



County of Kankakee

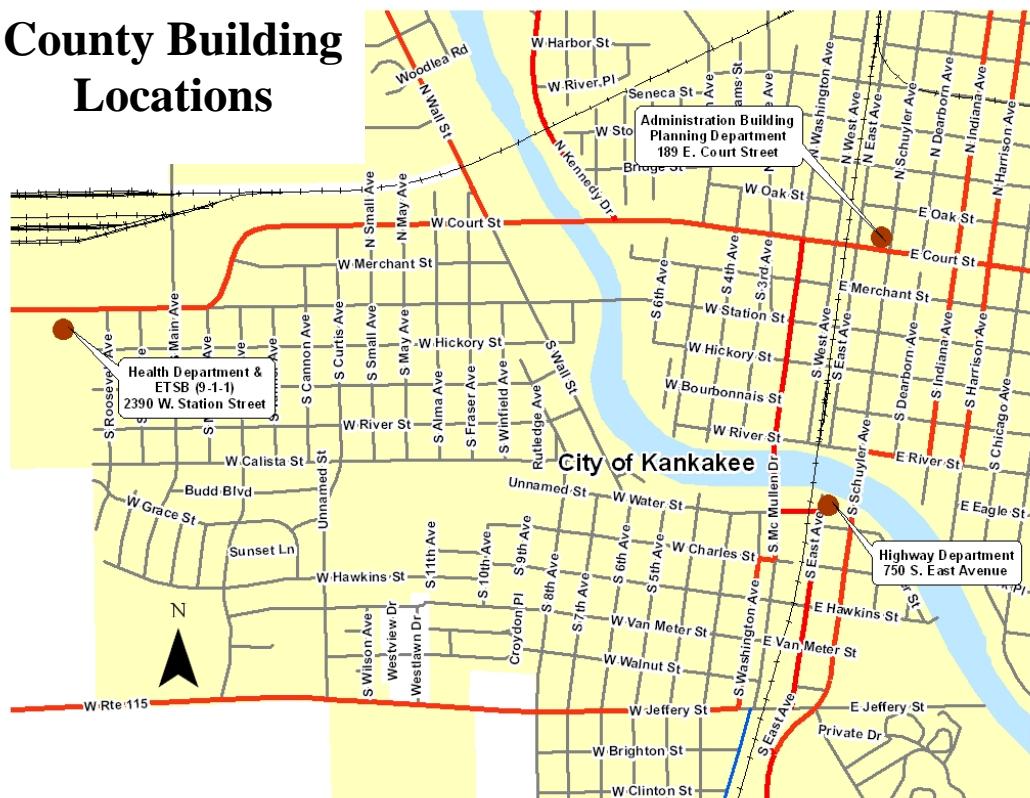
## GUIDE TO DEVELOPMENT



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# County Building Locations



**Disclaimer:** While every effort has been taken to ensure the accuracy of this document, the County of Kankakee makes no guarantees as to the accuracy of the information contained in this document.

# A PROJECT IS BORN

## GETTING STARTED



The act of developing land or obtaining a building permit can be a daunting task for the average citizen and individuals not familiar with the procedures and processes required by government agencies. This “Guide to Development” is authored by the Kankakee County Planning Department with the intent of outlining these procedures and guiding citizens through the land development process. This Guide pertains to development in unincorporated Kankakee County. For development procedures within municipal boundaries the appropriate municipality should be contacted. (See Municipal Contacts on page 25)

Whether you’re developing land, building or expanding a building or just remodeling an existing one, the process starts the same way. It all starts with a visit to the Planning Department. You should have the following information with you when you visit the Department:

### For building construction, remodeling and other building permits:

- Parcel Index Number (PIN) - also known as a tax number.
- Owner’s name, address & phone number.
- Site Plan / plot plan—if applicable.
- Estimated cost or signed contract.
- List of Contractors (See Contractors’ Registration Section).
- Description of project.
- Address of the site, if available.
- Two complete sets of construction plans.

### For land development (subdivisions):

- Parcel Index Number (PIN) - also known as a tax number.
- Sketch Plan.
- Address of the site if available.
- Description of project.

This information will allow our staff to quickly locate your project on the maps and assist with the permitting/approval process.

Once you arrive at the Department our staff will review your information and determine which permits and processes that your project will need to follow. Staff will then supply you with the appropriate applications and forms and advise you of additional information that may be needed, as well as, indicate which additional agencies and/or Department will need to approve your project.

It is the responsibility of the applicant to accurately and completely prepare all applications, site plans, and other documents. The County has the responsibility of accurately reviewing the documents and providing review comments in a timely manner. Incomplete or inaccurate information may result in a delay of the review process.

**Kankakee County Planning Department**  
189 E. Court Street, Room 201  
Kankakee, IL 60901  
Phone: 815-937-2940  
Fax: 815-937-2974  
[Web: www.k3county.net](http://Web: www.k3county.net)

**Hours:**  
8:30 a.m. to 4:30 p.m. , Mon-Fri  
(Closed Holidays)

**Appointments:**  
Although not required, making an appointment will ensure that the necessary staff personnel are available to meet with you when you arrive.



PERSONAL HELP FOR EACH PROJECT

## COUNTY DEPARTMENTS & REVIEW AGENCIES



### Agency Websites:

Kankakee County - Planning Department  
Highway Department  
[www.k3county.net](http://www.k3county.net)

Health Department  
[www.kankakeehealth.org](http://www.kankakeehealth.org)

ETSB (9-1-1)  
[www.k3county.net/etsb.htm](http://www.k3county.net/etsb.htm)

Soil & Water District  
[www.kankakeeswcd.org](http://www.kankakeeswcd.org)

Illinois Department of Transportation - District 3  
[www.dot.state.il.us](http://www.dot.state.il.us)

Army Corp of Engineers  
[www.usace.army.mil](http://www.usace.army.mil)

Illinois Department of Natural Resources  
[www.dnr.state.il.us](http://www.dnr.state.il.us)

Your projects specifics will determine which departments, agencies, and governing bodies will need to review and/or approve your project. Generally building permits will be reviewed and approved by the staff of the Planning Department without the need for outside approvals. The exceptions to this are:

- Commercial / industrial plans may be sent to an independent review company.
- Erosion control plans will be reviewed by the Kankakee County Soil & Water Conservation District staff.
- Culverts, right-of-way improvements and entrance permits are reviewed and approved by the appropriate road authority.
- Septic and well systems are reviewed and approved by the Health Department.
- Floodplain permits may need the approval of either the Army Corp of Engineers or the Illinois Department of Natural Resources or both.

If your project requires a change in zoning, a special use permit or a variance from the zoning code, you will need to appear before the Zoning Board of Appeals. (See the Zoning Process Section on page 8 for details on the process).

Projects involving the development of land or the division of property may need to be reviewed by several agencies and/or departments. Once the review process for these projects are complete they are forwarded to the Planning, Zoning and Agriculture Committee for a recommendation to the County Board. The County Board will review this recommendation and render a final decision. (See the Subdivision Process Section on page 14 for details on the process).

A list of all review agencies and department can be found in the Contacts Section of the Guide on page 25).

Note: Addresses in unincorporated areas of Kankakee County are issued by the ETSB 911 Department. Please contact them at 815-937-3915 for information on obtaining an address or pick-up a form at the Kankakee County Planning Department office. Addresses in municipalities are assigned by each municipality. Please contact the appropriate municipality for addresses in incorporated areas.



# BRICK BY BRICK

## BUILDING PERMITS



Building Codes have been adopted by the County to ensure the health, safety and welfare of all County residents. These codes provide a reasonable degree of uniform construction and engineering practices for all structures and properties.

Kankakee County periodically adopts updated codes as they become available. Currently the County utilizes the following:

- 2003 International Residential Code
- 2003 International Building Code
- 2003 International Property Maintenance Code
- 2003 International Fuel Gas Code
- 2003 International Fire Code
- 2003 International Mechanical Code
- 2005 National Electrical Code
- 2003 International Energy Conservation Code
- 2004 Illinois Plumbing Code
- 1997 Illinois Accessibility Code

Building activity in the unincorporated areas of the County may require a building permit. Below are examples of projects which require a building permit, however if you are unsure as to whether your specific project requires a building permit please contact a staff person.

- Additions to buildings
- Manufactured Homes
- New homes and additions
- Fences
- Swimming pools and man made ponds
- Lawn sprinkler systems
- Decks and porches
- Roofing, siding, soffit, fascia and gutters
- Door and window replacement
- Alterations involving; structural changes, plumbing piping, electrical equipment or wiring, HVAC systems
- Water and sewer lines
- Sheds, detached garages, carports and greenhouses
- Barns and pole buildings
- Demolition of existing buildings

**Kankakee County  
Planning Department  
Building Division**  
189 E. Court Street, Room 201  
Kankakee, IL 60901  
Phone: 815-937-2940  
Fax: 815-937-2974  
Web: [www.k3county.net](http://www.k3county.net)

**Hours:**  
8:30 a.m. to 4:30 p.m. , Mon-Fri  
(Closed Holidays)

**Appointments:**  
Although not required, making an appointment will ensure that the necessary staff personnel are available to meet with you when you arrive.



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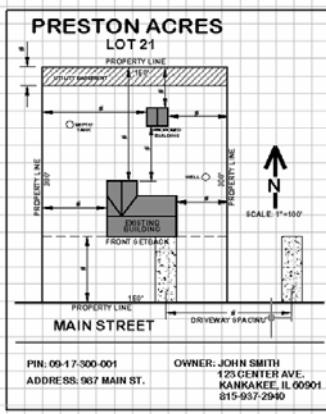
## BUILDING PERMITS

(CONTINUED)



**For applications & Forms:**  
Building permit applications and forms may be obtained at the Building Division Office located at 189 E. Court St., Room 201, Kankakee, Illinois, 60901.

### Sample Site Plan:



**Thinking of building green?**  
Information on green buildings and construction practices may be found at:

U.S. Green Building Council  
<http://www.usgbc.org>

Sustainable Buildings  
Industrial Council  
<http://www.sbcouncil.org>



The Planning Department is charged with administering the building permit process. In order to obtain a building permit the submission of plans are required. Some projects require that plans be drawn to scale and include the following information as it applies to the project.

