation District	20,000 sq. ft.	80 feet

PURPOSE:

- To provide lands to be used for the full range of business and commercial establishments needed to serve the citizens of Will County and the related service areas outside the County;
- To provide regulations intended to govern the locations, intensity, and methods of development of the business and commercial uses needed to serve the citizens of Will County;
- To establish commercial zoning districts at such locations as to provide for groupings of business and commercial establishments that are compatible in scope of services and methods of operation and to place in separate districts those businesses which may create noise, odors, or unsightliness or which may generate excessive traffic;
- To promote those groupings of commercial activities which tend to draw trade that is mutually interchangeable so that by doing so, the public convenience is enhanced and vehicular and pedestrian traffic congestion minimized;
- To promote the establishment of off-street parking facilities and limited access to roads so as to alleviate traffic problems and engender public safety and convenience;
- To provide commercial areas of such size, shape, and accessibility that development of land for these purposes will preclude the hazards to safety and nuisance of traffic congestion generated by "strip-commercial" development.

C-1 Local Shopping District

The C-1 zoning district allows areas to be used by retail or service establishments to supply convenience goods or personal services for the daily needs of the residents living in adjacent residential neighborhoods.

C-2 Community Shopping District

The C-2 zoning district provides areas to be used as the primary shopping area for communities. It is intended to provide for goods and service needs that may arise on a weekly basis.

C-3 General Business District

The C-3 zoning district provides areas for large space uses and those with customers who do not make frequent purchases, including retailing and certain wholesale and warehousing businesses.

C-4 Highway Commercial District

The C-4 zoning district allows for areas which primarily serve the needs of motorists in a manner not conducive to generating strip-commercial development or unsightly, dangerous intersections.

C-5 Office/Research Park District

The C-5 zoning district provides areas for large, attractively landscaped sites for office buildings, research activities, or specialized compatible industrial activities.

C-6 Commercial Recreation District

The C-6 zoning district provides areas for establishments that provide amusement, recreation or entertainment for the general public.

Industrial Districts:

<i>Classification</i>	<i>Min. Area</i>	<i>Min. Frontage</i>
I-1 Limited Industrial District	10,000 sq. ft.	60 feet
I-2 General Industrial District	10,000 sq. ft.	80 feet
I-3 Intensive Industrial District	40,000 sq. ft.	100 feet

PURPOSE:

- To provide lands to be used for a full range of industrial uses and provide and protect the tax base and thereby the tax revenue to the County and to provide employment for the public benefit;
- To govern the location, intensity, and method of development of industrial areas of Will County, and grouping together of industries that are compatible to one another and that are not objectionable to the community as a whole;
- To preserve lands for industrial and allied uses and prohibit the intrusion of residential and other non-compatible uses into the industrial areas;
- To regulate the performance of industrial uses by establishing standards for the external effects of noise, smoke, vibration, and other potential nuisances.

I-1 Limited Industrial District

The I-1 zoning district provides lands for development by industrial firms that have high standards of performance that can locate in close proximity to residential and business uses.

I-2 General Industrial District

The I-2 zoning district provides lands for development by most types of industrial firms. It provides regulations designed to permit operations in a clean and quiet manner to protect nearby industrial and nonindustrial uses.

I-3 Intensive Industrial District

The I-3 zoning district provides lands for use by heavy or intense industries, such as manufacturing, assembling, and fabricating activities. This district is intended for large scale or specialized operations whose external effects will be felt to some degree by surrounding districts.

VARIANCES, MAP AMENDMENTS, AND SPECIAL USE PERMITS

Zoning Ordinance Variance

What is a Zoning Ordinance Variance?

A variance is a deviation from the strict compliance to provisions of the Zoning Ordinance.

Variations are to be granted only in cases where some demonstrable hardship in meeting zoning ordinance requirements exists. An applicant must prove that the requested variance is for the purpose of relieving a problem caused by unique circumstances and the requested variance, if granted, will not alter the character of the locality. A request should be for the minimum relief necessary to alleviate the hardship and should not adversely affect nearby property values, traffic, or public health, safety, or general welfare. Variations are not granted to provide property owners with special favors not generally available. Rather, the purpose of a variance is to equalize rights so that individuals do not face a greater burden than the general public.

The Planning & Zoning Commission (PZC) is an advisory body of 7 members appointed by the County Executive and approved by the County Board to hear and rule on variance requests. The Commission has no power to change the ordinance or its explicit requirements. The role of the Planning & Zoning Commission in these cases is to lessen such requirements on an individual basis when sufficient cause exists without jeopardizing the general welfare of others.

Applicants are advised to appear before the township planning commission and municipal planning commission (if within 1½ miles of a municipality) prior to the County hearing. These bodies typically review requests for properties in (for townships) or near (for municipalities) their jurisdiction and provide the Will County Planning & Zoning Commission with a recommendation.

Fee

The fee for a Zoning Ordinance variance is a \$475 flat fee. Each additional request for a variance shall be assessed a fee of \$100.

In addition to the above filing fee, the applicant is also responsible for the cost of notifications and payment for publication in the newspaper. The applicant will receive a notice from the Planning & Zoning Commission Secretary regarding the name of the newspaper where the Secretary has published the legal description. Bring the receipt from the newspaper to the public hearing and the \$100 bond check will be returned (see #3 below).

How to Apply for a Zoning Ordinance Variance

1. Obtain pertinent information.
 - a. Information concerning the Will County Zoning Ordinance is available from the Land Use Department, Zoning Division. The Zoning Ordinance can be purchased from the Zoning Division and is also available on the Land Use Department web site (www.willcountylanduse.com).
 - b. Information about officially adopted plans of the County can be obtained at the Land Use Department, Planning Division. Plans can be purchased from the Planning Division and most are also available on the Land Use Department web site (www.willcountylanduse.com).
2. Obtain and complete an application for a variance. Forms are available from the Zoning Division.
3. Submit the application and all required supporting documentation as listed in the application to the Zoning Division. Three (3) copies of all information must be submitted before the application can be accepted. The filing fee check and publication bond check (separate check for \$100.00) are payable to the Will County Land Use Department. Once all documents are received and verified for accuracy, a case number will be assigned.

4. The Zoning Administrator will forward a copy of the application to the Planning & Zoning Commission Secretary with a request to hold a public hearing.
5. The Planning & Zoning Commission will provide public notice of the petition in local newspapers and schedule a hearing within 90 days of receiving a case number. The Secretary of the Planning & Zoning Commission will mail notice of the hearing to the applicant. The public hearing will be held at the County Office Building.
6. The applicant is required to notify all adjoining property owners by certified mail, return receipt requested, at least 15 days prior to the public hearing. (ADJOINING means touching or contiguous, including across the street or behind an alley from your property.) The names and addresses of all adjoining property owners can be verified at the office of the Supervisor of Assessments located in the County Office Building at 302 N. Chicago Street, Joliet, Illinois 60432. The return receipts (green cards) received from the adjoining property owners and the affidavit of notification (the form for which is included with the application packet) are to be delivered to the Secretary of the Planning & Zoning Commission at the public hearing.
7. The applicant is given signs to be posted in a visible location on the subject property at least 15 days prior to the public hearing. The applicant will indicate the case number assigned on the sign before posting.
8. A copy of the application will be forwarded by the Zoning Administrator to the Planning Division for review and comment. The planning staff will review the request and prepare a written analysis for the Planning & Zoning Commission.
9. The Planning & Zoning Commission will hold the hearing on the advertised day, time and place. Generally, any member of the public is given the opportunity to address the Commission. A decision on the pending variance is made at the Commission's scheduled meeting. The Commission consists of 7 members; the concurring vote of 5 members is necessary to grant any variance.

