

**CITY OF BELVIDERE**  
*Community Development*  


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401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 P. 815-547-7177 F. 815-547-0789

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**APPLICATION FOR SPECIAL USE**

**(INSTRUCTIONS)**

**If you have any questions about this application, please contact the Community Development Department at (815) 547-7177.**

**NOTE:** Applications can be filed at anytime. Applications will not be processed until all of the required information has been submitted. See the attached schedule of meeting dates and deadlines for submittals.

**FOR ALL SPECIAL USE CASES:**

**An acceptable application includes the following:**

1. A certified plat, site plan, survey, or other professional illustration;
2. A detailed written statement explaining the reason for the request;
3. Legal description of the property;
4. Completed application with the appropriate signatures;
5. Application fee as listed on the attached fee schedule;
6. NRI report or letter from the SWCD; and
7. Any other information required by the staff (ie. landscaping plan, elevation plan, exterior lighting plan, etc.).

Review the **FILING PROCEDURES** section within the application and select one of the local newspapers for publication of your legal notice. The staff will prepare the legal notice and deliver it to the newspaper.

## CITY OF BELVIDERE

*Community Development*

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**APPLICATION FOR SPECIAL USE**

**FOR OFFICE USE ONLY**

Case Number \_\_\_\_\_  
 Filing Date \_\_\_\_\_  
 Zone District \_\_\_\_\_

PZC Date \_\_\_\_\_  
 CC Date \_\_\_\_\_  
 CC Date \_\_\_\_\_

If this application is approved, it is understood that it shall only authorize the special use described in the application with any conditions placed on the special use per the governing body. If the conditions are not met and/or the use is not established (or substantially underway) within one (1) year from the date of approval, the special use shall be null and void.

**1) The address or general location of the property for which this application is filed is:**

and its Parcel Identification Number is: \_\_\_\_\_

and the legal description for the subject property is: **Lot** \_\_\_\_\_, **Block** \_\_\_\_\_,

**Tract** \_\_\_\_\_, **Subdivision Name** \_\_\_\_\_.

(NOTE - If there is no lot, block, or tract, then attach a legal boundary description hereto.)

**2) Applicant Name:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**3) Property Owner Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**4) Attorney Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**5) Contact Person (if different from Applicant):** In order to reduce confusion, the staff requests one contact person be designated to discuss issues concerning this petition.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**6) Describe the current use of the subject property:** \_\_\_\_\_

**7) List the Special Use, as specified within the Zoning Ordinance, that you are seeking the approval of and describe the proposed use of the subject property in detail:**

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**8) Total number of acres the Special Use will occupy:** \_\_\_\_\_

**9) LIST THE OWNERS OF RECORD:** *Applicants* shall provide on a separate sheet of paper or have the Community Development staff list the owner of record for all the properties located within 250 feet of the subject property (exclusive of right-of-ways). This information is found at the Supervisor of Assessments Office, 1208 Logan Ave. Verifying the accuracy of information is the responsibility of the applicant (use additional pages if necessary).

**10) SUPPORTING INFORMATION:** Attach a vicinity map and a site plan drawn to scale regarding your proposal. Illustrate any existing and proposed buildings, parking and loading areas, traffic access and circulation drives, open space, landscaping, utilities, signs, refuse and service areas, and dimensions of setbacks and yard areas, as they apply to this application and as may be required by the Zoning Ordinance. Also include a detailed written statement relative to the above listed requirements, fully explaining your proposal and any measures to mitigate negative affects of your proposal on neighboring properties.

Incomplete applications will be returned to the applicant after sixty (60) days.

**Natural Resource Information:** Pursuant to state law, a copy of this application is to be provided to the Boone County Soil and Water Conservation District (SWCD). The SWCD is located at 211 North Appleton Road, Belvidere, IL 61008, and may be contacted at (815) 544-2677. Their business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. An application fee is required. The SWCD has thirty (30) days to respond and provide their Natural Resource Information (NRI) Report to the Community Development Department. **The SWCD must send a report to the Community Development Department for your application to proceed.**

**NOTE:** The "Endangered Species Act" entitles the Illinois Department of Natural Resources (IDNR) to review all special use permit applications for their impact on endangered or protected species. Illinois law allows thirty (30) days for their response. The applicant is

responsible for contacting the IDNR, via the EcoCAT website at DNR.EcoCAT@illinois.gov.

The "National Historic Preservation Act" entitles the Illinois Historic Preservation Agency to review all special use permit applications for their impact on cultural or historical resources if the proposed development involves State or Federal funding. Illinois law allows thirty (30) days for their response. The applicant is responsible for contacting the Illinois Historic Preservation Agency at (1-217-782-4836).