### General information:

- Property owner's name, address, and phone number
- Deed, if applicable
- Parcel Index Number (Tax Number), for site where work will be performed
- Description of work to be completed
- Labor and material costs of improvement

### Building plan information:

- Building plans showing that the construction of the building will result in a system that provides a complete load path capable of transferring all loads from their point of origin through the load resisting elements to the foundation and to the soil.
- Sections and elevations as needed
- Foundation plan
- Floor plan layout, doors, windows, and structural systems
- Electrical
- Plumbing
- HVAC and gas piping
- Light and ventilation
- Completed Contractor's List
- Completed Erosion & Sediment Control Permit, issued by Kankakee Soil & Water Conservation District
- Completed referral form from Health Department, if required
- Completed referral form from appropriate road authority, if required
- A site plan showing: set back dimensions from the improvement to the front, side, and rear property lines, all existing structures on the property, and new driveways or access to the property.

## WHEN YOU NEED A HELPING HAND CONTRACTORS' REGISTRATION



In June 2000 the Kankakee County Board implemented the Contractor Registration Program. The program is designed to protect the public health, safety and welfare of the citizens of the County.

All contractors performing work in the unincorporated areas of the County that require a building permit are required to become registered prior to performing any work. Contractors are required to submit the following in order to register:

Provide a certificate of insurance showing the following types and limits of coverage:

- General Liability Limits: \$1,000,000
- Property Damage Limits: \$50,000
- Workers Compensation Limits: \$100,000 \*
- License & Permit Surety Bond bound to Kankakee County: \$10,000
- Registration fee: \$100

*\*If the contractor is a sole proprietor or is in a partnership and does not have any employees, a "No Employees Affidavit" form should be completed from the parties involved in the business with the registration application to waive the Workers Compensation requirement.*

Plumbers and roofers within the State are required to be licensed by the State of Illinois prior to registering in Kankakee County. Applications for State Licenses may be obtained from the Illinois Department of Professional Regulations website at [www.dpr.state.il.us](http://www.dpr.state.il.us). Registration is valid for one year from date of issuance. Homeowners completing their own work are not required to be registered by the County, for complete details regarding the Contractor's Registration program contact the Registration Coordinator at (815) 937-2940, extension 3.

**For applications & Forms:**  
Building permit applications and forms may be obtained at the Building Division Office located at 189 E. Court St., Room 201, Kankakee, Illinois, 60901.

**Contractors List -**  
An updated list of registered contractors may be obtained on our web site at:

[www.planning.k3county.net/contractor\\_licensing.htm](http://www.planning.k3county.net/contractor_licensing.htm)

**Hours:**  
8:30 a.m. to 4:30 p.m. , Mon-Fri  
(Closed Holidays)

**Appointments:**  
Although not required, making an appointment will ensure that the necessary staff personnel are available to meet with you when you arrive.



# MAKE SURE ITS RIGHT

## INSPECTIONS



### Scheduling:

To Schedule an inspection for building permits please call:

815-937-2940, Ext.2

### Rules and Availability:

Please call at least 48 hours in advance of your desired time. We will try to accommodate your request, however, the Building Division make no guarantee that an inspection can be scheduled at any specific time.

### Building Permits

Inspections are required periodically throughout the construction period. Listed below are examples of inspections that may be required. Residential required inspections may differ from those non-residential projects, for information regarding which inspections are necessary for a specific project please contact a staff person. Inspections are only performed Monday through Friday from 8:30 to 4:30. All inspections are scheduled on a first come first serve basis depending on availability, however the Building Code grants up to five working days to perform the requested inspection.

- Footings
- Foundation
- Electrical Service
- Underground Plumbing
- Concrete
- Rough-ins (including electrical, plumbing, framing and HVAC)
- Final Inspection

### Subdivisions

During the construction of a subdivision there are various inspections that are required. Due to the complexity of the subdivision design and review process it is difficult to create a standard inspection schedule that applies to all subdivisions. Instead, inspections are determined based on each subdivisions individual needs and requirements. The County's independent engineer or a County staff member will meet with your design professional to determine an appropriate inspection schedule for your development.



# WHEN ITS TIME FOR A CHANGE THE ZONING PROCESS



## Overview of Kankakee County Zoning

Counties are granted zoning powers through legislation passed by the State of Illinois. Illinois Compiled Statute 55/ILCS 5/ Article 5, Division 5-12 authorizes Counties to zone and sets forth rules for zoning.

The Kankakee County Planning Department administers the zoning for the unincorporated areas of the County. Kankakee County adopted its first zoning ordinance on March 21, 1967 with the purpose of promoting the orderly and efficient development of land and to separate incompatible land uses. The Ordinance has been amended throughout the years to reflect new and innovative zoning practices.

The intent of the Zoning Ordinance is to promote the health, safety, morals, comfort, and general welfare of the people of Kankakee County. This ordinance is also the legal tool used to enforce the goals, policies and objectives of the County's Comprehensive Plan.

The Zoning Ordinance is amended occasionally, and this document is not always immediately revised. For complete information you should consult the Kankakee County Code at <http://www.municode.com> or by contacting the Kankakee County Planning Department.

### Zoning Ordinance:

Copies of the complete Kankakee County Zoning Ordinance and Zoning map are available for sale at the County Planning Department. The Zoning Ordinance may be downloaded at <http://www.municode.com> and a copy of the Zoning map may be obtained at <http://planning.k3county.net>

### Get information about your property's zoning:

To check the zoning of a parcel located in the unincorporated areas of the County you may consult the most recently adopted zoning maps on our website at <http://planning.k3county.net> or by contacting the Planning Department with the parcel identification number (PIN). To obtain the PIN, you may contact the County Assessment Office at (815) 937-2945.

### Municipal Zoning

Many municipalities in Kankakee County have adopted and administer their own zoning ordinances. For zoning information within a municipality please contact the necessary municipality. The County cannot provide zoning information or answer zoning questions for properties within municipalities except in the Villages of Cabery, Irwin, Reddick, and Union Hill.

Legislation authorizing county zoning may be found at:

[www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)

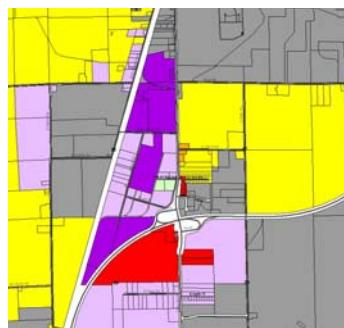
### **Zoning Ordinance Dates:**

Original: March 21, 1967  
Current: May 14, 1996

### **Revision History:**

Resolution Numbers:

- 98-5-12-070
- 98-5-11-075
- 02-06-11-550
- 03-01-14-703
- 06-03-14-58
- 06-04-11-81
- 07-01-09-14
- 08-02-13-21
- 08-08-12-112



WHEN ITS TIME FOR A CHANGE

## THE ZONING PROCESS (CONTINUED)



These municipalities do not have their own zoning ordinance and are therefore governed by the County's code.

### Overview of Zoning Districts:

There are 10 zoning districts for the unincorporated areas of Kankakee County. This section provides an overview of each of the zoning districts, and is not a comprehensive listing of all uses and zoning requirements. Each zoning district lists permitted and special uses as well as bulk requirements. These terms are defined as follows:

#### **Zoning Districts:**

A1 - Agriculture  
A2 - Agricultural Estate  
R1 - Single-Family Residential  
R2 - High Density Residential  
RE - Rural Estate Residence  
C1 - Restricted Commercial  
C2 - General Commercial  
I1 - Restricted Industrial  
I2 - General Industrial  
PL - Public Lands

PUD - Planned Unit Development

1. Permitted uses are land uses that are allowed within the district without governmental oversight or permission providing that the bulk requirements are met.
2. Special uses are land uses that because of their intensity or special needs are only allowed with County Board approval.

Bulk regulations are the lot size, lot width, lot coverage, floor to area ratio, setbacks, height of structures and off-street parking and loading.

Listed on the following pages are the zoning districts, a brief description of their purpose, and a summary of their minimum lot size and width.

## **VARIANCES, MAP AMENDMENTS, SPECIAL USE PERMITS AND FARMSTEAD EXEMPTIONS**

### Zoning Ordinance Variances

A zoning ordinance variance is a deviation from the strict compliance of the regulations of the Zoning Ordinance.

Variances are only to be granted in cases where a demonstrable hardship in meeting zoning 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. Variances 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. Under no circumstance should variances be granted to solely lessen the costs from following the regulations.



WHEN ITS TIME FOR A CHANGE

## THE ZONING PROCESS (CONTINUED)



### Map Amendments (Rezoning)

A map amendment is a change from one zoning district to another typically to allow for a change in use. Once approved, the official Kankakee County Zoning is updated to reflect the approved amendment. Any zoning district change should be compatible with the goals, objectives and policies of the Kankakee County Comprehensive Plan.

*\*All map amendments require completion of a Natural Resource Inventory Report (NRI) (see NRI section on Page 21)*

### **Kankakee County Code (Zoning Ordinance)**

To view the Zoning Ordinance in its entirety, please visit the website below:

Web: [www.municode.com](http://www.municode.com)

### Special Use Permits

A special use is a specific use of land which because of its unique characteristics or intensity is not normally permitted within the district. Most zoning districts provide for a number of special uses that may be requested. Special uses are granted on an individual basis taken into consideration property characteristics and surrounding land uses. Some special uses may have time limits and need to be re-considered, and others due to their uniqueness or intensity may have conditions placed on them by the County Board.

*\* Some special use permits require completion of a Natural Resource Inventory Report. This requirement is at the discretion of the Planning Director. (see NRI section on Page 21)*

### Zoning Process

All variances, map amendments and special use permits follow the same approval process. First, a completed application outlining the request is submitted to the County Clerk's Office. In conjunction with the submittal of this application, an application for a Natural Resource Inventory Report must be submitted to the Kankakee County Soil and Water Conservation District.

The application is then forwarded to the Planning Department where staff will begin a review of the application, write a staff report and select a date for the public hearing. Prior to the public hearing a legal notice must be published in the newspaper and adjoining property owners must be notified.