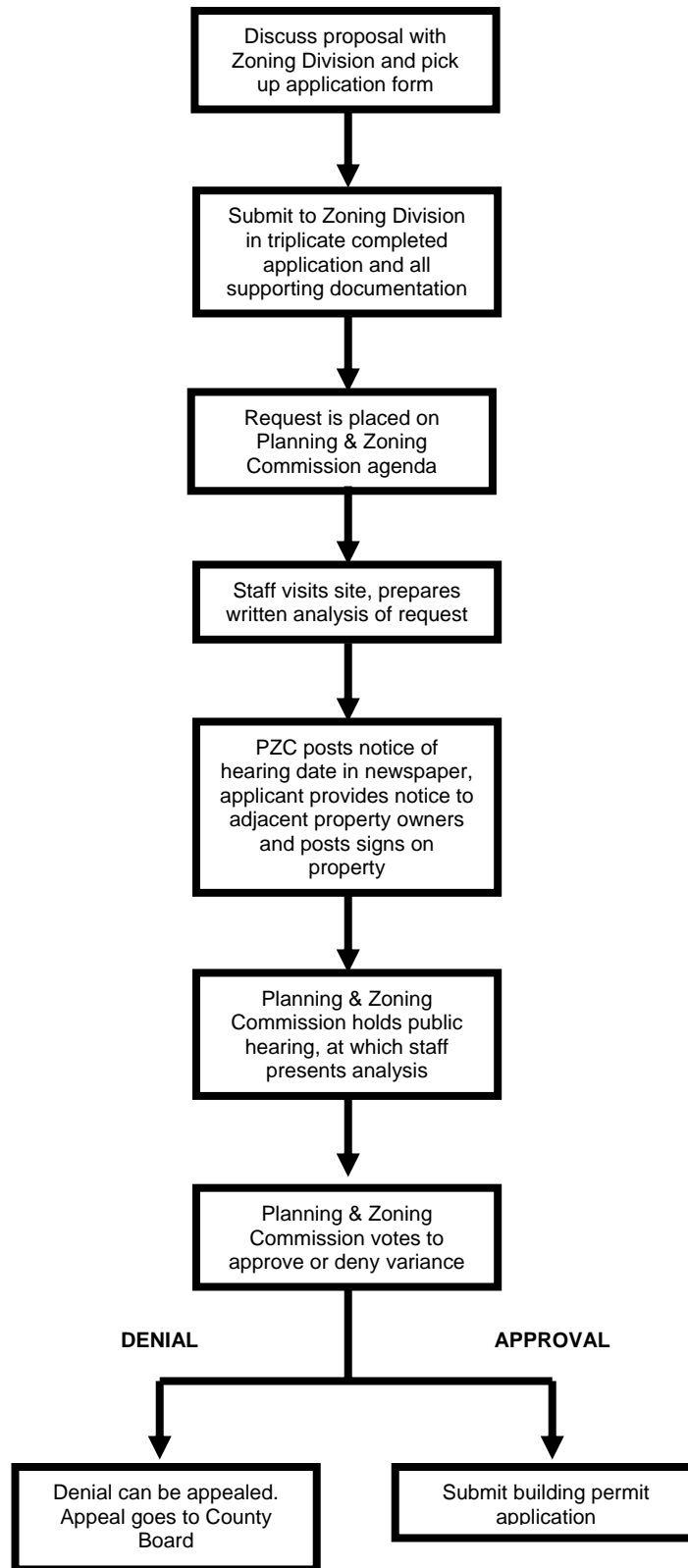
Appeal

A written appeal from final decisions of the Planning & Zoning Commission, where the proposed variance failed, may be filed by an aggrieved party with the Land Use, Zoning & Development Committee of the Will County Board within 15 days of the date of the Planning & Zoning Commission decision. The Land Use, Zoning & Development Committee will make a recommendation to the full Will County Board. Any proposed variance which failed to receive Planning & Zoning Commission approval shall not be passed except by a 3/4 vote of all members of the Will County Board.

Effective Period

The Planning & Zoning Commission approval date begins the “**one (1) year effective period**” for a variance. Unless a building permit is obtained within such period and the erection or alteration of a building is started or the use is commenced within such period, the variance shall become invalid. The Commission may grant one (1) extension, valid for no more than 180 days, upon written application. After these dates, a new application must be filed and a new public hearing must be held.

VARIANCE FLOWCHART



Water Resource Ordinance Variance

What is a *Water Resource Ordinance Variance*?

This type of variance is a deviation from the strict compliance to provisions of the Water Resource Ordinance. Although this Ordinance is incorporated into the Zoning Ordinance, the Water Resource Ordinance has separate variance provisions.

1. Obtain and fill out an application for a variance. Forms are available from the Zoning Division. A fee of \$250 plus costs incurred in the publication of the notice of hearing is required. If the variance request is for a parcel of land being subdivided, the variance can be requested as a part of the platting process, with no separate application or fee required. See “How to Apply for a Variance to the Subdivision Ordinance” on Page 26 in Chapter Four.
2. Along with the application, the applicant shall supply sufficient information for review of the proposed project and the proposed mitigation to the Highway Department, Subdivision Engineering Division. The application shall not be accepted until the Highway Department, Subdivision Engineering Division has reviewed the proposed plan and reasons for the requested variance.
3. The Water Resource Ordinance variance shall proceed in the same manner as a Zoning Ordinance variance (consult “How to Apply for a Zoning Ordinance Variance” on Page 15) with the following exception: The Planning & Zoning Commission will hold the public hearing, make a recommendation and forward it to the Land Use, Zoning & Development Committee, who will hear the request and make their recommendation to the full County Board. The County Board will grant or deny the requested variance.

Map Amendment and Special Use Permit

What is a Map Amendment?

All land within unincorporated Will County is classified into one of several zoning districts established under the Will County Zoning Ordinance. Each zoning district has specific regulations that govern the use and development of land within the district. *A map amendment changes the zoning classification of a property, usually to allow different or more intense uses.* Map amendment requests should be compatible with the goals and principles of the Will County Land Resource Management Plan.

What is a Special Use Permit?

A special use is a specific use of land which because of its unique characteristics can only be properly classified in a particular district upon consideration, in each case, of the impact of the use upon neighboring land and of the public need for the particular use at the particular location. A list of allowable special uses can be found in the Zoning Ordinance under each zoning district classification. Special uses must be “similar and compatible” to permitted uses found in each of the zoning districts. Special uses are subject to additional requirements called conditions that are attached to permits on a case-by-case basis.

Special use permits must be enacted within 180 of being granted. The County Board may grant one (1) extension of this period, valid for no more than 180 additional days, upon written application and good cause shown. If any special use is abandoned or is discontinued for a continuous period of one year, the special use permit shall become void, and such use shall not thereafter be reestablished unless a new special use permit is obtained.

Fee

The fee for map amendment and special use applications varies according to the size of the parcel under consideration. Refer to the Fee Schedule in Appendix B. If an applicant is submitting multiple applications, the fee will be multiplied accordingly.

In addition to the filing fee, the applicant is also responsible for the cost of notifications and payment for publication in the newspaper. The applicant will receive a notice from the Planning & Zoning Commission Secretary regarding the name of the newspaper where the Secretary has published the legal description. Bring the receipt from the newspaper to the public hearing and the \$100 bond check will be returned (see #3 below).

