Application, Fees, & Submittal Requirements for Planning and Zoning Review
last updated 12/9/19
GENERAL INSTRUCTIONS

Applications, supporting documents, and fees should be submitted to the Community Development Department.

Applications will likely be placed on the agenda of a regularly scheduled Planning & Zoning Commission meeting a minimum of 30 days after a completed application package is submitted.

An application for a meeting that involves a public hearing requires proper notice. Applications for meetings that require notice will likely be placed on the agenda of a regularly scheduled Planning & Zoning Commission meeting a minimum of 30 days after the application is submitted. The Village will publish notice in the paper and applicant will pay the publication fee seven (7) days prior to hearing. The applicant is responsible to post signage on the property as may be required and mail notice to neighbors as required.

- The Planning & Zoning Commission meets on the first Tuesday each month. You should confirm meeting dates and times. The time, date, and agenda for each meeting is posted at Village Hall 48 hours before the meeting.
- Various fees are due with your application. Staff can assist with calculating theses fees should you have questions. Note – your request/s will not be placed on the Planning & Zoning Commission agenda until fees have been paid.
- There are SPECIFIC INSTRUCTIONS attached for each request. Please read these instructions carefully and take appropriate actions.

Fees are payable to the Village of Bradley and should be submitted with your application package.

Contact Information

Community Development Department
111 N. Michigan Ave.
Ph. 815-933-5008  Fax: 815-933-5068
communitydevelopment@bradleyil.org
Date: ______________________________

Application Request for (check all that apply):

___ Change of Zoning (explain) ___________________________________________________________
___ Special Use Permit (explain) _________________________________________________________
___ Planned Development-Preliminary Plan: Residential Commercial Industrial
___ Planned Development-Final Plan: Residential Commercial Industrial
___ Zoning Upon Annexation (explain) _____________________________________________________
___ Preliminary Plat of Subdivision
___ Final Plat of Subdivision
___ Variance Request (explain) __________________________________________________________
___ Appeals
___ Pre-application Conference

Applicant: _______________________________________________________________________________

Individual        Partnership        Corporation

Street Address: __________________________________________________________________________

City: ________________________________________  State: ________  Zip Code: _________________

Contact Name: _________________________________________________ Position ___________________

Telephone: __________________________________  Email: ______________________________________

Relationship to Subject Property: _____ Owner _____ Authorized Agent*

*Affidavit establishing authorized agent must be attached and owner information included below.

Owner: _________________________________________________________________________________

Address: ______________________________________________________________________________

City: ________________________________________  State: _____ Zip: _________________

Telephone: _________________________________ Email: _________________________________
SITE INFORMATION

Site Address: ________________________________________________________________

Lot: ______ Block: _______ Subdivision: ________________________________________

Current Zoning: _______ Parcel Identification Number: _____ - _____ - _____ - ________ - ________

____________________________________

Applicant Signature
AUTHORIZED AGENT AFFIDAVIT

Property Address: __________________________________________ (hereinafter "subject property")

Applicant's name: ____________________________________________

Property Owner's Name: _______________________________________

Property Owner's Phone #: ______________________________________

Intended planning and zoning requested action:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I am the owner of the above referenced subject property and I have authority to execute this Affidavit. The aforesaid applicant has my permission to use the subject premises and/or property in accordance with the purpose identified above and in the attached application.

_____________________________________  _________________
Signature       Date

NOTARY

Subscribed and sworn to before me on this ______ day of __________________, 20____.

SEAL:      _______________________________________
Notary signature
### BRADLEY PLANNING & ZONING REVIEW FEES