## DECLARATION

I, the applicant, of the above legally described property on which the special use is proposed, have provided answers to the questions given herein that are true to the best of my knowledge. I have been granted permission by the property owner(s) of the above legally described property to apply for a special use on said property.

By virtue of my application for a special use, I do hereby declare that the appropriate appointed and elected officials responsible for the review of my application are given permission to visit and inspect the property proposed for a special use in order to determine the suitability of the request.

Applicant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Property Owner(s) Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
\_\_\_\_\_  
Date Signed: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Filing Fee - Amount Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

## FILING PROCEDURE

- A. Submit this form and supporting information accompanied by an application fee (make checks payable to the **City of Belvidere**). See the attached fee schedule.
- B. Submit application and supporting information with fee to the Boone County Soil and Water Conservation District.
- C. Selection of newspaper publication. See the attached newspaper selection sheet.
- D. Applicants must appear before the Belvidere Planning and Zoning Commission, Building, Planning and Zoning Committee and the Belvidere City Council.

### **Special Use for Corporations, Partnerships, and Joint Venture (If Applicable)**

1. Is the petitioner or applicant a corporation, partnership or joint venture?

2. State the name for which the business is conducting business under.

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3. Are you acting for yourself, or in the capacity of agent, alter ego or representative of a principal?

4. State the name(s) and address(es) of the actual and true principal(s).

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5. State the names and address of all officers, directors and all stockholders or shareholders owning any interest in excess of 20% of all outstanding stock of such corporation (use a separate sheet if necessary).

## **LEGAL NOTICE REQUIRED**

According to Illinois State Statutes, "notice of each hearing shall be published at least 15 days in advance thereof in a newspaper of general circulation published in the township or road district in which such property is located."

A Notice of Public Hearing will be completed by the Staff for publication in a newspaper of local distribution. Please select one of the following newspapers for publication:

**\*\*\*\*THE COST OF THE PUBLICATION IS COVERED BY THE APPLICATION FEE\*\*\*\***

- Belvidere Daily Republican**  
(815) 547-0084 (publishes weekly)
  
- Boone County Journal**  
(815) 544-4430 (publishes weekly)

## **CERTIFIED MAIL NOTICE REQUIRED**

According to Ordinance #51H approved by the City Council on March 1, 2010, items requiring a public hearing, excluding text amendments, shall provide notice of the hearing by certified mail – return receipt requested – to all properties within 250 feet of the subject property. The cost of the required mailing is the responsibility of the applicant and is not included in the required application fee.

In order to complete the required mailing notice the procedure is as follows:

- Community Development staff will prepare the required forms and labels for the certified mailings.
- The green cards (receipts showing the mailings were received) are delivered to the community development department by the post office and must be received prior to the public hearing as proof that the mailings have been completed and provided as required.
- Two options exist for covering the cost of postage.
  - The City will cover the cost to mail the letters upfront, an invoice will be provided to the applicant with payment required prior to the public hearing (payable to the City of Belvidere). If payment is not received prior to the public hearing the case will be delayed until such time as payment is received.
  - The applicant may pick up the completed mailings, take them to the post office and pay the required fee at that time. If this option is chosen, the white receipts shall be provided to community development staff to verify that the mailings were sent out and sent out at the proper time.

**NOTE:** Cost of the mailing is based on the number of letters and weight of each mailing.

Date Received (Office Only):

NRI No. \_\_\_\_\_

## Natural Resource Information Report Application

Boone County Soil and Water Conservation District  
211 North Appleton Road, Belvidere, Illinois 61008  
815-544-2677 Ext. 3

**Owner's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Petitioner's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Information:**

**Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Please indicate how you would like to receive your copy:**  Mail  Email

**Type of Request:**

- Change in Zoning from \_\_\_\_\_ to \_\_\_\_\_
- Subdivision – Attach proposed plat, if available
- Variance (Explain Type) \_\_\_\_\_
- Other (Describe) \_\_\_\_\_

**Location of the Property:**

(Street Address)

Parcel Identification Number(s): \_\_\_\_\_

Total Acres: \_\_\_\_\_

**Please Include the Following if Available:**

- Plat of survey w/ Legal Description
- Site Plan/ Concept Plan
- Location Map (if not on above map)
- Zoning or Land Use Petition
- Fee and Completed Application

Date Received (Office Only):

NRI No. \_\_\_\_\_

## **Natural Resource Information Fee Schedule**

Full Report: 0-5 Acres	\$400.00
Full Report: 5+ Acres	\$400.00 plus \$20.00/acre for each acre over five
Resource Concern Letter	\$100.00
No Impact Letter	\$50.00
EcoCat Information Only Report	\$35.00
Soil Information with Map Only Report	\$35.00

**Note:** We accept cash, check, or card. Card payments through our website. (*Illinois E-Pay through the SWCD website at [www.boonecountyswcd.org](http://www.boonecountyswcd.org)*) Before the report or letter can be started a payment must be made in full. Please allow 30 days for your application to be processed.