How to Apply for a *Map Amendment* or *Special Use Permit*

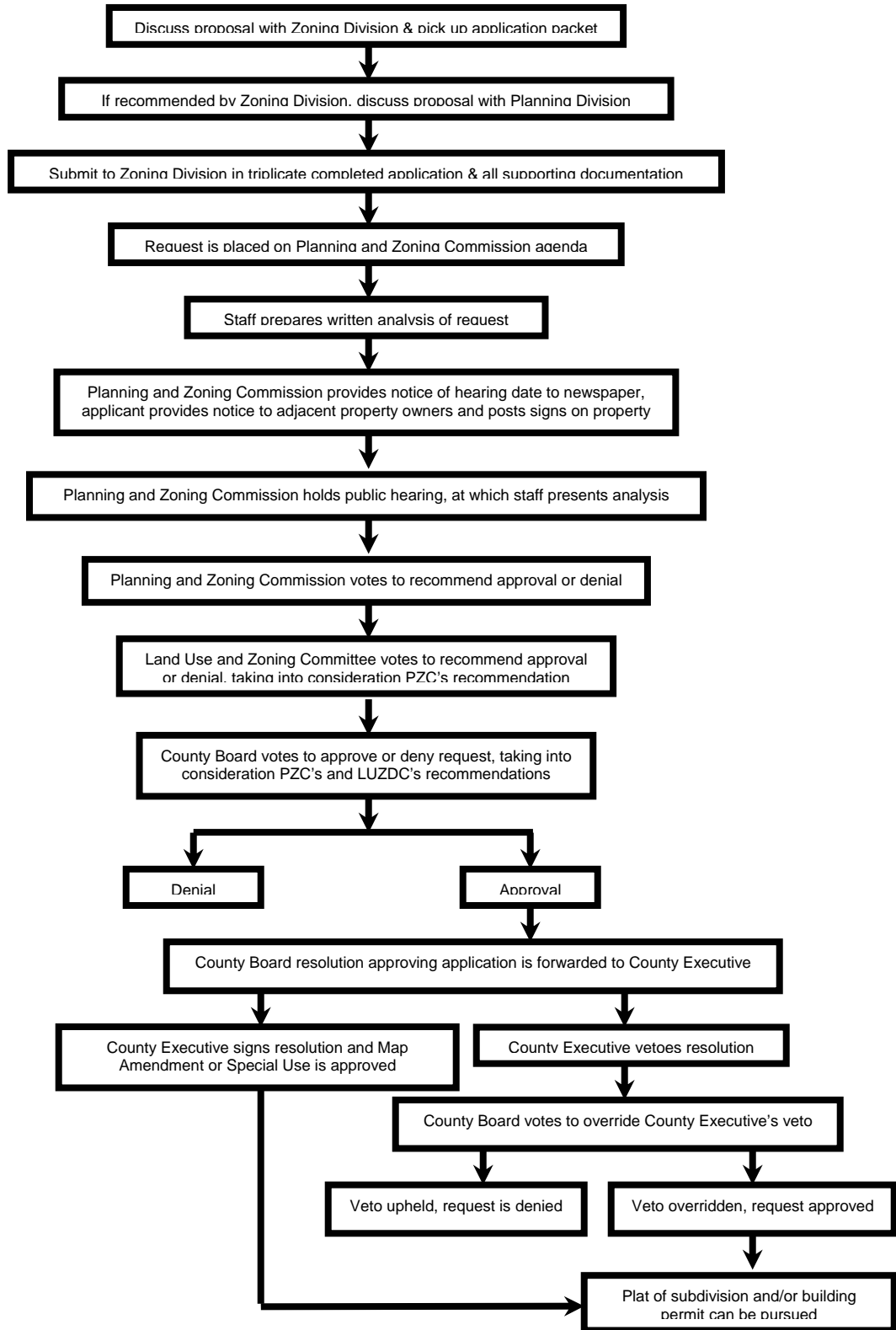
1. Obtain pertinent information.
 - a. Information concerning the Will County Zoning Ordinance is available from the Land Use Department, Zoning Division. The Zoning Ordinance can be purchased from the Zoning Division and is also available on the Land Use Department web site (www.willcountylanduse.com).
 - b. Information about officially adopted plans of the County can be obtained at the Land Use Department, Planning Division. Plans can be purchased from the Planning Division and most are also available on the Land Use Department web site (www.willcountylanduse.com).
2. Obtain and complete an application for a map amendment or special use permit. Forms are available from the Zoning Division. Applications and associated fees to additional agencies may be required, such as to the Will-South Cook Soil and Water Conservation District.
3. Submit the application and all required supporting documentation as listed in the application to the Zoning Division. Three (3) copies of all information must be submitted before the application can be accepted. The filing fee check and publication bond check (separate check for \$100.00) are payable to the Will County Land Use Department. Once all documents are received and verified for accuracy, a case number will be assigned.
4. The Zoning Administrator will forward a copy of the application to the Planning & Zoning Commission Secretary with a request to hold a public hearing.
5. The Planning & Zoning Commission will provide public notice of the petition in local newspapers and schedule a public hearing. Hearings for map amendments will be scheduled within 90 days of receiving a zoning case number. The Secretary of the Planning & Zoning Commission will mail notice of the hearing to the applicant. The public hearing will be held at the Will County Office Building.
6. The applicant is required to notify all adjoining property owners by certified mail, return receipt requested, at least 15 days prior to the public hearing. (ADJOINING means touching or contiguous; including across the street or behind an alley from your property). The names and addresses of all adjoining property owners can be verified at the office of the Supervisor of Assessments located in the County Office Building at 302 N. Chicago Street, Joliet, Illinois 60432. The return receipts (green cards) received from the adjoining property owners and the affidavit of notification (the form for which is included with the application packet) are to be delivered to the Secretary of the Planning & Zoning Commission at the public hearing.
7. The applicant is given signs to be posted on the subject property in visible location at least 15 days prior to the public hearing. The applicant will indicate the case number assigned on the sign before posting.
8. A copy of the application will be forwarded by the Zoning Administrator to the Planning Division for review and comment. The planning staff will review the request and prepare a written analysis for the Planning & Zoning Commission.
9. The Planning & Zoning Commission will hold the hearing on the advertised day, time and place. Generally, any member of the public is given the opportunity to address the Commission. A recommendation on the pending application is made at the Commission's scheduled meeting. The Commission consists of 7 members; the concurring vote of 5 members is necessary to recommend approval of the application.

10. The Planning & Zoning Commission will transmit a written report giving its findings and recommendations to the Land Use, Zoning & Development Committee of the Will County Board. The Committee will either concur or not concur with the Planning & Zoning Commission recommendation. This recommendation will be based on information previously submitted to the Planning & Zoning Commission. The Committee consists of 5 members; the concurring vote of 3 members is necessary to recommend approval or denial of the proposed map amendment or special use permit. The Committee may refrain from voting and refer the application back to the Planning & Zoning Commission for further hearings if deemed necessary.
11. The application will then be heard before the full County Board, after receiving a recommendation from the Planning & Zoning Commission and the Land Use, Zoning & Development Committee. The County Board may give the applicant and any objectors the opportunity to address the full County Board. The County Board may grant or deny the proposed map amendment or special use or may refer it back to the Planning & Zoning Commission or Land Use, Zoning & Development Committee for further consideration.
12. All resolutions approved by the County Board are transmitted to the County Executive for signature. The County Executive has 30 days to review the resolution. If the resolution is signed, the map amendment or special use is approved. If it is vetoed, the County Board may override the veto. If overridden, the map amendment or special use is approved. If not overridden, the map amendment or special use is denied.

It is recommended that the applicant appear before the any municipality within a 1½ mile radius of the site and the township planning commission prior to the hearing. The intent is to give local governments an opportunity to provide the County with an informed recommendation.

In certain circumstances, adjacent property owners, townships, and municipalities can legally object (see Page 10) to the map amendment. If a legal objection is filed with the County Clerk, a three-fourths (3/4) favorable vote of all members of the County Board is required for approval. Legal objections must be filed with the County Clerk no later than Tuesday, 9:30 am (48 hours) prior to the County Board meeting.

MAP AMENDMENT AND SPECIAL USE PERMIT FLOWCHART



Planned Unit Developments (PUD)

What is a Planned Unit Development?

The Planned Unit Development (PUD) is a cohesive development concept that allows a developer flexibility and encourages improved design in the development of land. Under the provisions of the PUD regulations (*Section 15 of the Zoning Ordinance*), relief from rigid zoning district requirements may be granted provided certain criteria for superior design and site planning are met. County ordinances classify a PUD as both a special use and a subdivision. Therefore, the application procedures for both special use permits and subdivisions must be followed.

