

NORTH COOK COUNTY SOIL AND WATER CONSERVATION DISTRICT

Mailing Address: Post Office Box 407 **Office Location:** 899 Jay Street
Streamwood, IL 60107 Elgin, IL 60120
Telephone: (847) 468-0071 **Office Hours:** Monday through Friday
Fax: (847) 608-8302 8 a.m. - 4:00 p.m.
Email: Rick.McAndless@il.nacdn.net

NATURAL RESOURCE INVENTORY REPORT APPLICATION

The Board of Directors meets the second Thursday of every month. Application deadline is the Friday prior to the monthly Board meeting or report review will be held until the next month.

www.northcookswcd.org

OWNER'S NAME: _____

Address: _____

PETITIONER'S NAME: _____

Address: _____

CONTACT PERSON: _____

Telephone: _____ **Fax:** _____

VILLAGE OR LOCAL GOVERNMENT RESPONSIBLE: _____ **DATE OF VILLAGE HEARING**

REAL ESTATE TAX INDEX #: _____

LEGAL DESCRIPTION: _____
(lot#, Block#)

Sec. _____ Twp. _____ N R. _____ E

STREET LOCATION: _____

ZONING: Existing: _____ Requested: _____

LAND USE: Existing: _____
Proposed: _____

TOTAL ACRES OF PARCEL: _____ **ACRE(S)** **FEE: \$** _____

<u>FEE SCHEDULE:</u>	0 TO 3 Acres or part of an acre	\$300.00 (As Applicable)
	More than 3 acres 10.00	Each additional acre or part of an acre over three acres

Make Checks Payable to: **North Cook County SWCD**

(OVER-PLEASE COMPLETE INFORMATION AND SIGN)

PLEASE CHECK ALL APPLICABLE ITEMS

REQUESTED ZONING/PLANNING CHANGE(S):

_____ Zoning Variance
_____ Annexation

_____ Zoning Change
_____ Subdivision/Resubdivision

PROPOSED IMPROVEMENT(S):

Planned Structures:

_____ Commercial Building _____ Slab
_____ Residential Dwelling _____ crawlspace
_____ _____ basement

Open Space:

_____ Park/Playground Areas
_____ Common Open Space Areas
_____ Conservancy Easements
_____ Other: _____

_____ Industrial Building Type: _____
_____ Institutional Building Type: _____
_____ Other Type: _____

Water Supply:

_____ Individual Wells
_____ Community Water

Wastewater Treatment:

_____ Septic Field
_____ Sanitary Sewers
_____ Other: _____

Stormwater Management:

_____ Drainage Ditches and Swales
_____ Storm Sewers
_____ Detention Pond (Dry Basin)
_____ Retention Pond (Wet Basin)
_____ No. Detention Facilities Proposed
_____ Other: _____

Floodplain Management:

_____ Floodfringe Modification
_____ Floodway Modification
_____ Floodplain Map Revision
_____ Wetland Modification

EXISTING SITE CHARACTERISTICS:

_____ Ponds and Lakes
_____ Perennial Stream(s)
_____ Intermittent Stream(s)
_____ Drainage Tiles
_____ Cropland
_____ Woodland
_____ Floodplain (Flood Zone: _____)
_____ Floodway
_____ Floodfringe
_____ Wetland(s)
_____ Disturbed Land
_____ Natural Area (native plant community)

DATA MATERIALS REQUIRED BEFORE PROCESSING APPLICATION:

One (1) copy enclosed _____ Plat of Survey/Topographic Survey
One (1) copy enclosed _____ Concept or Development Plans/Grading Plan
One (1) copy enclosed _____ Final Engineering Plans with Stormwater Management Information
One (1) copy enclosed _____ Soil Erosion and Sedimentation Control Plan

IF AVAILABLE, PLEASE INCLUDE:

One (1) copy enclosed _____ Soils Boring Information
One (1) copy enclosed _____ Material Testing Information
One (1) copy enclosed _____ Proposed Grading and Landscaping Plans
One (1) copy enclosed _____ Environmental Audits
One (1) copy enclosed _____ Drainage Plans
One (1) copy enclosed _____ Tree Survey

It is understood that this request allows a District representative the right to inspect the parcel or parcels described in the above application.

PETITIONER'S SIGNATURE: _____ **DATE:** _____

NORTH COOK COUNTY SOIL AND WATER CONSERVATION DISTRICT

GUIDELINES FOR SUBMITTING A REQUEST FOR NATURAL RESOURCE INFORMATION

For the convenience of those who must comply with the Soil and Water Conservation District's Law, Section 22.02a enacted December 3, 1971, and effective July 1, 1972, we quote the amendment:

“Sec. 22.02a - The Soil and Water Conservation District shall make all natural resource information available to the appropriate county agency or municipality in the promulgation of zoning ordinances or variances. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from that municipality's or county's zoning ordinances or who proposes to subdivide vacant or agricultural lands there in shall furnish a copy of such petition or proposal to the Soil and Water Conservation District. The Soil and Water Conservation District shall not be given more than 30 days from the time of receipt of the petition or proposal to issue its written opinion concerning the petition or proposal and submit the same to the appropriate county agency or municipality for further action.”