## WHEN ITS TIME FOR A CHANGE

# THE ZONING PROCESS (CONTINUED)



Legislation authorizing the Zoning Board of Appeals may be found at:

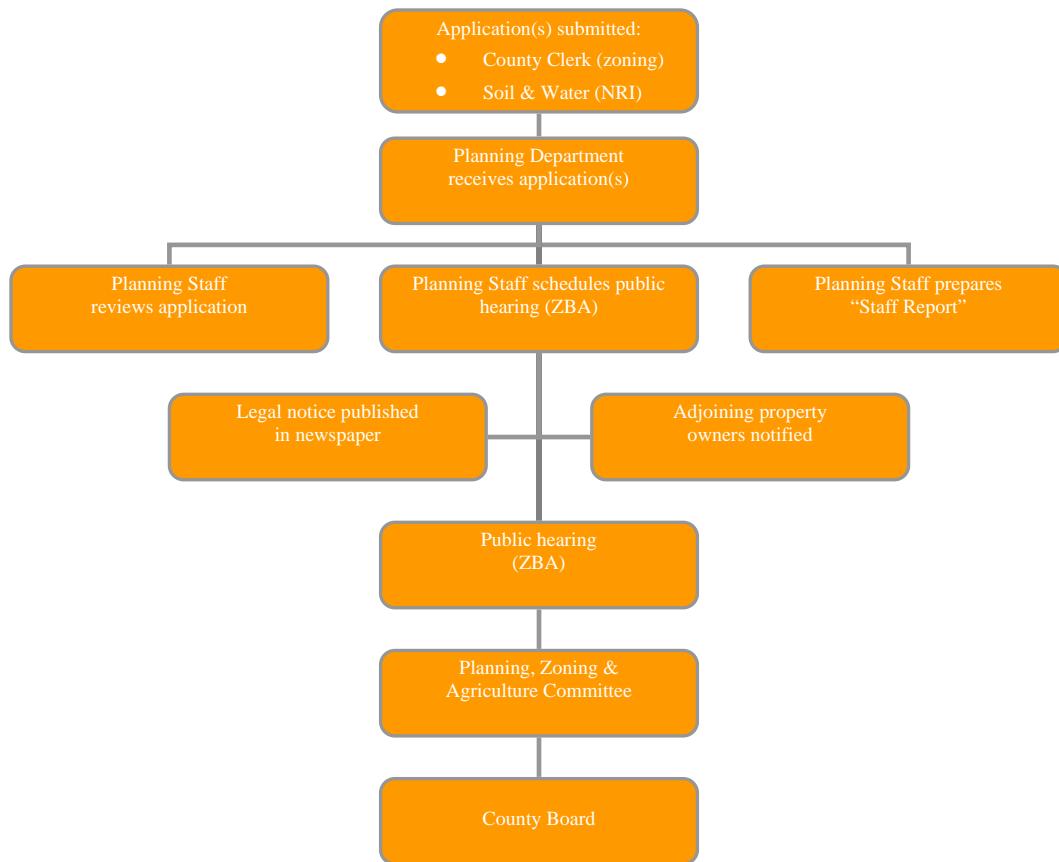
[www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)

### Rules of Procedure:

The Zoning Board of Appeals and the hearings it conducts are governed by the Zoning Board of Appeals Rules of Procedure adopted December 1, 2003. These rules may be found at:

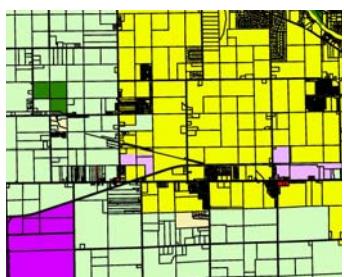
<http://planning.k3county.net/zoning.htm>

The public hearing is conducted by the Zoning Board of Appeals (ZBA). This body is comprised of 7 members appointed by the County Board and charged with collecting and evaluating evidence, hearing public comment, compiling findings of fact and rendering a recommendation of either approval or denial to the Planning, Zoning, and Agriculture (PZA) Committee of the County Board. Once the public hearing is concluded the case is then forwarded to the PZA Committee for its consideration. This Committee reviews the ZBA's findings of fact and recommendation, and renders a recommendation to the County Board. Lastly, the Kankakee County Board either issues a resolution approving or denying the case. The decision of the County Board is final and any appeal must be made to a court of competent jurisdiction.



### Administrative Appeals

The Zoning Board of Appeals also hears appeals from Administrative Zoning Decisions. If you feel that the Planning Director or staff has failed to interpret the zoning ordinance in an appropriate fashion you may appeal their decision through the Zoning Board. Contact the Planning Department for an application to appeal an Administrative Decision.



WHEN ITS TIME FOR A CHANGE

## THE ZONING PROCESS (CONTINUED)



### Farmstead Exemption

In 2002, the County Board amended the Zoning Ordinance to allow for an existing farmstead located in the A1-Agriculture District to be divided from the farm. This process is referred to as the Farmstead Exemption. This method is commonly utilized when farmers wish to sell of the existing farmstead from the remaining farmland without pursuing a map amendment.

The advantage to this process as compared with a map amendment is much less costly to the applicant as well as the County, approved within the Planning Department and is typically completed in one third of the time.

In order to be eligible for a farmstead exemption, the farmstead must be standing on the date of application and have been constructed prior to July 9, 2002. The application also has requirements that pertain to lot size, lot width, setbacks, etc. It should also be noted that all divisions must comply with all applicable requirements in the Illinois Plat Act. Applicants should consult the farmstead exemption application for a complete list of requirements which may be found at <http://planning.k3county.net> or contact the Planning Department for guidance.

To apply for a farmstead exemption a completed application should be submitted to the Planning Department, along with a Plat of Survey from a licensed surveyor with the proposed legal description, and should include all existing buildings and the distance to one another and property lines. Once the farmstead exemption has been approved by the Planning Department it will be added to the official Zoning Map and is then eligible for building permits.

The table below illustrates the difference between applying for a Farmstead Exemption and a Map Amendment. Since its introduction in 2002, the Farmstead Exemption process has saved numerous applicants a significant amount of time and money.

	<b>Farmstead Exemption</b>	<b>Map Amendment</b>
Cost	\$100.00	\$600.00 +
Process Time	Less than 30 days	90 days +
Approval Process	Planning Staff	ZBA, PZA & County Board

### **Illinois Plat Act**

To view the Illinois Plat Act (765 ILCS 205/) in its entirety, please visit the website below:

<http://www.ilga.gov/legislation/ilcs/ilcs.asp>





#### Elements of The Plan:

- Land Use Plan
- Transportation Plan
- Natural Resources, Open Space & Recreation Plan
- Public Facilities Plan
- Economic Development Plan

#### Municipalities whose plans have been adopted as part of the Joint Land Resource Management Plan:

- Bourbonnais
- Bradley
- Herscher
- Manteno

#### Comprehensive Plan

The County's Comprehensive Plan was adopted on November 8, 2005. This Plan acts as a guide to elected officials, staff and decision makers in regards to land use and development decisions. The Plan was developed with public participation and it sets forth the goals, policies and objectives that the County and its citizens wish to see implemented. Although this Plan is officially adopted it is not legally binding and only serves as a guide. The Zoning Ordinance provides the legal process for this document.

The Plan is divided into five elements as listed on the right. An existing conditions summary is provided for each of these elements as well as a section on Goals and Objectives. Finally, each element was analyzed and a series of recommendations and implementation actions were devised.

The final chapter of the Plan summarizes these implementation actions and describes a monitoring process that staff can utilize to gage success in completing each recommendation.

The various boards and committees involved in making land use decisions will consult this document during the review and approval process so that their decisions are consistent and in line with the County's overall growth plans.

When proposing a project, developers should consult the plan to see how their proposal fits with the County's land use policies.

#### Municipal Comprehensive Plans

Many of the County's municipalities have adopted their own Comprehensive Plans. These plans generally include recommendations and land use patterns for the land within the municipality as well as areas up to one and one half miles from the municipalities corporate boundary. This one and one half mile area is referred to as a municipalities extra territorial jurisdiction (ETJ).

When a municipal plan exists the County will usually honor the municipalities vision and follow their plan for land uses within the ETJ. In some instances the County has adopted the municipalities comprehensive plan as part of the County plan. When this occurs the plan is referred to as a Joint Land Resource Management Plan. Municipal plans that the County has adopted are listed on the left.



# GROW, GROW, GROW

## THE SUBDIVISION PROCESS



The subdivision of land in the State of Illinois is governed by the Illinois Plat Act. This Act sets forth procedures for the platting, dividing, monumenting and surveying of land. If one of the nine exemptions outlined in the Act can not be utilized, the County Subdivision Ordinance must be followed.

The County Subdivision Ordinance is part of the County Code. This document outlines procedures and requirements for the subdivision of land, creation of plats, vacation of plats, construction and engineering standards and a variance process.

The Plat Officer is an employee of the Planning Department that has been appointed by the Planning Director to administer the Subdivision Code and oversee the review and construction of subdivisions in unincorporated Kankakee County. All subdivision Code questions should be directed to the Plat Officer.

### Subdivision Types

The Ordinance classifies subdivisions into two types listed below:

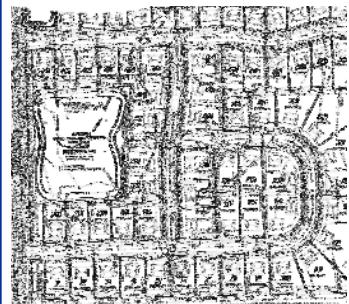
Minor Subdivisions are the division of a parcel of land, which contains no more than four lots and that do not involve the creation of any new streets, roads or the extension of municipal facilities.

Major Subdivisions are all other types of subdivisions. These developments are further divided into three categories, listed below:

- Country Subdivisions which lie outside the extra territorial jurisdiction (ETJ) of incorporated municipalities and that possess rural characteristics. Typically these developments have individual water and sewer systems and rural road cross sections.
- Urban Subdivisions lie within the ETJ of incorporated municipalities and have amenities similar to those found in town, these include municipal sewer, municipal water, curbs and gutters.
- Conservation Subdivisions may be found in either urban or rural settings and may include elements from either. A distinguishing trait associated with conservation developments is large areas of common open space and the preservation of natural features. This is achieved by providing density bonuses to developers in exchange for providing these amenities.