How to Apply for a Planned Unit Development

The procedure for applying for approval of a Planned Unit Development is as follows:

1. As a Planned Unit Development requires both a special use permit and subdivision approval, the PUD application is subject to the procedures outlined in Chapter 4 of this document (Subdivision of Land) in addition to the procedures outlined above under “How to Apply for a Special Use Permit”.
2. In addition to the standard special use permit and subdivision requirements, the procedures outlined in Chapter 15 of the Zoning Ordinance must be followed.
3. The application for a preliminary plat must be submitted to the Highway Department, Subdivision Engineering Division prior to submitting the application for a Special Use Permit for a PUD to the Zoning Division.
4. *The application for a special use permit for a PUD and any associated map amendment applications will not be considered officially filed until the Highway Department, Subdivision Engineering Division reviews the associated preliminary plat and determines that it contains all information essential for proper review.* When the preliminary plat is considered complete, all applications associated with the PUD will be placed on a Planning & Zoning Commission agenda and considered concurrently.
5. Upon approval of the preliminary plat at the Land Use, Zoning & Development Committee and approval of the special use permit for a PUD at the County Board, the applicant’s engineer prepares detailed improvement plans, cost estimates, and the final plat and submits three copies to the Chief Subdivision Engineer for review. Consult “How to Apply for Approval of a Subdivision” and the Will County Subdivision Ordinance for final plat and improvement plan requirements and procedures (see Page 23).

CHAPTER FOUR: SUBDIVISION OF LAND

A “subdivision” under the County’s Subdivision Ordinance is the division of a parcel of land into two (2) or more parts, any one of which is less than five (5) acres for the purpose of transfer of ownership or possession, or building development, or any division of land where new easement of access or a new street is created.

Fee

The fee for preliminary plat applications is the same as that for map amendment and special use applications and is based on the size of the parcel under consideration. Refer to the Fee Schedule in Appendix B. If an applicant is submitting multiple applications, the fee will be multiplied accordingly. Although no additional application form is required when submitted a final plat, a final plat review fee equal to the preliminary plat fee is charged.

How to Apply for Approval of a Subdivision

1. Obtain pertinent information about Will County regulations:
 - a. Copies of the Subdivision Ordinance are available from the Will County Highway Department, Subdivision Engineering Division.
 - b. Officially adopted plans can be obtained from the Planning Division of the Will County Land Use Department, or at www.willcountylanduse.com.
 - c. Other types of information, such as population statistics, zoning district maps, topographic maps, street maps, aerial maps, floodplain maps, wetland inventory maps, etc., can also be obtained from the Land Use Department.
2. Prepare a rough sketch of the property showing the proposed divisions. Keep in mind that roads and other public improvements are to be turned over to a public body and must conform to local plans and requirements. It is recommended that the applicant meet informally with the County departments and the Highway authority to investigate the procedures and standards as they affect the area in which the proposed subdivision is located. The applicant, a surveyor, or an engineer may prepare the sketch plan.
3. Submit the sketch plan to the planners and the Chief Subdivision Engineer for review at a concept plan meeting. Other entities (such as Health Department, Zoning Division, highway authorities, etc.) shall be invited to this concept plan meeting to provide pertinent information on the proposed project. Larger project may require more than one concept plan meeting.
4. In some areas, local planning commissions or other agencies may wish to have input concerning proposed subdivisions. Generally, these bodies are only advisory in nature; however, the County requests that developers meet with them. **NOTE:** If the proposed subdivision is within 1½ miles of a municipality, *the approval of that municipality must be obtained prior to preliminary plat approval and the municipality will have to sign the final plat.*
5. The applicant/developer must contact the appropriate highway authority to determine if an entrance permit will be issued and what improvements will be required.
6. The applicant/developer shall contact the appropriate utility service company or municipal sewer and water provider, where necessary, to determine if appropriate services will be provided.
7. The Highway Department, Subdivision Engineering Division and the Planning Division will review the sketch plan to assure conformance with officially adopted plans and ordinances. The object of this review stage is to eliminate potential problems and to avoid unnecessary delays during later review.

8. Upon agreement with the sketch plan, the preliminary plat must be prepared by a Registered Professional Engineer in the State of Illinois, with the seal and signature on the plat. Checklists are available from the Highway Department, Subdivision Engineering Division to insure all ordinance requirements are met. The application is not considered complete until all required information has been submitted.
9. A Natural Resource Inventory prepared by the Will-South Cook Soil & Water Conservation District must be obtained. Contact their office at 1201 Gougar Road, New Lenox, Illinois 60451, (815) 462-3106. This report must be less than two years old at the time of submittal of the Preliminary Plat.
10. With submission of the preliminary plat, any required soil evaluation tests should be scheduled with the Health Department.
11. The applicant/developer shall seek FEMA, IDNR, IEPA, Army Corps of Engineers, or any other regulatory agency permits that may be required for the proposed subdivision. Permits from other regulatory agencies must be applied for and adequate documentation of required applications, plans, and specifications for those permits shall be submitted to the Highway Department, Subdivision Engineering Division before preliminary plat approval can be secured.
12. A preliminary plat review fee (see Appendix B) must be paid and six (6) copies of the preliminary plat along with a completed preliminary plat application must be submitted to the Highway Department, Subdivision Engineering Division for distribution and review. The Chief Subdivision Engineer and planner will review the preliminary plat and present the applicant with a written request of changes to the plat. The applicant then makes the required changes and presents a revised preliminary plat to the Chief Subdivision Engineer. The process of staff review followed by applicant changes may occur multiple times. Upon the submittal of an acceptable preliminary plat, the developer shall provide sixteen (16) full size copies and one (1) 8½" by 11" reduced size copy of the preliminary plat to the Planning Division for distribution with the staff report.
13. The Planning Division places the officially filed preliminary plat of subdivision on the agenda for evaluation by the Planning & Zoning Commission. The plat must be in full compliance with Will County regulations before it is to be considered officially filed and placed on the agenda. Also, at this time, a tentative agenda date is given for the Land Use, Zoning & Development Committee of the Will County Board. The Chief Subdivision Engineer and planner will review the preliminary plat and prepare a written report giving findings and recommendations to the Planning & Zoning Commission and to the Land Use, Zoning & Development Committee.
14. On the scheduled agenda date, the Planning & Zoning Commission evaluates the preliminary plat and recommends approval or denial to the Land Use, Zoning & Development Committee.
15. On the scheduled agenda date, the Land Use, Zoning & Development Committee approves or denies the preliminary plat of subdivision. Any variances to the Subdivision Ordinance or Water Resource Ordinances, or any Special Use Permits for the proposed subdivision are forwarded to the full County Board for approval or denial. If variances to the Subdivision Ordinance or Water Resource Ordinances or any Special Use Permits have been requested, the Land Use, Zoning & Development Committee's approval of the preliminary plat is conditional on the County Board approval of the associated requests.
16. Based upon preliminary plat approval, the engineer for the subdivision prepares the final plat, detailed improvement plans, and the estimated cost of public improvements and submits three copies along with the final plat review fee to the Chief Subdivision Engineer for official filing, distribution, and review. The preliminary plat is valid for one year. Final plat and improvement plans shall be filed with the Chief Subdivision Engineer within one year of preliminary plat approval.