<table>
<thead>
<tr>
<th>ACTION REQUESTED</th>
<th>FEE</th>
<th>TOTAL DUE</th>
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<tbody>
<tr>
<td>Additional fees may be required for publication and postage expenses</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Annexation-with Zoning *</td>
<td>$150 + ____ AC x $25/AC</td>
<td></td>
</tr>
<tr>
<td>Residential</td>
<td>$250 + ____ AC x $25/AC</td>
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<tr>
<td>Non-Residential</td>
<td></td>
<td></td>
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<tr>
<td>Annexation-Single Lot *</td>
<td>$50.00</td>
<td></td>
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<tr>
<td>Appeal</td>
<td></td>
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<tr>
<td>One-lot Residential</td>
<td>$50.00</td>
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<tr>
<td>Multi-lot Residential</td>
<td>$150.00</td>
<td></td>
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<tr>
<td>Non-Residential</td>
<td>$250.00</td>
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<tr>
<td>Change of Zoning</td>
<td>$700.00</td>
<td></td>
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<tr>
<td>Newspaper Publication ***</td>
<td></td>
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<tr>
<td>Planned Development-Final Plan **</td>
<td>($250, $400, $600) (Fee by Total Acreage)</td>
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<tr>
<td>Planned Development-Preliminary</td>
<td>No Fee</td>
<td></td>
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<tr>
<td>Special Use Permit</td>
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<tr>
<td>Newspaper Publication ***</td>
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<tr>
<td>Subdivision-Minor</td>
<td>$500.00</td>
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<tr>
<td>Subdivision-Preliminary Plat</td>
<td>No Fee</td>
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<tr>
<td>Subdivision-Final Plat **</td>
<td>____ AC x $100/AC ($500 Minimum Fee)</td>
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<tr>
<td>Variance Request</td>
<td>$700.00</td>
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<tr>
<td>Newspaper Publication ***</td>
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<tr>
<td>Workshop (Pre-Application)</td>
<td>No Fee</td>
<td></td>
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<tr>
<td>** Total Fees Paid **</td>
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* This fee is actually the annexation application fee. A petition for annexation must be filled out with the Village Clerk. Additional fees are due if the petition for annexation is approved. The additional fee is $350 per acre or $100 for single lot.

** The Village Clerk will not certify the Planned Development-Final Development Plan or Final Plat of Subdivision until a fee in lieu of parkland dedication has been paid in accordance with Ordinance O-3-04-14.

***Actual charge for publication will be calculated by newspaper company and forwarded to applicant by the Village. Applicant shall pay these costs to the Village no less than seven (7) days prior to hearing date.

**SUBMITTAL REQUIREMENTS ARE PROVIDED BELOW**
The Village of Bradley Zoning Ordinance was comprehensively amended by Ordinance O-11-03-4. This ordinance sets out the authority of the Planning & Zoning Commission procedures regarding zoning amendments, special uses, planned developments, and variance requests and further sets out additional rules related to hearings and notices. Ordinance O-3-18-2 revised certain sections of the Zoning Code related to notices for public hearings. These SPECIFIC INSTRUCTIONS are meant to be a summary of some rules and a helpful guide. These SPECIFIC INSTRUCTIONS are not meant to replace or amend any part of the Zoning Ordinance. Applicants are encouraged to review the Zoning Ordinance as it shall govern.

**Authority.** Change of Zoning, Special Use Permits, Zoning Upon Annexation, and Approval of a Planned Development—Preliminary Plan shall be granted or denied by the Village Board of Trustees only after a Public Hearing before the Planning & Zoning Commission and a report of its findings and recommendations has been submitted to the Village Board of Trustees. A Variance Request shall be granted or denied by the Village Board of Trustees only after a Public Hearing before the Planning & Zoning Commission and a report of its approval or failure to receive approval has been submitted to the Village Board of Trustees.

**Hearing.** Within sixty (60) days of receipt by the Community Development Department of all required application information and payment of any required fees, the Planning & Zoning Commission shall hold a public hearing on such application at a time and place as shall be established by a legal notice of hearing by the Chairperson. The hearing shall be conducted and a record of the proceedings shall be preserved in accordance with rules prescribed by the Planning & Zoning Commission.