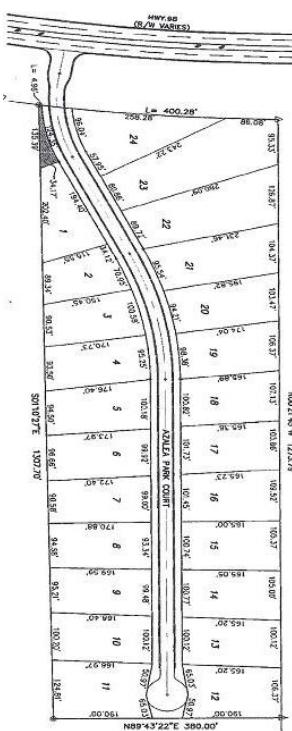
Plat Act Legislation may be found at:

[www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)



# **GROW, GROW, GROW**

## **THE SUBDIVISION PROCESS (CONTINUED)**



## Subdivision Process

All subdivisions follow the same process regardless of type. Although minor subdivisions may, at the discretion of the Planning Director, follow an abbreviated schedule. This process is outlined below:

## Pre-application conference, between developer and Planning Staff

- Plat Officer classifies subdivision
- The need for any variances is determined
- Developer submits letter of intent
- Subdivision fee is calculated and paid

## Submittal of Preliminary Plat

- Notice is sent to adjoining property owners
- Independent reviewing engineer is selected
- Preliminary Plat and any variance are sent out for 45 day review
- After 45 day review, Plat Officer meets with review agencies
- Preliminary Plat and any variances are presented to the PZA Committee for consideration
- Preliminary Plat and any variances are presented to Kankakee County Board for approval or denial

## Submittal of final engineering plans specifications

- Plans are sent to agencies for 45 day review
- Once approval is given by review agencies construction may begin
- Construction guarantee submitted to the County Clerk

## **Construction may begin at this time**

## Submittal of Final Plat

- Final Plat as-built plans submitted
- Final Plat as-built plans reviewed
- Development fees calculated and paid
- Subdivision guarantee submitted
- Final Plat forwarded to PZA for consideration
- Final Plat forwarded to Kankakee County Board for approval or denial
- Final Plat is recorded

**Lots may be sold at this time**



**GROW, GROW, GROW**

## **THE SUBDIVISION PROCESS (CONTINUED)**



### **Subdivision Variance Process**

Situations may arise where developers may need relief from the stringent requirements set forth in the Subdivision Ordinance, this may be due to topographic conditions, natural features or unique circumstances. When this occurs developers may request relief in the form of a subdivision variance. All subdivision variances must be approved by the County Board prior to preliminary plat approval.

### **Independent Review & Inspection**

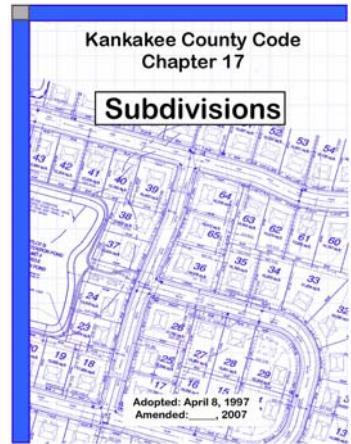
When plans for a subdivision are submitted to the County for approval, the County will select an independent engineer to review the plans and work with your design professional to ensure sound engineering practices are followed. This independent engineer will also periodically inspect the development for compliance with the subdivision code and consistency with the approved plans. All costs associated with this review and inspection services shall be the responsibility of the developer and final plat shall not be approved until these costs are paid in full.

### **Construction Guarantee**

The subdivider shall post with the Plat Officer a construction guarantee in the form of a performance bond, payable to the County of Kankakee and the appropriate road authority, in an amount that covers the full costs to build the subdivision plus 10%. This guarantee shall be valid for the entire period of construction and shall only be released by written notice from the Plat Officer. As the subdivision is constructed, the amount of the Guarantee may be reduced providing that the Plat Officer and road authority agree that the improvements are complete. Subdivision guarantees do not apply to minor subdivisions.

### **Subdivision Warranty**

Once the subdivision's construction is complete and the improvements have been accepted by the appropriate authority, the subdivider shall post a bond with the County Clerk in the amount of 25% of the subdivision's total costs. This bond shall act as a warranty on the improvements and shall be used to replace or repair any faulty materials or workmanship for a period of two (2) years following the final acceptance of the subdivision. A final inspection after 18 months shall be performed and any issues shall be corrected before the warranty shall be released. Subdivision warranties do not apply to minor subdivisions.



IF AT FIRST YOU DON'T SUCCEED ....

## THE PLAT VACATION PROCESS



### Vacation Process

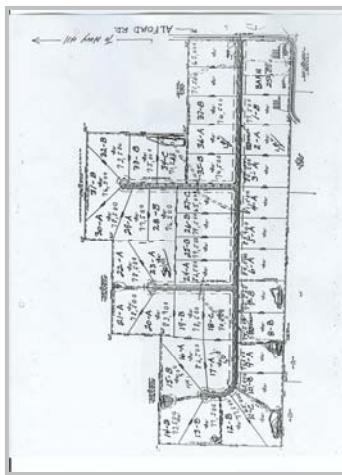
Situations may arise where an approved Plat or part of a Plat is found to be no longer needed or valid. An example of this type of situation would be a road right-of-way in which the road and/or infrastructure improvements have not been installed. This happens frequently in pre-1950 subdivisions, as developers were not required to build the infrastructure before selling lots. In these cases, it may become necessary to have these Plats or portions vacated. This process is outlined as follows:

#### Submit application for vacation

#### Submittal of Plat of Vacation

- Notice is sent to adjoining property owners
- Submittal of a petition signed by 2/3 of the property owners within the boundaries of the Plat
- Plat of Vacation is sent out for 45 day review
- After 45 day review, Plat Officer meets with review agencies
- Plat of Vacation is presented to the PZA Committee for consideration
- Plat of Vacation is presented to Kankakee County Board for approval or denial

#### Plat of Vacation is recorded



## KEEPING THINGS DRY

# STORMWATER & FLOODPLAIN



On April 11, 2006 the Kankakee County Board adopted the Kankakee County Stormwater Management Ordinance. This Ordinance was enacted to manage and monitor stormwater practice within unincorporated Kankakee County. If your project involves excavation or if it contains a substantial amount of lot coverage or impervious surface, your project may need to comply with this ordinance. Please feel free to contact our staff if you are uncertain if these regulations apply to your project.

The purpose of this ordinance is:

1. To maintain and improve the quality of water impacted by the storm drainage system within the jurisdiction.
2. To promote and protect the public health, safety and general welfare of the citizens from the hazards of flooding.
3. To create a set of fair and consistent standards that will facilitate desirable and sustainable development.
4. To protect and conserve the natural resources.
5. To preserve property values by protecting new and existing buildings and improvements to buildings from damage due to stormwater flow.
6. To assure that new developments and redevelopments do not increase flood or drainage hazards to others, or create unstable conditions susceptible to erosion.
7. To preserve the natural characteristics of stream corridors in order to moderate flood and storm water impacts and to protect water quality.
8. To prevent the discharge of contaminated storm water runoff and illicit discharges from industrial, commercial, residential, and construction sites into the storm drainage system.
9. To promote public awareness of the hazards involved in the improper discharge of trash, yard waste, lawn chemicals, pet waste, wastewater, oil, petroleum products, cleaning products, paint products, hazardous waste, sediment and other pollutants into the natural and man-made storm drainage system.
10. To encourage recycling of used motor oil and safe disposal of other hazardous consumer products.
11. To facilitate compliance with state and federal standards and permits by owners of construction sites within the jurisdiction.
12. To enable the jurisdiction to comply with all current federal and state laws and regulations applicable to the National Pollutant Discharge Elimination System (NPDES) permitting requirements for storm water discharges and prepare for future requirements.
13. To prevent additional disruption of the economy and governmental services due to stormwater and flood drainage.
14. To protect the public from the degradation of water quality on a watershed basis and enhance the quantity and quality of potable groundwater and surface water supplies.
15. To protect the quantity and quality of wetlands.
16. To require the design and evaluation of each site stormwater management plan to be consistent with watershed capacities.
17. To require regular, planned maintenance of stormwater management facilities.
18. To encourage cooperation and consistency in stormwater management activities between units of government having floodplain and stormwater jurisdiction.
19. To lessen the taxpayer's burden for flood related disasters, repairs to flood damaged public facilities and utilities, and flood rescue and relief operations.
20. To restrict development and building to facilities that will not adversely affect the potential for flood damage.
21. To require appropriate and adequate provision for site runoff control, especially when the land is developed with a large amount of impervious surface.

## Stormwater Ordinance

The entire ordinance is part of the Kankakee County Code and may be found at:

<http://www.municode.com>



## KEEPING THINGS DRY

# STORMWATER & FLOODPLAIN



**Flood Maps may be found at:**

[www.msc.fema.gov](http://www.msc.fema.gov)

**Flood Information may be found at:**

[www.fema.gov](http://www.fema.gov)

[www.floodsmart.gov](http://www.floodsmart.gov)

**National Flood Insurance Program Information may be found at:**

[www.fema.gov/business/nfip/](http://www.fema.gov/business/nfip/)

**Benefits of floods and floodplain include.**

Floods:

- Floods return nutrients and rich sediments to the land.
- Floods replenish the water within wetlands.

Floodplain:

- Retention and conveyance of floodwaters.
- Provide recreation opportunities.
- Improve water quality by filtering sediments and pollutants out of floodwaters..
- Provide important habitat for wildlife.

## Floodplain

The County's floodplain ordinance was adopted April 8, 1997, as a requirement to participate in the National Flood Insurance Program (NFIP). The NFIP is a federal program enabling property owners in participating communities to purchase insurance as protection against flood losses in exchange for State and community floodplain management regulations that reduce future flood damages. The purpose of adopting floodplain regulations is to protect, manage and prevent encroachment into the County's flood hazard areas. These regulations also allow for stormwater retention and conveyance during flood events, provide the citizens with recreational opportunities, clean groundwater for the citizens, plants and wildlife. The protection of these areas is crucial to the safety and quality of life for the citizens of Kankakee County.

Development within floodprone areas are subject to special review and issuance of a floodplain permit. Proposed development within floodplain areas are required to ascertain a base flood elevation survey from an Illinois licensed engineer / surveyor. This data is used to determine whether the subject site is required to follow floodplain regulations. The following steps are required to obtain a floodplain permit:

- Staff determines need for a base flood elevation survey
- Applicant obtains survey from licensed engineer / surveyor
- Staff reviews survey to determine if property is subject to floodplain regulations.
- Development plans are adjusted if needed to meet floodplain regulations
- Floodplain permit issued

Floodplain management is not a straight forward process and there are numerous variables in order to determine which regulations may apply to a specific property. If you have questions regarding property potentially located in a floodplain in the unincorporated areas of the County please contact a staff person or consult a licensed engineer.