17. The Chief Subdivision Engineer reviews the improvement plans, estimate of construction costs, and the final plat of subdivision for compliance with County requirements. If required, a review letter is submitted to the applicant/developer and/or design engineer for any required revisions.
18. Upon approval by the Chief Subdivision Engineer, the developer shall provide a Subdivision Guarantee for the public improvements. The Chief Subdivision Engineer will act as custodian of the documents for the local highway authority.
19. The applicant/developer shall meet with local officials for required school contribution, park donation, and library contribution requirements, and an agreement must be reached regarding the type and timing of contribution required. Copies of all ordinances requiring contributions are available from the Will County Land Use Department.
20. The applicant/developer/engineer shall obtain any other required permits or map revisions (IDNR, FEMA, Army Corps of Engineers, IEPA, Health Department, highway authority, etc.) prior to final plat approval.
21. The applicant/developer/engineer shall submit one copy of the final plat to the addressing section of the Zoning Division for assignment of addresses. The addressing personnel forward a copy of the assigned addresses to the applicant/developer in accordance with the Will County Street Numbering and Street Sign Ordinance, which is available for purchase.
22. The applicant/developer must obtain required signatures on the original of the final plat, excluding the signatures of the Land Use, Zoning & Development Committee Chairman, the Chief Subdivision Engineer, and the Recorder of Deeds. No signatures shall be more than 90 days old at the time the plat is presented to the Land Use, Zoning & Development Committee for final plat consideration.
23. The final plat is then placed on the agenda of the Land Use, Zoning & Development Committee for consideration.
24. On the scheduled agenda date, the Land Use, Zoning & Development Committee approves or denies the final plat. Upon approval, final signatures are obtained.
25. The approved final plat must be recorded within 30 days, or it becomes void.
26. Six (6) copies of the recorded final plat with the recording number must be submitted to the Chief Subdivision Engineer.
27. During the course of construction, inspection of the work in progress shall be made by the engineer employed by the developer to insure compliance with the plans and specifications as approved. The engineer shall provide weekly field reports to the Chief Subdivision Engineer on the form provided in the ordinance for every week that work is being performed.
28. Construction of all improvements must be completed within two (2) years from the date of approval of the final plat.
29. After completion of all improvements, two (2) sets of "as-built" drawings of the subdivision improvements shall be provided, certified by the developer's engineer.
30. The subdivision guarantee (see #18 above) will be released by the County when:

- a. The utility company or municipality accepts and agrees to maintain the installed sewer and water lines,
 - b. The Road District Commissioner and/or other highway authority accepts and agrees to maintain the installed improvements, and
 - c. A two-year Subdivision Warranty is provided.
31. A first notice will be issued by the Chief Subdivision Engineer before the two (2) year construction period expires, indicating that the County will foreclose upon the subdivision guarantee if the improvements are not completed.
 32. A second notice will be issued by the Chief Subdivision Engineer that certain improvements are not completed or are not satisfactory. The Chief Subdivision Engineer, the Township Highway Commissioner, and the Land Use, Zoning & Development Committee will recommend that the subdivision guarantee be foreclosed to the benefit of the Road District Commissioner, Will County, and the homeowners of the subdivision. The occupancy permits may be withheld until the letter of credit is renewed, if applicable.

Address Assignments

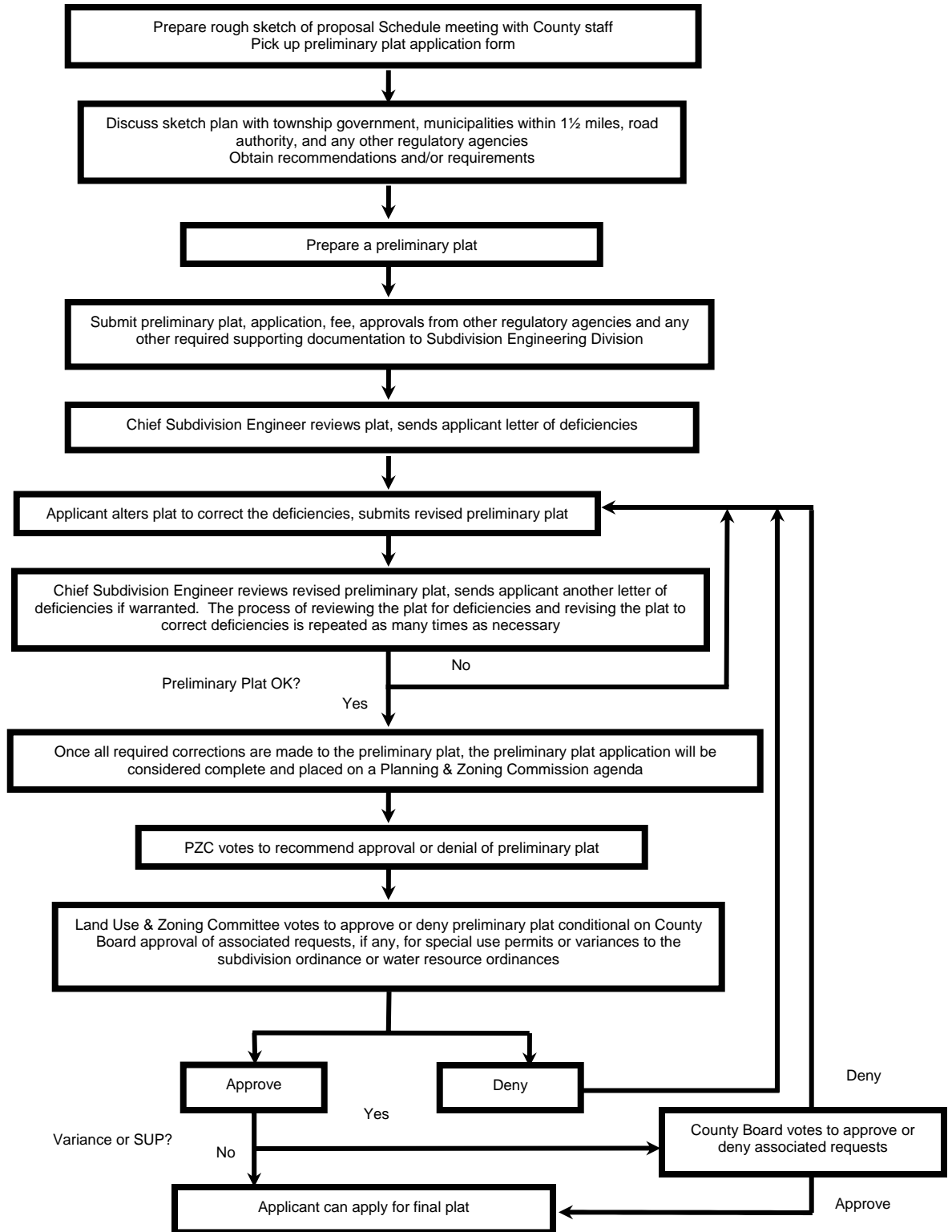
The Will County Land Use Department is the authority for assigning address changes and corrections and working with municipalities in implementing the County address system. The addressing specialist of the Zoning Division upholds this authority by enforcing the Will County Street Number and Street Sign Ordinance. The primary function of the Addressing specialist is to assign and coordinate address assignments using the County's addressing system, which is based on the city of Chicago's numbering grid pattern. The addressing grid is applied to both individual parcels and new subdivisions.