Our purpose of this amendment is, of course, to assure that land developers take into full consideration the limitations of the land they wish to develop—including the limitations of its soil for septic system, for foundations, for roads, and for other uses; also that such limitations as flooding hazard, land slope, and shallow water table be carefully considered and dealt with. Such other land characteristics as existing ecological value (i.e. wetlands) should also be considered before development plans are drawn up. Another important purpose of this amendment is to make certain that all of these characteristics of any given piece of land are also known to the governmental units will be called on to approve or disapprove development plans.

In order to facilitate compliance with the law by land developers and others, the North Cook County Soil and Water Conservation District has formulated the following set of guidelines and standardized set of fees (as provided for in Section 22.09 of this Law). The fee schedule is stated on the front of the Application Form provided.

1. ONE-ACRE LIMITATION

It shall be the policy of the District Board that until notice is given to the contrary, no parcel of land one (1) acre or less in area (43,560 sq. ft. or less) need be submitted for evaluation, except, however, that if a municipality or county authority requires of a petitioner that they file an application with the District, and so notifies the District in writing or verbally, that the District shall automatically cancel its exception and shall require that such party file application. If a municipality or county authority itself requests resource information on one acre or smaller parcels, by letter or verbally, the district shall make such information available to them without charge.

2. 30-DAY TIME LIMIT

The 30-day time limit specified in Section 22.02a shall start from the date of receipt by the Soil and Water Conservation District of all materials required of the petitioner, including check or money order. The District Board shall be the sole judge of the completeness of an application. It is the intention of the District, however, to expedite all applications, and it is hoped that the full 30 days will not be required.

3. RESPONSE FROM THE DISTRICT

Resource opinions will be rendered to the governmental unit as well as to the petitioner. The distribution of NRI's is subject to the Freedom of Information Act.

4. AVAILABILITY OF RESOURCE INFORMATION

If a developer or other party requests a **resource inventory** from the Natural Resource Conservation Service, **without** submitting an application for rezoning or other action to a municipality or the county, they will receive this as a free service. They will, however, still be required to submit the usual application to the District and pay the fee when he petitions a village or the county.

5. RESOURCE INFORMATION REQUEST FORMS

The District office will provide Natural Resource Information Request forms to the county and to each municipality located wholly or partly within the District. Only one copy of such form needs to be filed with the District by the petitioner. Governmental units and developers may obtain additional forms by requesting them from the District. NRI applications can be downloaded from the District website; northcookswcd.org.

6. RECEIPT OF APPLICATION BY DISTRICT

Upon receipt of an application by the District, the petitioner will receive a receipt showing that the application has been received and that the proper fee has been paid. If the application is found to be incomplete, after receipt has been issued, notice to such effect will be given by mail or by telephone or both, to petitioner so that missing information can be provided. In such cases, the 30-day time limit for providing Natural Resource Information by the District shall not commence until required missing information is received by the District.

7. REFUND OF FEES

After receipt of application, if the District determines that a full report is not necessary, fees shall be refunded. Refunds are given following Natural Resource Information policies, which have been approved by the District Board, and the amount of refund shall be explained in a letter accompanying the refund.

8. NOTIFICATION OF COUNTY OR MUNICIPALITY

Upon receipt of application, the District shall send notification to the County or municipal authority concerned. This notice will state that the application has been made and that comment will be made by a certain date, or that no resource data is available for this parcel of land and that the District Board will not be commenting.

9. STARTING DATE

Only those applications to a municipality or county authority which were filed after July 1, 1972, come under the provisions of this law.

Narrative Checklist

The Natural Resource Information Report Application is not complete until all of the following information is submitted in a narrative form for the proposed construction activity

_____ **Project description** - Briefly describes the nature and purpose of the land disturbing activity, and the area (acres) to be disturbed.

_____ **Existing site conditions**- Describe the existing topography , vegetation, drainageways, subsurface drain tile, buildings, roads and utilities.

_____ **Adjacent areas**- A description of neighboring areas such as streams, lakes, residential areas, roads, etc. which might be affected by the land disturbance.

_____ **Critical areas**- A description of areas on the site which have potentially serious problems, e.g. steep or long slopes, channels, intermittent streams, and side hill seeps.

_____ **Soil erosion and sediment control measures**- A description of the methods which will be used to control erosion and sedimentation on the site. Control methods should meet the standards in section 4 of the Illinois Urban Manual.

_____ **Stormwater runoff calculations**- Will the proposed development on the subject property cause an increase in peak runoff rates? Will the increase in runoff cause soil erosion or channel degradation downstream? Describe the strategy to control stormwater runoff.

_____ **Calculations**- Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc.. Include pre and post development runoff.

_____ **Detail drawings**- Include detail drawings from the Illinois Urban Manual. Any structural practices used that are not referenced to the Illinois Urban Manual or local handbooks should be explained and illustrated with detail drawings.