## PAYING FOR OUR FUTURE

# DEVELOPMENT FEES



Kankakee County is dedicated to the concept that healthful, productive community life depends in part on the availability of adequate school facilities. The impact upon schools is affected by the construction of new dwellings.

Therefore, in the public interest, health, safety and welfare, the establishment of a schools sites and facilities are required for each new dwelling constructed in a participating school district.

The Kankakee County Board has approved impact fees for some School Districts within the County. These fees are assessed to each new dwelling at the time of building permit application. These fees are used to offset the costs associated with new growth in the School District, such as costs associated with the purchase of land and construction.

The imposition of impact fees are increasingly becoming commonplace in communities where development is occurring at a faster pace than the resources of School Districts. These fees are necessary because schools are required to serve the developments and do not have the financial resources needed to provide new school buildings, building additions and improvements, school site improvements and related infrastructure.

These fees are divided into two categories, a development fee which is paid by the developer at the time the subdivision is created and a building fee which is paid by the property owner at the time the dwelling is constructed. The development fee is based on the cost of an unimproved acre of land in the school district and the estimated number of students from the development. The building fee is based on the number of bedrooms in each dwelling unit.

The process starts by obtaining an impact fee form from either a building inspector for building fees or the Plat Officer for development fees. Staff will complete their part of the form and calculate the fee. The developer or property owner will then present this form to the school district and pay the fee and the school district will stamp the form. The developer or property owner will then bring the form back to the County and upon verification of the stamp the permits will be issued.

For more information on Impact Fees you may visit the County Planning Department's website at <http://planning.k3county.net/impact.htm> or you may contact a Staff person.

### School Districts with Impact Fees:

Bourbonnais Elementary School District #53

<http://www.besd53.k12.il.us/>

Bradley-Bourbonnais Community High School District #307

<http://www.bbchs.k12.il.us/>

Grant Park Community School District #6

<http://www.grantpark.k12.il.us/district/districtinfo.htm>

Manteno Community Unit School District #5

<http://www.manteno5.org/>

St. George Community Consolidated School District #258

<http://www.stgeorge.k12.il.us/>

Central Community Unit School District #4

<http://www.clifton-u4.k12.il.us/>



# ENVIRONMENTALLY SPEAKING

## NATURAL RESOURCE

### INVENTORY REPORT



#### Elements of the NRI:

- LESA Score
- Soil Information
  - Prime Soils
  - Hydric Soils
- Drainage Districts
- Wetlands
- Floodplain
- Woodland Information
- Natural Resources
- Watershed Information
- Soil Erosion
- Sedimentation
- Archaeological Resources
- Cultural Resources
- Threatened Species
- Endangered Species

For complete details regarding the program and a fee schedule you may contact the SWCD or obtain an application at:

[http://www.kankakeeswcd.org/  
NRI\\_INFO.htm](http://www.kankakeeswcd.org/NRI_INFO.htm)



#### Natural Resource Inventory Report

In April 2006 the Kankakee County Board adopted an amendment to the Zoning Ordinance requiring that a Natural Resource Inventory Report (NRI) be completed on all Rezonings, Special Uses and on any Variances that alter the topography or drainage characteristics of a parcel (at the discretion of the Planning Director). NRI's are not required when platting a subdivision unless a map amendment is required.

NRI's are completed by the Kankakee Soil & Water Conservation District (SWCD). These reports include data such as floodplain, wetlands, soil types and limitations, natural features and other property characteristics. Those needing a NRI should submit the completed application to the SWCD with the appropriate fee. Once completed the SWCD will forward a copy of the report to the Planning Department and to the applicant.

#### Land Evaluation and Site Assessment (LESA Score)

The Land Evaluation and Site Assessment system is a tool designed to evaluate the viability of agricultural lands where changes in land-use are proposed. LESA was developed as a decision-making tool used by local governments to help make unbiased decisions on proper land-use. The LESA system was developed by the USDA-NRCS and takes into consideration local conditions such as physical characteristics of the land, compatibility of surrounding land uses, urban growth factors, and land-use policies determined by local government. LESA was designed to be used in conjunction with local government land-use plans, zoning ordinances, and or other policies being used to decide land-use changes.

The following table illustrates the LESA score and its associated preservation ranking. Selecting a site with the lowest total points will generally protect the best farmland located in the most viable areas and maintain and promote the agricultural industry in Kankakee County.

Points	Preservation ranking
0 – 200	Low
200 – 225	Medium
225 – 300	High

The LESA system is now part of the NRI report and will be calculated when an NRI is performed on a piece of property.

# ATTRACTING INDUSTRY DEVELOPMENT INCENTIVES



## Enterprise Zones

The State of Illinois designated a limited number of Enterprise Zones throughout the state to encourage business expansion and attraction. Enterprise Zone incentives allow businesses to remain competitive in an ever-changing business climate.

Depending on the type of project, businesses may be eligible for state and local tax incentives, regulatory relief and improved government services. The program is a proven resource available to businesses to expand their operations and create and/or retain quality jobs in Kankakee County.

Kankakee County contains two enterprise zones. The Kankakee River Valley Enterprise Zone contains parts of the Villages of Aroma Park, Bourbonnais and Bradley, as well as, part of the City of Kankakee and unincorporated areas adjoining these municipalities. The Kankakee County Enterprise Zone (Manteno) contains properties in the Village of Manteno and surrounding unincorporated areas.

For information regarding these zones, please contact the Economic Alliance of Kankakee County at 815/935-1177 or visit us on the web at:

[www.kankakeecountyed.org](http://www.kankakeecountyed.org)

## Revolving Loan Fund

The Revolving Fund Program is a major component of the County's economic development incentives package and is made available through the Department of Commerce and Economic Opportunity's Community Development Assistance Program. The Fund was established to provide financial assistance, through low-interest loans, to new or expanding businesses in Kankakee County and to secure public benefit for the residents of the County by developing a stronger economic base and expanded job opportunities.

Use of the funds is governed by a variety of rules and regulations mandated by the State and Federal agencies that provide original grants to Kankakee County as well as policies adopted by the County.

If you would like more information, please contact the Economic Alliance of Kankakee County at 815/935-1177 or visit us on the web at:

[www.kankakeecountyed.org](http://www.kankakeecountyed.org)

Enterprise Zone Information  
may be found at:

[www.kankakeecountyed.org](http://www.kankakeecountyed.org)

Revolving Loan information  
may be found at:

[www.kankakeecountyed.org](http://www.kankakeecountyed.org)



## ATTRACTING INDUSTRY DEVELOPMENT INCENTIVES (CONTINUED)



**TIF Information may be obtained by contacting the municipality in which it is located.**

For information regarding economic development programs and issues, please contact the Economic Alliance of Kankakee County at 815/935-1177 or visit them on the web at:

[www.kankakeecountyed.org](http://www.kankakeecountyed.org)



### Tax Increment Finance Districts (TIF)

Tax Increment Financing (TIF) is a tool state law makers gave local governments to help jumpstart economically disadvantaged areas. This tool allows these local governments the ability to make infrastructure improvements and provide incentives to attract businesses that otherwise would not be available.

Many municipalities within Kankakee County offer incentives through Tax Increment Finance Programs. These programs allow communities to capture the increase in local property taxes (the increment) that results from the redevelopment of land within the districts boundary. This increment can then be used to pay for a variety of eligible costs involved with the projects within the district.

Items that are considered eligible costs and project requirements required to receive them may vary depending on the district and the municipality, however, most districts offer assistance with:

- The acquisition of land.
- Infrastructure improvement costs within the district.
- The reimbursement of property and/or sales tax.

### How do TIF Districts work?

A tax increment is the difference between the amount of property tax revenue generated before TIF district designation and the amount of property tax revenue generated after designation. Establishment of a TIF does not reduce property tax revenues available to overlapping taxing bodies as the property taxes collected on properties included in the TIF at the time of designation continue to be distributed to them in the same manner as they would if the TIF did not exist. Only the new property taxes generated by the incremental increase in the value of these properties after the TIF is established are available for investment in the TIF.

After the conclusion of the TIF project, all of the new revenue growth is available to the various taxing bodies. Successful TIF investment serves all of the investors, both public and private. Private investors are attracted by a reduction in development cost and risk, and public investors are helped by the generation of additional revenue available at the conclusion of the TIF project.



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# YOUR PARTNERS IN PROGRESS

## CONTACTS



### State of Illinois:

[www.illinois.gov](http://www.illinois.gov)

Illinois Department of Commerce and Economic  
Opportunity  
100 W. Randolph, Suite 3-400  
Chicago, IL 60601  
312-814-7179

Illinois Department of Natural Resources  
1 Natural Resources Way  
Springfield, IL 62702  
217-782-4438

### County of Kankakee:

[www.k3county.net](http://www.k3county.net)

Illinois Environmental Protection Agency  
1021 N. Grand Ave. East,  
P.O. Box 19276  
Springfield, IL 62794  
217-782-3397

Illinois Department of Transportation  
District 3  
700 E. Norris Drive  
Ottawa, IL 61350  
815-434-8565

Planning Department  
189 E. Court St., Room 201  
Kankakee, IL 60901  
815-937-2940

Health Department  
2390 W. Station Street  
Kankakee, IL 60901  
815-802-9410

ETSB (9-1-1)  
2390 W. Station Street  
Kankakee, IL 60901  
815-937-3911

Highway Department  
750 S. East Avenue  
Kankakee, IL 60901  
815-933-1731

### Municipal Contacts

Village of Aroma Park  
2200 S. Lowe Road  
Aroma Park, IL 60910  
815-937-1212

Village of Bonfield  
173 W. Smith St., P.O. Box 109  
Bonfield, IL 60913  
815-939-7514

Village of Bourbonnais  
700 Main Street, NW,  
Bourbonnais, IL 60914  
815-937-3570

Village of Bradley  
147 S. Michigan Ave.,  
Bradley, IL 60915  
815-932-2125

Village of Buckingham  
100 West Maple  
Buckingham, IL 60917  
815-426-2484

Village of Cabery  
P.O. Box 144  
Cabery, IL 60919  
815-949-1594

Village of Chebanse  
275 S. Oak St., P.O. Box 400  
Chebanse, IL 60922  
815-697-2214