How to Apply for a Variance to the Subdivision Ordinance

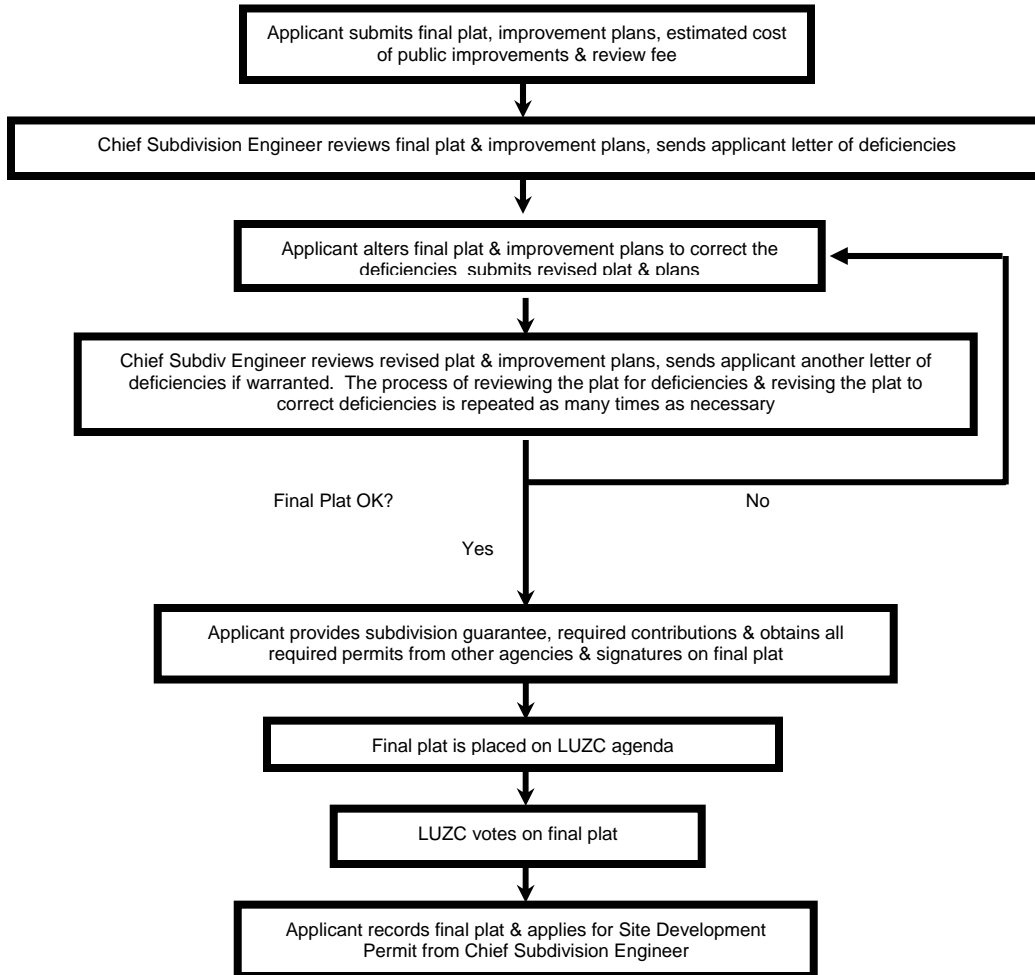
1. The Will County Subdivision Ordinance prescribes rules and regulations governing the subdivision and platting of land in unincorporated Will County. However, where the applicant finds that extraordinary hardships or particular difficulties may result from strict compliance with the Ordinance, variances or exceptions to the regulations may be requested.
2. In order to request a variance to the Subdivision Ordinance, the applicant shall request in writing a variance from the Ordinance requirements, stating the particular hardship and/or reasons for the requested variance. This written request shall be submitted with the preliminary plat application, addressed to the Will County Land Use, Zoning & Development Committee (which acts as Will County's Plat Committee) and shall be submitted to the Highway Department, Subdivision Engineering Division for inclusion into the preliminary plat staff report prepared by the Planning Division.
3. All requested variances shall be listed on the preliminary plat. There is a preliminary plat review fee; however, there is no separate fee for a variance to the Subdivision Ordinance.
4. Submit the completed preliminary plat application (available from the Highway Department, Subdivision Engineering Division) and six (6) copies of the preliminary plat, signed and sealed by a Registered Professional Engineer in the State of Illinois, to the Highway Department, Subdivision Engineering Division. Consult "How to Apply for Approval of a Subdivision" included herein and the Will County Subdivision Ordinance for requirements and procedures.
5. Upon acceptance of the preliminary plat by the Chief Subdivision Engineer, the preliminary plat and variance request shall be submitted to the Planning & Zoning Commission for their recommendation. The preliminary plat shall then be submitted to the Land Use, Zoning & Development Committee (Plat Committee), who shall review the requested variances along with the preliminary plat, and make a recommendation to the County Board for final decision on the requested variances.

6. Upon recommendation by the Land Use, Zoning & Development Committee, the requested variance shall be heard by the full County Board, who shall grant or deny the proposed variance in the form of a Resolution.
7. If the variance is approved by the County Board, the applicant's engineer shall then prepare detailed improvement plans, cost estimate, and final plat, and submit three copies for review by the Chief Subdivision Engineer. Consult "How to Apply for Approval of a Subdivision" and the Will County Subdivision Ordinance for final plat and improvement plan requirements and procedures (see Page 23).

PRELIMINARY PLAT FLOWCHART



FINAL PLAT FLOWCHART



CHAPTER FIVE: BUILDING PERMITS

A building permit is required for all new construction and for any alteration, modification or addition to an existing building, including alterations or changes in the mechanical, electrical, or plumbing system of a structure. A building permit is necessary so that the Building Division can review and inspect the proposed construction, modification, alteration, or addition to ensure compliance with all pertinent codes adopted by Will County.

Any construction requiring a building permit which occurs without the issuance of a valid permit, including permits issued due to applicant misrepresentation, will be assessed a penalty fee. The fee for a building permit in such a situation is twice the normal building permit application fee in addition to any fine that may be imposed by a court of law.

As necessary, staff will schedule pre-permit application submittal meetings with the contractor/developer and arrange for “deferred submittals” (Section 106.3.4.2 of the International Building Code 2000).

How to apply for a building permit

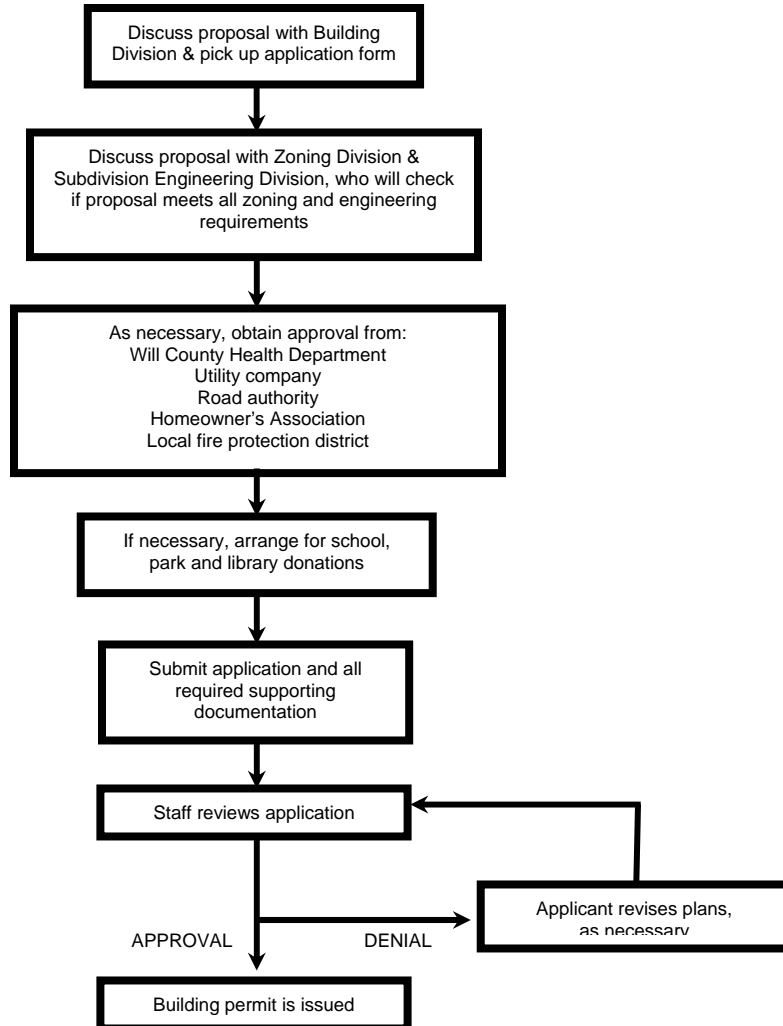
1. Obtain pertinent information:
 - a. Copies of the Will County Building Ordinance are available from the Land Use Department, Building Division. The Building Ordinance is also available on the Land Use Department web site (www.willcountylanduse.com).
 - b. Information concerning the International Building Code 2000, International Residential Code 2000, International Fire Code 2000, International Mechanical Code 2000, International Fuel Gas Code 2000, International Energy Conservation Code 2000, International Property Maintenance Code 2000, National Electrical Code 1999, Illinois State Plumbing Code 1998, and the Illinois Accessibility Code 1997 are available from the Land Use Department, Building Division.
2. Obtain an application for a building permit. Forms are available from the Building Division.
3. Consult with the Zoning Division, who will confirm whether the proposed building meets all Zoning Ordinance requirements, and with the Highway Department, Subdivision Engineering Division, who will check whether the proposed building is within floodplain or wetland areas. Both divisions will provide written documentation of their findings. The PIN (Permanent Index Number, also known as a tax number) of the property must be provided. If the applicant cannot find a PIN number in their records, the applicant can obtain it by researching the parcel in the tax maps in the Will County Land Use Department. A plat of survey and a legal description of the property must accompany the applications. A plat of survey or legal description of a property cannot be provided to a property owner by the County, as the County does not keep such records. The property owner should have obtained a plat of survey and legal description at the time the property was purchased. The Highway Department, Subdivision Engineering Division will require site plans with certain types of building permit applications. Contact the Highway Department, Subdivision Engineering Division to find out if a site plan is needed.
4. If the structure is to have a well and/or a septic or mechanical system for waste disposal, contact the Will County Health Department, 501 Ella Avenue, Joliet, Illinois 60433, (815) 727-8844. The Health Department will provide the necessary well and waste disposal permit applications. If the structure is to be on public water and sewer, contact the appropriate utility company for the required documentation. *For new structures or alterations impacting existing water and waste services only.*
5. Acquire an entrance permit and, if required, culvert permit from the road authority responsible for maintaining the road that will be used to access the property. For unincorporated Will County, the road authority is usually a Township Highway Commissioner or the Will County Department of Highways. The