Checks payable to:

Boone County SWCD  
211 N. Appleton Road  
Belvidere, IL 61008

I (We) understand the filling of this application allows an authorized representative of the Boone County Soil & Water Conservation District to visit and conduct any necessary on-site investigations on the site described above. Completion of this report may require 30 days as allowed by State Law.

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**Petitioner's Name Printed**

**Petitioner's Name Signed**

**Date of Request**

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**Approved by the Soil & Water Conservation District Board**

**Date of Approval**

This report is issued as a guide in making land use decisions and does not preclude further refinement of soil type boundary lines during more detailed on-site investigations. Interpretations are based on criteria established by the National Soils Handbook (USDA-Natural Resources Conservation Service) and are subject to change by this office and appropriate agencies.

## **PUBLIC HEARING PROCEDURE**

The Belvidere Planning & Zoning Commission conducts public hearings pursuant to State Law. Public hearings are conducted according the following procedure:

1. After the staff presentation, the applicant will be sworn in by stating his/her name and address. "Do you swear to tell the truth to the best of your knowledge?"
2. The applicant will be requested to fully present his/her case and furnish the Commission with pertinent information concerning their petition.
3. Other parties who favor the petition will be heard next, and those who oppose the petition will be heard last.
4. Each person making a statement will be requested to state their name and address and be sworn in.
5. Please refrain from repeating what has been said before you and please do not involve personalities.
6. Be as factual as possible.
7. The Commission reserves the right to question any speaker.
8. All statements or questions must be directed to the Chairperson.
9. The Commission will make a decision on the matter during the public hearing.
10. If the Commission feels that information is lacking, they may entertain a motion to table the approval of the petition pending additional information to be brought forth at the next meeting.

## Community Development Department

### CITY FEES

\*Per Ordinance Number 153H

**Annexation:** \$400

**Zoning Change:**

RH:	\$600 +\$75/acre (or portion thereof)
SR-3, SR-4, SR-6, TR-7,	\$600 + \$75/acre "
MR-8S, & MR-8L:	\$600 + \$75/acre "
CB, GB, PB, NB, NO, & PO:	\$700 + \$75/acre "
GI, PI, HI, & I:	\$700 + \$75/acre "

**Planned Community Development (Special Use):** \$700 plus subdivision plat fees, if applicable.

**Subdivision Plat:**

	<u>Preliminary</u>	<u>Final</u>	<u>Replat</u>
Residential:	\$500 + \$75/lot	\$500 + \$75/lot	\$500 + \$75/lot
Commercial & Industrial:	\$600 + \$75/lot	\$600 + \$75/lot	\$600 + \$75/lot

**Final Plat Reinstatement/ Extension Fee:** \$50% of Initial Fee

**Special Use:** \$500 when accessory to an established primary use  
\$700 when establishing a primary use

**Variation:** \$350

**Text Amendment:** \$500

**Comprehensive Plan Text or Map Amendment:** \$350

**Appeal:** \$250

**Zoning Verification Letter:** \$25 per lot.

**CITY OF BELVIDERE**  
**REZONINGS, SPECIAL USES AND TEXT AMENDMENTS**

**2026 CALENDAR YEAR MEETING DATES**

<b>APPLICATION DEADLINE</b>	<b>PLANNING &amp; ZONING COMMISSION</b>	<b>CITY COUNCIL 1ST READING</b>	<b>CITY COUNCIL 2ND READING</b>
December 9, 2025	January 13, 2026	January 19, 2026	February 2, 2026
January 13, 2026	February 10, 2026	February 16, 2026	March 2, 2026
February 10, 2026	March 10, 2026	March 16, 2026	April 6, 2026
March 10, 2026	April 14, 2026	April 20, 2026	May 4, 2026
April 14, 2026	May 12, 2026	May 18, 2026	June 1, 2026
May 12, 2026	June 9, 2026	June 15, 2026	July 6, 2026
June 9, 2026	July 14, 2026	July 20, 2026	August 3, 2026
July 14, 2026	August 11, 2026	August 17, 2026	September 8, 2026
August 11, 2026	September 8, 2026	September 21, 2026	October 5, 2026
September 8, 2026	October 13, 2026	October 19, 2026	November 2, 2026
October 13, 2026	November 10, 2026	November 16, 2026	December 7, 2026
November 10, 2026	December 8, 2026	December 21, 2026	January 4, 2027
December 8, 2026	January 12, 2027	January 18, 2027	February 1, 2027

Applications will not be processed until all required information is submitted

\*meeting to be held in break room due to holiday