Village of Essex  
219 W. Main St., P.O. Box 219  
Essex, IL 60935  
815-365-2813

Village of Grant Park  
106 W. Taylor, P.O. Box 446  
Grant Park, IL 60940  
815-465-6531

Village of Herscher  
272 E. Second St., P.O. Box  
558  
Herscher, IL 60941  
815-426-2131

Village of Hopkins Park  
P.O. Box AK,  
13080 E. Central Ave.  
Hopkins Park, IL 60944  
815-944-8625

Village of Irwin  
4568 Main Street  
Kankakee, IL 60901  
815-935-1659



## YOUR PARTNERS IN PROGRESS

### CONTACTS (CONTINUED)



#### Municipal Contacts (continued)

City of Kankakee  
385 E. Oak St.,  
Kankakee, IL 60901  
815-933-0480

Village of Limestone  
P.O. Box 1856  
Kankakee, IL 60901  
815-928-9268

Village of Manteno  
269 North Main Street  
Manteno, IL 60950  
815-929-4800

City of Momence  
216 Hickory Lane  
Momence, IL 60954  
815-472-2001

Village of Reddick  
104 W. Lincoln St.,  
P.O. Box 54  
Reddick, IL 60961  
815-365-4529

Village of Sammon's Point  
(not available)

Village of St. Anne  
190 W. Station., P.O. Box 396  
St. Anne, IL 60964  
815-427-6783

Village of Sun River Terrace  
7267 East Chicago Street  
St. Anne, IL 60964  
815-937-1200

Village of Union Hill  
P.O. Box 11  
Union Hill, IL 60969  
815-426-6339

#### Township Contacts

Aroma Township  
3869 S. 4500 E. Road  
St. Anne, IL 60964  
815-937-0363

Bourbonnais Township  
1350 Armour Road  
Bourbonnais, IL 60914  
815-932-6422

Essex Township  
315 N. Pine St., P.O. Box 64  
Essex, IL 60935  
815-365-2275

Ganeer Township  
120 W. Washington St.  
Momence, IL 60954  
815-472-6229

Kankakee Township  
187 South Schuyler Avenue  
Suite 520  
Kankakee, IL 60901  
815-932-6317

Limestone Township  
5030 West Route 17  
Kankakee, IL 60901  
815-928-7857

Manteno Township  
1030 Boudreau Road  
Manteno, IL 60950  
815-468-3112

Momence Township  
203 E. River St.  
P.O. Box 195  
Momence, IL 60954  
815-472-2108

Norton Township  
P.O. Box 116  
Buckingham, IL 60917  
815-426-2272

Otto Township  
1030 E. 4000 S. Road  
Kankakee, IL 60901  
815-936-9505

Pembroke Township  
P.O. Box A  
Hopkins Park, IL 60944  
815-944-8871

Pilot Township  
300 E. Kankakee Ave.  
P.O. Box 632  
Herscher, IL 60941  
815-426-2809



YOUR PARTNERS IN PROGRESS

## CONTACTS (CONTINUED)



### Township Contacts (continued)

Rockville Township  
11505 N. 3500 W. Road  
Manteno, IL 60950  
815-468-8869

St. Anne Township  
401 E. Guertin St.  
St. Anne, IL 60964  
815-427-6157

Salina Township  
231 Johnson Ave.  
Bonfield, IL 60913  
815-933-1326

Sumner Township  
9315 N. 8000 E. Road  
Grant Park, IL 60940  
815-465-6530  
815-937-1997

Yellowhead Township  
P.O. Box 567  
113 E. Curtis St.  
Grant Park, IL 60940  
815-465-6308

### Utility Contacts

Aqua Illinois, Inc.  
1100 S. Schuyler Ave.,  
Kankakee, IL 60901  
877-987-2782

AT&T  
800-660-3000

Commonwealth Edison  
25000 Governors Highway,  
University Park, IL 60466  
708-235-2392

Comcast, Inc.  
240 Warren Ave, Suite 204  
Kankakee, IL 60901  
815-932-2966

KRMA  
1600 W. Brookmont Blvd.,  
Kankakee, IL 60901  
815-933-0444

Nicor Gas  
1305 Martin Luther King Dr.,  
Bloomington, IL 61701  
309-828-5002

### Other

Kankakee County Soil &  
Water Conservation District  
685 Larry Power Road  
Bourbonnais, IL 60914  
815-937-8940



Note: Many of the smaller municipalities operate their own water and wastewater systems. Please contact the individual municipalities for information on these systems.

# NO TIPPING PLEASE FEES



## Fees:

### Contractor Registration:

The fee is \$100.00 and the registration is valid for one year from the date the license is issued.

### Building Permits:

Fees for building permits are based on the market value of the construction or improvement to be completed. Listed below are examples of the fee schedule for both residential and non-residential projects as they differ. For a full fee schedule you may contact the Building Division of the Planning Department at (815) 937-2940.

#### Residential:

- Projects valued at \$250 or less = No fee
- Projects valued at \$250.01 to \$2,000 = \$50 fee
- Projects valued at \$2,000.01 to \$50,000 = \$50 for the first \$2,000, plus \$10 for each additional \$1,000, or fraction thereof, through \$50,000
- Projects valued at \$50,000.01 to \$100,000 = \$530 for the first \$50,000, plus \$8 for each additional \$1,000, or fraction thereof, through \$100,000

#### Non-Residential

- Projects valued at \$500 or less – No fee
- Projects valued at \$500.01 to \$2,000 = \$50 fee
- Projects valued at \$2,000.01 to \$50,000 = \$50 for the first \$2,000, plus \$12 for each additional \$1,000, or fraction thereof, through \$50,000
- Projects valued at \$50,000.01 to \$200,000, \$626 for the first \$50,000, plus \$10 for each additional \$1,000, or fraction thereof, through \$200,000

Note: Fee schedules are periodically updated. Please contact a staff person to ensure the applicability of these fees.



**NO TIPPING PLEASE**

**FEES  
(CONTINUED)**



**Zoning:**

**Map Amendments (Rezoning)**

- \$600 base fee, plus an additional \$30 per acre for the first 50 acres, \$20 per acre for 51-100 acres, and \$10 for each acre over 100.
- Petitioner is responsible for costs associated with publishing legal notice.
- Petitioner is also responsible for costs associated with notification of adjoining property owners.

**Special Use Permit**

- \$600 base fee, plus an additional \$30 per acre for the first 50 acres, \$20 per acre for 51-100 acres, and \$10 for each acre over 100.
- Petitioner is responsible for costs associated with publishing legal notice.
- Petitioner is also responsible for costs associated with notification of adjoining property owners.

**Variance**

- \$280 base fee.
- Petitioner is responsible for costs associated with publishing legal notice.
- Petitioner is also responsible for costs associated with notification of adjoining property owners.

*\*It should be noted that in the event a petitioner requests a continuance of the hearing a fee of \$175 will be assessed.*

**Farmstead Exemption**

\$100 application fee

**Natural Resource Inventory Report:**

Full Report - \$400 base fee for 0-5 acres, \$15 for each additional acre or part thereof.

Letter - \$200 processing fee, if staff determines full report is not necessary.

**Subdivision:**

**Minor Subdivision:**

\$500, plus an additional \$40 per lot

**Major Subdivision:**

\$1200, plus an additional \$40 per lot



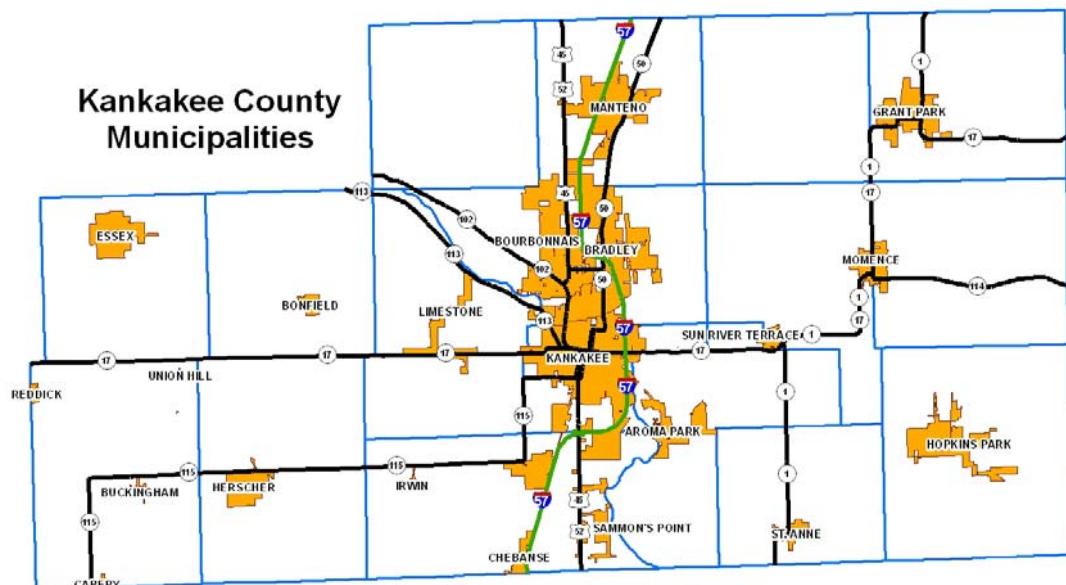
# GOING URBAN

## DEVELOPING IN A MUNICIPALITY



This guide is intended to explain and outline the processes required for developing property in unincorporated Kankakee County. As the County does not have jurisdiction within municipal boundaries, persons wishing to develop land in or adjacent to a municipality or encouraged to contact the appropriate municipality. See the contact section of this guide for information about contacting a municipality.

There are a few exceptions to this rule as the County does administer zoning for a few of the municipalities, they include the Villages of Cabery, Irwin, Reddick and Union Hill. The County also issues building permits for the Villages of Limestone and Reddick. You should contact the County Planning Department for zoning and building permit issues within these municipalities. For your convenience, we have included information on each municipality on the proceeding pages.



# URBAN DEVELOPMENT MUNICIPAL CODES, ORDINANCES & UTILITIES



## Abbreviations / Acronyms:

ICC= International Code Council

INT= International Code

NAT= National Code

KRVEZ=Kankakee River Valley Enterprise Zone

BOCA=Building Officials & Code Administrators

The following pages list each municipality and offer information about the codes and ordinances that are in affect as they pertain to development, as well as, information about the availability of various utilities within each municipality. There is also a listing for the availability of enterprise zones and TIF Districts.

