

**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) 468-1179      8 a.m. - 4:00 p.m.  
**Email:** R.McAndless@northcookswcd.org

---

**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](http://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: \$** \_\_\_\_\_

---

**FEE SCHEDULE:**      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      \_\_\_\_\_ Floodplain (Flood Zone: \_\_\_\_\_)  
\_\_\_\_\_ Perennial Stream(s)      \_\_\_\_\_ Floodway  
\_\_\_\_\_ Intermittent Stream(s)      \_\_\_\_\_ Floodfringe  
\_\_\_\_\_ Drainage Tiles      \_\_\_\_\_ Wetland(s)  
\_\_\_\_\_ Cropland      \_\_\_\_\_ Disturbed Land  
\_\_\_\_\_ Woodland      \_\_\_\_\_ 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 that 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.