road authority may require a fee payment. *For new structures or alterations involving a change in usage or driveway alterations only.*

6. Obtain forms for required school, park and library donations from the Building Division. Contact the school, park and library district servicing the property to determine the amount owed. Pay the districts the appropriate amount, obtain receipts for payment, and have the districts sign the completed forms. *For new residential structures only.*
7. Check with the homeowner's association, if applicable, to determine if a letter of approval for the proposed improvement is needed. Commercial and industrial subdivisions may also have associations that require approval. *For new structures and alterations to the exterior of existing buildings only.*
8. Obtain a letter of approval from the local fire protection district. *For commercial and industrial structures only. May not be necessary for minor alterations.*
9. Submit the completed building permit application and the following required supporting information and documentation to the Building Division:
 - a. All contractors' names, addresses, and phone numbers. All contractors and subcontractors conducting work in unincorporated Will County must be registered with the County.
 - b. Address for the site of construction, including subdivision and lot number, if applicable
 - c. Owner's name, address and phone number.
 - d. Applicant's name, address and phone number, if other than owner.
 - e. PIN (Permanent Index Number), also known as the tax number.
 - f. Three (3) complete sets of construction plans of the proposed structure. All construction plans must be stamped by a State of Illinois architect or a structural engineer and/or registered design professional.
 - g. A scaled site plan showing the boundaries of the property with the location of the existing and/or proposed structures. As mentioned in #3 above, the Highway Department, Subdivision Engineering Division may require the site plan to be prepared by an Illinois Registered Land Surveyor for certain types of applications.
 - h. The Zoning Permit and Engineering Permit described in #3 above.
 - i. Permit from the Will County Health Department or documentation from a utility company if applicable, as described in #4 above. For alterations to structures utilizing a private sewage disposal system, the location of the system must be delineated on the site plan.
 - j. Entrance permit and culvert permit along with proof of fee payment to the appropriate road authority, if required.
 - k. Receipts and signed forms for the school, park and library donations as described in #6 above.
 - l. While not mandatory, a letter from the homeowner's association concerning approval of construction plans for the principal structure in restricted subdivisions is encouraged.
 - m. Building Permit fee payment accompanying a completed fee schedule form. All checks are to be written to the Will County Land Use Department. The fee cannot be determined before a fee schedule form has been completed and submitted. For an estimate of fee costs, contact the Building Division. Any construction requiring a building permit, the inspections of which exceeds the competence of Staff assigned to the Will County Land Use Department, and which is not subject to inspection by State or Federal authorities, shall be assessed a building permit fee, plus the direct payment of any costs associated with the need to temporarily retain specialized inspectors, solely incident to the construction.
10. The review of a building permit application can take up to 15 business days. Call (815) 774-3383 to check if a permit is ready for pickup. When the building permit is issued, the Building Division will provide the Building and Use Permit Card to be posted on the premises and the criteria for the required inspections to be made by the Building Division.
11. Building permits are valid for one (1) year from date of issuance, after which they become void unless extended.

12. The permittee must call the Building Division at least 48 hours in advance to schedule each of the required inspections. After satisfactory final inspections are made, the Building Division may issue an Occupancy Permit.

BUILDING PERMIT FLOWCHART



APPENDIX A - WILL COUNTY ZONING DISTRICT REQUIREMENTS

Zoning	District	Lot Area	Lot Width	Front *	Side *	Rear * ***	Lot Cov.	Max Accessory Storage
E-1	Rural Estate Residential	5 ACRES	300 ft	100 ft (centerline of non-ded. road)	20 ft (each side)	80 ft (lot line) principle	20%	3,000 ft ²
E-2	Estate Residential	2.5 ACRES	180 ft	100 ft (centerline of non-ded. road)	20 ft (each side)	80 ft (lot line) principle	20%	3,000 ft ²
R-1	Single Family Residence	60,000 ft ²	165 ft	90 ft (centerline of non-ded. road) 57 ft front lot line (ded. road)	15 ft (each side)	70 ft (lot line) principle 5 ft (lot line) accessory	20%	1,800 ft ²
R-2	Single Family Residence	1 ACRE	150 ft	80 ft (centerline of non-ded. road) 47 ft front lot line (ded. road)	10 ft (each side)	40 ft (lot line) principle 5 ft (lot line) accessory	20%	1,800 ft ²
R-2A	Single Family Residence	30,000 ft ²	120 ft	80 ft (centerline of non-ded. road) 47 ft front lot line (ded. road)	10 ft (each side)	40 ft (lot line) principle 5 ft (lot line) accessory	25%	1,800 ft ²
R-3	Single Family Residence	20,000 ft ²	90 ft	80 ft (centerline of non-ded. road) 30 ft front lot line (ded. road)	10 ft (each side)	40 ft (lot line) principle 5 ft (lot line) accessory	30%	1,800 ft ²
R-4	Single Family Residence	12,500 ft ²	70 ft	80 ft (centerline of non-ded. road) 30 ft front lot line (ded. road)	10 ft (each side)	30 ft (lot line) principle 5 ft (lot line) accessory	40%	1,500 ft ²
R-5 **	Single Family Residence	10,000 ft ²	70 ft	80 ft (centerline of non-ded. road) 30 ft front lot line (ded. road)	5 ft (each side)	25 ft (lot line) principle 5 ft (lot line) accessory	45%	1,500 ft ²
R-6	Multi Family Residence	See Ordinance	60 ft	80 ft (centerline of non-ded. road) 30 ft front lot line (ded. road)	See Ordinance	See Ordinance	45%	1,500 ft ²
C-1	Local Shopping Dist.	12,000 ft ²	80 ft	30 ft (lot line)	10-15 ft (not < 25)	20 ft (lot line)	-	N/A
C-2	Community Shopping Dist.	12,000 ft ²	80 ft	30 ft (lot line)	10-15 ft (not < 25)	20 ft (lot line)	-	N/A
C-3	General Business Dist.	12,000 ft ²	80 ft	100 ft (lot line)	10-15 ft (not < 25)	10% depth of lot (not greater than 40 ft)	-	N/A
C-4	Highway Commercial Dist.	20,000 ft ²	80 ft	80 ft (lot line)	10-15 ft (not < 25)	10% depth of lot (not greater than 40 ft)	-	N/A
C-5	Office & Research Park Dist.	20,000 ft ²	80 ft	80 ft (lot line)	30 ft (on each side)	30 ft (lot line)	25%	N/A
C-6	Commercial Recreation Dist.	20,000 ft ²	80 ft	50 ft (lot line)	10-15 ft (not < 25)	30 ft (lot line)	-	N/A
I-1	Limited Industrial Dist.	10,000 ft ²	60 ft	30 ft (lot line)	10 ft (on each side)	10 ft (lot line)	50%	N/A
I-2	General Industrial Dist.	10,000 ft ²	80 ft	50 ft (lot line)	10-15 ft (not < 25)	40 ft (lot line)	60%	N/A
I-3	Intensive Industrial Dist.	40,000 ft ²	100 ft	100 ft (lot line)	20-30 ft (not < 50)	40 ft (lot line)	70%	N/A
A-1	Agricultural Dist.	10 ACRES	300 ft	100 ft (centerline of road)	50 ft (each side)	50 ft (lot line) principle 10 ft accessory	20%	-
A-2 **	Rural Residential Dist.	2.5 ACRES	300 ft	100 ft (centerline of road)	20 ft (each side)	80 ft (lot line) principle	20%	3,000 ft ²