## Village of Aroma Park

### Building Codes

Residential Code	ICC 2006
Building Code	ICC 2006
Property Maintenance Code	ICC 2006
Fuel Gas Code	ICC 2006
Fire Code	ICC 2006
Mechanical Code	ICC 2006
Electrical Code	ICC 2006
Energy Conservation Code	ICC 2006
Plumbing Code	ICC 2006
Accessibility Code	ICC 2006

### Reviews, Registrations & Fees

Third party Review	No
Impact Fees	No
Contractor Registration	County

### Ordinances & Plans

Zoning Ordinance	Yes, 1988
Comprehensive Plan	Yes, 1974
Subdivision Ordinance	Yes, 1972
Stormwater Ordinance	Yes
Floodplain Ordinance	Yes

### Utilities

Sewer	KRMA
Water	Aqua
Gas	NICOR
Electric	ComEd
Phone	AT&T
Cable TV	Comcast

### Incentives

Enterprise Zone	KRVEZ
TIF Districts	No

## Village of Bonfield

### Building Codes

Residential Code	ICC 2006
Building Code	ICC 2006
Property Maintenance Code	ICC 2006
Fuel Gas Code	ICC 2006
Fire Code	ICC 2006
Mechanical Code	ICC 2006
Electrical Code	ICC 2006
Energy Conservation Code	ICC 2006
Plumbing Code	ICC 2006
Accessibility Code	ICC 2006

### Reviews, Registrations & Fees

Third party Review	No
Impact Fees	No
Contractor Registration	County

### Ordinances & Plans

Zoning Ordinance	Yes
Comprehensive Plan	Yes, 1997
Subdivision Ordinance	Yes
Stormwater Ordinance	No
Floodplain Ordinance	No

### Utilities

Sewer	No
Water	No
Gas	NICOR
Electric	ComEd
Phone	AT&T
Cable TV	No

### Incentives

Enterprise Zone	No
TIF Districts	No



# MUNICIPAL CODES, ORDINANCES & UTILITIES (CONTINUED)



## Village of Bourbonnais

### Building Codes

Residential Code	ICC 2006
Building Code	ICC 2006
Property Maintenance Code	ICC 2006
Fuel Gas Code	ICC 2006
Fire Code	ICC 2006
Mechanical Code	ICC 2006
Electrical Code	ICC 2006
Energy Conservation Code	ICC 2006
Plumbing Code	ICC 2006
Accessibility Code	ICC 2006

### Reviews, Registrations & Fees

Third party Review	B&F Technical
Impact Fees	Yes
Contractor Registration	Yes

### Ordinances & Plans

Zoning Ordinance	Yes, 1991
Comprehensive Plan	Yes, 2007
Subdivision Ordinance	Yes, 1995
Stormwater Ordinance	No
Floodplain Ordinance	Yes

### Utilities

Sewer	KRMA
Water	Aqua
Gas	NICOR
Electric	ComEd
Phone	AT&T
Cable TV	Comcast

### Incentives

Enterprise Zone	KRVEZ
TIF Districts	Yes

### Abbreviations / Acronyms:

ICC= International Code Council

INT= International Code

NAT= National Code

KRVEZ=Kankakee River Valley Enterprise Zone

BOCA=Building Officials & Code Administrators

## Village of Bradley

### Building Codes

Residential Code	INT 2006
Building Code	INT 2006
Property Maintenance Code	INT 2006
Fuel Gas Code	INT 2006
Fire Code	BOCA 1999
Mechanical Code	INT 2006
Electrical Code	NAT 2002
Energy Conservation Code	None
Plumbing Code	Illinois Plumbing Code
Accessibility Code	

### Reviews, Registrations & Fees

Third party Review	Yes
Impact Fees	Yes
Contractor Registration	County

### Ordinances & Plans

Zoning Ordinance	Yes, 2000
Comprehensive Plan	Yes, 2008
Subdivision Ordinance	Yes, 2001
Stormwater Ordinance	No
Floodplain Ordinance	Yes

### Utilities

Sewer	KRMA
Water	Aqua
Gas	NICOR
Electric	ComEd
Phone	AT&T
Cable TV	Comcast

### Incentives

Enterprise Zone	KRVEZ
TIF Districts	Yes



# MUNICIPAL CODES, ORDINANCES & UTILITIES (CONTINUED)



## Abbreviations / Acronyms:

ICC= International Code Council

INT= International Code

NAT= National Code

KRVEZ=Kankakee River Valley Enterprise Zone

BOCA=Building Officials & Code Administrators

## Village of Buckingham

### Building Codes

Residential Code	ICC 2006
Building Code	ICC 2006
Property Maintenance Code	ICC 2006
Fuel Gas Code	ICC 2006
Fire Code	ICC 2006
Mechanical Code	ICC 2006
Electrical Code	ICC 2006
Energy Conservation Code	ICC 2006
Plumbing Code	ICC 2006
Accessibility Code	ICC 2006

### Ordinances & Plans

Zoning Ordinance	County
Comprehensive Plan	No
Subdivision Ordinance	No
Stormwater Ordinance	No
Floodplain Ordinance	No

### Utilities

Sewer	No
Water	Municipal Well
Gas	NICOR
Electric	ComEd
Phone	Verizon
Cable TV	Yes

### Incentives

Enterprise Zone	No
TIF Districts	No

## Village of Cabery

### Building Codes

Residential Code	ICC 2006
Building Code	ICC 2006
Property Maintenance Code	ICC 2006
Fuel Gas Code	ICC 2006
Fire Code	ICC 2006
Mechanical Code	ICC 2006
Electrical Code	ICC 2006
Energy Conservation Code	ICC 2006
Plumbing Code	ICC 2006
Accessibility Code	ICC 2006

### Ordinances & Plans

Zoning Ordinance	County
Comprehensive Plan	No
Subdivision Ordinance	No
Stormwater Ordinance	No
Floodplain Ordinance	No

### Utilities

Sewer	No
Water	Municipal Well
Gas	NICOR
Electric	ComEd
Phone	Verizon
Cable TV	Full Choice

### Incentives

Enterprise Zone	No
TIF Districts	No



# MUNICIPAL CODES, ORDINANCES & UTILITIES (CONTINUED)



## Village of Chebanse

### Building Codes

Residential Code	BOCA 1995
Building Code	BOCA 1995
Property Maintenance Code	BOCA 1995
Fuel Gas Code	BOCA 1995
Fire Code	BOCA 1995
Mechanical Code	BOCA 1995
Electrical Code	BOCA 1995
Energy Conservation Code	BOCA 1995
Plumbing Code	BOCA 1995
Accessibility Code	BOCA 1995

### Ordinances & Plans

Zoning Ordinance	Yes, 1973
Comprehensive Plan	Yes, 1998
Subdivision Ordinance	Yes
Stormwater Ordinance	No
Floodplain Ordinance	No

### Utilities

Sewer	No
Water	Municipal Well
Gas	NICOR
Electric	ComEd
Phone	Verizon
Cable TV	Comcast

### Incentives

Enterprise Zone	No
TIF Districts	Yes

### Abbreviations / Acronyms:

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BOCA=Building Officials & Code Administrators

## Village of Essex

### Building Codes

Residential Code	ICC 2006
Building Code	ICC 2006
Property Maintenance Code	ICC 2006
Fuel Gas Code	ICC 2006
Fire Code	ICC 2006
Mechanical Code	ICC 2006
Electrical Code	ICC 2006
Energy Conservation Code	ICC 2006
Plumbing Code	ICC 2006
Accessibility Code	ICC 2006

### Ordinances & Plans

Zoning Ordinance	Yes
Comprehensive Plan	No
Subdivision Ordinance	No
Stormwater Ordinance	No
Floodplain Ordinance	No

### Utilities

Sewer	No
Water	No
Gas	NICOR
Electric	ComEd
Phone	Verizon
Cable TV	No

### Incentives

Enterprise Zone	No
TIF Districts	No



# MUNICIPAL CODES, ORDINANCES & UTILITIES (CONTINUED)



## Abbreviations / Acronyms:

ICC= International Code Council

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## Village of Grant Park

### Building Codes

Residential Code	BOCA 2003
Building Code	BOCA 2003
Property Maintenance Code	BOCA 2003
Fuel Gas Code	BOCA 2003
Fire Code	BOCA 2003
Mechanical Code	BOCA 2003
Electrical Code	BOCA 2003
Energy Conservation Code	BOCA 2003
Plumbing Code	BOCA 2003
Accessibility Code	BOCA 2003

### Ordinances & Plans

Zoning Ordinance	Yes
Comprehensive Plan	Yes, 1984
Subdivision Ordinance	Yes, 1980
Stormwater Ordinance	Yes
Floodplain Ordinance	No

### Utilities

Sewer	Municipal
Water	Aqua
Gas	NICOR
Electric	ComEd
Phone	AT&T
Cable TV	Comcast

### Incentives

Enterprise Zone	No
TIF Districts	Yes

## Village of Herscher

### Building Codes

Residential Code	ICC 2006
Building Code	ICC 2006
Property Maintenance Code	ICC 2006
Fuel Gas Code	ICC 2006
Fire Code	ICC 2006
Mechanical Code	ICC 2006
Electrical Code	ICC 2006
Energy Conservation Code	ICC 2006
Plumbing Code	ICC 2006
Accessibility Code	ICC 2006

### Ordinances & Plans

Zoning Ordinance	Yes, 1997
Comprehensive Plan	Yes, 2007
Subdivision Ordinance	Yes, 1998
Stormwater Ordinance	Yes
Floodplain Ordinance	Yes

### Utilities

Sewer	Municipal
Water	Municipal
Gas	NICOR
Electric	ComEd
Phone	AT&T
Cable TV	Comcast

### Incentives

Enterprise Zone	No
TIF Districts	Yes

# MUNICIPAL CODES, ORDINANCES & UTILITIES (CONTINUED)



## Village of Hopkins Park

Building Codes		Ordinances & Plans	
Residential Code	BOCA	Zoning Ordinance	Yes
Building Code	BOCA	Comprehensive Plan	No
Property Maintenance Code	BOCA	Subdivision Ordinance	No
Fuel Gas Code	BOCA	Stormwater Ordinance	No
Fire Code	BOCA	Floodplain Ordinance	No
Mechanical Code	BOCA	Utilities	
Electrical Code	BOCA	Sewer	Municipal
Energy Conservation Code	BOCA	Water	Municipal
Plumbing Code	BOCA	Gas	No
Accessibility Code	BOCA	Electric	ComEd
Reviews, Registrations & Fees		Phone	AT&T
Third party Review	No	Cable TV	No
Impact Fees	No	Incentives	
Contractor Registration	No	Enterprise Zone	No
		TIF Districts	No