* EXCLUSIVE OF EASEMENTS

** EXISTING GRANDFATHERED ZONING CLASSIFICATION. NOT AVAILABLE FOR NEW DEVELOPMENT.

*** REAR SETBACKS- A CORNER LOT HAS 2 FRONT YARDS AND 2 SIDE YARDS ONLY. NO REAR YARD SETBACKS.

APPENDIX B
MAP AMENDMENT, SPECIAL USE PERMIT, AND PLAT APPLICATION FEES

Acres	Fees (\$)	Acres	Fees (\$)	Acres	Fees (\$)	Acres	Fees (\$)
1	675	26	2,225	51	3,455	76	4,205
2	675	27	2,275	52	3,485	77	4,235
3	675	28	2,325	53	3,515	78	4,265
4	675	29	2,375	54	3,545	79	4,295
5	675	30	2,425	55	3,575	80	4,325
6	750	31	2,475	56	3,605	81	4,355
7	825	32	2,525	57	3,635	82	4,385
8	900	33	2,575	58	3,665	83	4,415
9	975	34	2,625	59	3,695	84	4,445
10	1,050	35	2,675	60	3,725	85	4,475
11	1,125	36	2,725	61	3,755	86	4,505
12	1,200	37	2,775	62	3,785	87	4,535
13	1,275	38	2,825	63	3,815	88	4,565
14	1,350	39	2,875	64	3,845	89	4,595
15	1,425	40	2,925	65	3,875	90	4,625
16	1,500	41	2,975	66	3,905	91	4,655
17	1,575	42	3,025	67	3,935	92	4,685
18	1,650	43	3,075	68	3,965	93	4,715
19	1,725	44	3,125	69	3,995	94	4,745
20	1,800	45	3,175	70	4,025	95	4,775
21	1,875	46	3,225	71	4,055	96	4,805
22	1,950	47	3,275	72	4,085	97	4,835
23	2,025	48	3,325	73	4,115	98	4,865
24	2,100	49	3,375	74	4,145	99	4,895
25	2,175	50	3,425	75	4,175	100	4,925

- *1 Acre up to and including 5 Acres - \$675 Flat Fee*
- *6 Acres up to and including 25 Acre - \$675 + \$75 Per Acre over 5 Acres*
- *26 Acres up to and including 50 Acres - \$2,175 + \$50 Per Acre over 25 Acres*
- *51 Acres up to and including 100 Acres - \$3,425 + \$30 Per Acre over 50 Acres*
- *101 Acres up to and including 500 Acres - \$4,925 + \$20 Per Acre over 100 Acres*
- *Over 500 Acres - \$12,925 + \$10 Per Acre over 500 Acres*

**APPENDIX C
ORDINANCES, PLANS, AND MAPS**

Copies of County ordinances, plans and maps may be purchased at the Will County Land Use Department. The following tables provide materials available for purchase and their prices. Many of the plans and ordinances are available on the Will County Land Use Department web site at www.willcountylanduse.com.

PLANS AND ORDINANCES	COST (\$)
Benchmarks	10.00
Building Ordinance	15.00
Contractors Registration, Bonding and Insurance Ordinance	10.00
Countywide Stormwater Management Ordinance	15.00
Historic Preservation Ordinance	10.00
Illinois Accessibility Code	Free
Land Resource Management Plan	To Be Determined
Library District Contribution Ordinance	5.00
Mobile Home Park Operating Ordinance	5.00
Park Donation Ordinance	5.00
School Site Contribution Ordinance	5.00
Solid Waste Management Plan (Volumes I-VII)	25.00
-Update	5.00
Street Numbering and Street Sign Ordinance	5.00
Subdivision Ordinance <i>(includes Water Resource Ordinance)</i>	25.00
2020 Transportation Framework Plan	To Be Determined
Water Resource Ordinance <i>includes:</i> - <i>Flood Damage Prevention Ordinance</i> - <i>Soil Erosion and Sedimentation Control Ordinance</i> - <i>Stormwater Drainage and Detention Ordinance</i> - <i>Stream and Wetland Protection Ordinance</i>	15.00
Zoning Ordinance	25.00

MAPS	COST (\$)
County-Wide and Township Maps (various)	10.00
FEMA Flood Insurance Rate Maps	3.00
Land Resource Management Plan – 8½”x11” Form Map	Free
Township Base Map at 1" = 5280'	1.00

**APPENDIX D
CONTACT INFORMATION**

FEDERAL AVIATION ADMINISTRATION

Great Lakes Regional Headquarters
Air Traffic Division, AGL-530
2300 East Devon Avenue
Des Plaines, Illinois 60018
(847) 294-7202
www.agl.faa.gov

WILL COUNTY HIGHWAY DEPARTMENT

16841 W. Laraway Road
Joliet, Illinois 60433
(815) 727-8476
www.willcountyllinois.com/highway/highwayhome.htm

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

Region II Office
110 James Rd.
Spring Grove, Illinois 60081
(815) 675-2385
www.dnr.state.il.us

WILL COUNTY LAND USE DEPARTMENT

58 E. Clinton Street, Suite 500
Joliet, Illinois 60432
(815) 774-3321
www.willcountylanduse.com

ILLINOIS DEPARTMENT OF TRANSPORTATION

201 W. Center Court
Schaumburg, Illinois 60196
(847) 705-4000
www.dot.state.il.us

WILL/SOUTH COOK SOIL & WATER CONSERVATION
DISTRICT

1201 S. Gougar Road
New Lenox, Illinois 60451
(815) 462-3106
www.will-scookswcd.org

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

9511 W. Harrison Street
Des Plaines, Illinois 60016
(847) 294-4000
www.epa.state.il.us

U.S. ARMY CORP OF ENGINEERS

Chicago District Corps of Engineers
Attn: Regulatory Functions
111 N. Canal Street
Chicago, Illinois 60606
(312) 353-6400
www.lcr.usace.army.mil

WILL COUNTY CHAMBER OF COMMERCE
CENTER FOR ECONOMIC DEVELOPMENT

116 N. Chicago Street
Two Rialto Square, Suite 101
Joliet, Illinois 60432
(815) 723-1800
www.c-e-d.org

WILL COUNTY HEALTH DEPARTMENT

501 Ella Avenue
Joliet, Illinois 60433
(815) 727-8480
www.willcountyhealth.org