## **Abbreviations / Acronyms:**

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BOCA=Building Officials & Code Administrators

## Village of Irwin

Building Codes		Ordinances & Plans	
Residential Code	ICC 2006	Zoning Ordinance	County
Building Code	ICC 2006	Comprehensive Plan	No
Property Maintenance Code	ICC 2006	Subdivision Ordinance	No
Fuel Gas Code	ICC 2006	Stormwater Ordinance	No
Fire Code	ICC 2006	Floodplain Ordinance	No
Mechanical Code	ICC 2006	Utilities	
Electrical Code	ICC 2006	Sewer	No
Energy Conservation Code	ICC 2006	Water	No
Plumbing Code	ICC 2006	Gas	NICOR
Accessibility Code	ICC 2006	Electric	ComEd
Reviews, Registrations & Fees		Phone	AT&T
Third party Review	No	Cable TV	No
Impact Fees	No	Incentives	
Contractor Registration	No	Enterprise Zone	No
		TIF Districts	No



# MUNICIPAL CODES, ORDINANCES & UTILITIES (CONTINUED)



## Abbreviations / Acronyms:

ICC= International Code Council

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BOCA=Building Officials & Code Administrators

## Village of Kankakee

### Building Codes

Residential Code	ICC 2003
Building Code	INT 2003
Property Maintenance Code	County
Fuel Gas Code	INT 2003
Fire Code	INT 2003
Mechanical Code	INT 2003
Electrical Code	INT 2002
Energy Conservation Code	INT 2003
Plumbing Code	INT 2003
Accessibility Code	INT 2003

### Ordinances & Plans

Zoning Ordinance	Yes, 1995
Comprehensive Plan	Yes, 1997
Subdivision Ordinance	Yes, 2002
Stormwater Ordinance	Yes
Floodplain Ordinance	Yes

### Utilities

Sewer	KRMA
Water	Aqua
Gas	NICOR
Electric	ComEd
Phone	AT&T
Cable TV	Comcast

### Incentives

Enterprise Zone	KRVEZ
TIF Districts	Yes

## Village of Limestone

### Building Codes

Residential Code	ICC 2006
Building Code	ICC 2006
Property Maintenance Code	ICC 2006
Fuel Gas Code	ICC 2006
Fire Code	ICC 2006
Mechanical Code	ICC 2006
Electrical Code	ICC 2006
Energy Conservation Code	ICC 2006
Plumbing Code	ICC 2006
Accessibility Code	ICC 2006

### Ordinances & Plans

Zoning Ordinance	Yes, 2007
Comprehensive Plan	Yes, 2007
Subdivision Ordinance	Yes, 2007
Stormwater Ordinance	No
Floodplain Ordinance	No

### Utilities

Sewer	No
Water	Aqua, part
Gas	NICOR
Electric	ComEd
Phone	AT&T
Cable TV	Comcast

### Incentives

Enterprise Zone	No
TIF Districts	No



# MUNICIPAL CODES, ORDINANCES & UTILITIES (CONTINUED)



## Village of Manteno

Building Codes		Ordinances & Plans	
Residential Code	ICC 2006	Zoning Ordinance	Yes, 2007
Building Code	ICC 2006	Comprehensive Plan	Yes, 2006
Property Maintenance Code	INT 2006	Subdivision Ordinance	Yes, 2007
Fuel Gas Code	INT 2006	Stormwater Ordinance	Yes
Fire Code	INT 2006	Floodplain Ordinance	Yes
Mechanical Code	INT 2006	Utilities	
Electrical Code	NAT 2005	Sewer	Municipal
Energy Conservation Code	INT 2006	Water	Municipal Well
Plumbing Code	INT 2006	Gas	NICOR
Accessibility Code	INT 2006	Electric	ComEd
Reviews, Registrations & Fees		Phone	
Third party Review	B&F Technical	Cable TV	AT&T
Impact Fees	Yes	Incentives	
Contractor Registration	Yes	Enterprise Zone	KCEZ(M)
		TIF Districts	Yes

## Abbreviations / Acronyms:

ICC= International Code Council

INT= International Code

NAT= National Code

KRVEZ=Kankakee River Valley Enterprise Zone

KCEZ(M)= Kankakee County Enterprise Zone Manteno

BOCA=Building Officials & Code Administrators

## Village of Momence

Building Codes		Ordinances & Plans	
Residential Code	BOCA 1996	Zoning Ordinance	Yes, 1997
Building Code	BOCA 1996	Comprehensive Plan	No
Property Maintenance Code	BOCA 1996	Subdivision Ordinance	Yes, 1997
Fuel Gas Code	BOCA 1996	Stormwater Ordinance	No
Fire Code	BOCA 1996	Floodplain Ordinance	No
Mechanical Code	BOCA 1996	Utilities	
Electrical Code	BOCA 1996	Sewer	Municipal
Energy Conservation Code	BOCA 1996	Water	Municipal Well
Plumbing Code	BOCA 1996	Gas	NICOR
Accessibility Code	BOCA 1996	Electric	ComEd
Reviews, Registrations & Fees		Phone	
Third party Review	No	Cable TV	AT&T
Impact Fees	No	Incentives	
Contractor Registration	No	Enterprise Zone	No
		TIF Districts	No



# MUNICIPAL CODES, ORDINANCES & UTILITIES (CONTINUED)



## Abbreviations / Acronyms:

ICC= International Code Council

INT= International Code

NAT= National Code

KRVEZ=Kankakee River Valley Enterprise Zone

BOCA=Building Officials & Code Administrators

## Village of Reddick

### Building Codes

Residential Code	ICC 2006
Building Code	ICC 2006
Property Maintenance Code	ICC 2006
Fuel Gas Code	ICC 2006
Fire Code	ICC 2006
Mechanical Code	ICC 2006
Electrical Code	ICC 2006
Energy Conservation Code	ICC 2006
Plumbing Code	ICC 2006
Accessibility Code	ICC 2006

### Ordinances & Plans

Zoning Ordinance	County
Comprehensive Plan	No
Subdivision Ordinance	No
Stormwater Ordinance	No
Floodplain Ordinance	No

### Utilities

Sewer	No
Water	No
Gas	NICOR
Electric	ComEd
Phone	AT&T
Cable TV	Comcast

### Incentives

Enterprise Zone	No
TIF Districts	No

## Village of Saint Anne

### Building Codes

Residential Code	ICC 2006
Building Code	ICC 2006
Property Maintenance Code	ICC 2006
Fuel Gas Code	ICC 2006
Fire Code	ICC 2006
Mechanical Code	ICC 2006
Electrical Code	ICC 2006
Energy Conservation Code	ICC 2006
Plumbing Code	ICC 2006
Accessibility Code	ICC 2006

### Ordinances & Plans

Zoning Ordinance	Yes
Comprehensive Plan	Yes
Subdivision Ordinance	No
Stormwater Ordinance	No
Floodplain Ordinance	No

### Utilities

Sewer	Municipal
Water	Municipal
Gas	NICOR
Electric	ComEd
Phone	AT&T
Cable TV	Comcast

### Incentives

Enterprise Zone	No
TIF Districts	No



# MUNICIPAL CODES, ORDINANCES & UTILITIES (CONTINUED)



## Village of Sammon's Point

Building Codes		Ordinances & Plans	
Residential Code	No	Zoning Ordinance	No
Building Code	No	Comprehensive Plan	No
Property Maintenance Code	No	Subdivision Ordinance	No
Fuel Gas Code	No	Stormwater Ordinance	No
Fire Code	No	Floodplain Ordinance	No
Mechanical Code	No	Utilities	
Electrical Code	No	Sewer	No
Energy Conservation Code	No	Water	No
Plumbing Code	No	Gas	No
Accessibility Code	No	Electric	ComEd
Reviews, Registrations & Fees		Phone	AT&T
Third party Review	No	Cable TV	No
Impact Fees	No	Incentives	
Contractor Registration	No	Enterprise Zone	No
		TIF Districts	No

## Abbreviations / Acronyms:

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## Village of Sun River Terrace

Building Codes		Ordinances & Plans	
Residential Code	ICC 2006	Zoning Ordinance	Yes
Building Code	ICC 2006	Comprehensive Plan	Yes
Property Maintenance Code	ICC 2006	Subdivision Ordinance	No
Fuel Gas Code	ICC 2006	Stormwater Ordinance	No
Fire Code	ICC 2006	Floodplain Ordinance	No
Mechanical Code	ICC 2006	Utilities	
Electrical Code	ICC 2006	Sewer	Municipal
Energy Conservation Code	ICC 2006	Water	Municipal
Plumbing Code	ICC 2006	Gas	NICOR
Accessibility Code	ICC 2006	Electric	ComEd
Reviews, Registrations & Fees		Phone	AT&T
Third party Review	No	Cable TV	Comcast
Impact Fees	No	Incentives	
Contractor Registration	No	Enterprise Zone	No
		TIF Districts	No



# MUNICIPAL CODES, ORDINANCES & UTILITIES (CONTINUED)



## Abbreviations / Acronyms:

ICC= International Code Council

INT= International Code

NAT= National Code

KRVEZ=Kankakee River Valley Enterprise Zone

BOCA=Building Officials & Code Administrators

## Village of Union Hill

### Building Codes

Residential Code	Not Available
Building Code	Not Available
Property Maintenance Code	Not Available
Fuel Gas Code	Not Available
Fire Code	Not Available
Mechanical Code	Not Available
Electrical Code	Not Available
Energy Conservation Code	Not Available
Plumbing Code	Not Available
Accessibility Code	Not Available

### Ordinances & Plans

Zoning Ordinance	County
Comprehensive Plan	No
Subdivision Ordinance	No
Stormwater Ordinance	No
Floodplain Ordinance	No

### Utilities

Sewer	Municipal
Water	Municipal
Gas	NICOR
Electric	ComEd
Phone	Verizon
Cable TV	No

### Incentives

Enterprise Zone	No
TIF Districts	No



## NOTES

**COMPLIMENTS OF:**



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