**Notice of Hearing.** Applicant shall provide the Village with all information necessary for the publication of notice of the hearing, including but not limited to an accurate legal description of each property for which the issuance of a zoning amendment is to be considered. The Village will then prepare and publish notice of the time and place of the hearing at which the zoning amendment application will be considered. Publication will be at least once in one or more newspapers published in the Village, or if no such newspaper exists then in one or more newspapers with a general circulation within the Village that are published within Kankakee County. Such publication shall occur not more than 30 nor less than 15 days before such hearing. The Village will notify applicant of any and all costs arising from such publication. The applicant shall pay these costs to the Village no less than seven (7) days prior to hearing date. Applicant shall provide notice by certified mail, return receipt requested, to all owners of property located within 250 feet from the boundaries of the property that is the subject of the proposed zoning amendment. The list of property owners can be obtained from the Bourbonnais Township Assessor's office or the Bradley Community Development Department. Said notices shall be mailed not more than 30 days nor less than 15 days prior to the public hearing date. Upon completion of the same, the Applicant shall submit a certificate listing the names and addresses of all owners of property within 250 feet, as well as an affidavit, including postal receipts, that all required notices were mailed in compliance with the provisions of this section.
The applicant is responsible for posting any signage that might be required. Any area for which a change in zoning classification or a planned development is being considered shall be posted for not less than fifteen (15) days prior to the public hearing. The posted notice shall be a minimum of eight (8) square feet in area, prominently situated on the property so as to be visible from the nearest street or public way, or as otherwise prescribed by the Community Development Department and shall indicate the present zoning classification, the proposed zoning classification, the time and place of the public hearing, and any other information prescribed by the Community Development Department. Posted notices shall be removed from the subject area within fifteen (15) days after the public hearing has been held.

THE APPLICANT SHALL PROVIDE THE COMMUNITY DEVELOPMENT DEPARTMENT WITH ONE (1) COPY OF A LIST OF NOTICES MAILED, RETURN RECEIPT CARDS FROM THE MAILING, AND A COPY OF THE LEGAL NOTICE PUBLISHERS CERTIFICATE.

THE APPLICANT SHALL PROVIDE THE COMMUNITY DEVELOPMENT DEPARTMENT WITH A PHOTO OF THE SIGN POSTED ON THE SITE (IF APPLICABLE) 7 DAYS PRIOR TO THE PUBLIC HEARING.
STATE OF ILLINOIS )

) §§
COUNTY OF KANKAKEE )

AFFIDAVIT OF NOTICE COMPLIANCE

I, _________________________________, having been duly sworn, hereby depose and state:

1. I am over the age of 18 and a resident of the State of Illinois. I have personal knowledge of the facts stated herein, and if called as a witness would competently testify thereto.

2. I am a/the ___________________________________________________________. (OWNER, APPLICANT, AUTHORIZED AGENT, ETC.)

3. I have received a Certificate of Mailing, executed by ___________________________ on or about ______________, from ________________________________. Said Certificate of Mailing is attached hereto as “Exhibit A” and fully incorporated herein.

4. The Certificate of Mailing shows that ______________________________ dispatched mailed notices by certified mail, return receipt requested, regarding the Bradley Planning & Zoning Commission’s upcoming public hearing on ________________, at which hearing the Commission will consider ____________________________________________ (BVC §______) on the property identified in the notice attached hereto as “Exhibit B.”

5. As demonstrated by the Certificate of Mailing, ______________________________ has provided all owners of property within 250 feet of the subject property with proper notice by certified mail, return receipt requested. Said notices are in full compliance with all relevant statutory guidelines and all relevant provisions of the Bradley Code.

I hereby declare that, to the best of my knowledge and belief, all of the information contained in this Affidavit of Notice Compliance is true, accurate, and complete.

Further, the affiant sayeth naught.

Executed this ______ day of ______, 20__.  

__________________________________________
(AFFIANT NAME)

Subscribed and sworn to before me,  
this ______ day of ______, 20__.  

__________________________________________
NOTARY PUBLIC
CERTIFICATE OF MAILING

I, __________________________________, hereby certify and affirm that I have mailed ______________________ ( ) Notices of Public Hearing on ________________, regarding the application for a ________________________, to all property owners located within 250’ of the subject property by certified mail, return receipt requested, in compliance with all statutory guidelines and Sec.___________ of the Code of Ordinances of the Village of Bradley. A list of the individuals provided with such notice is attached hereto. Said notices were mailed on ____________________.

_________________________  ____________
Signed            Date
The Village of Bradley Zoning Ordinance was comprehensively amended by Ordinance O-11-03-4. This ordinance sets out the authority of the Planning & Zoning Commission procedures regard zoning amendments, special uses, planned developments, and variance requests and further sets out additional rules related to hearings and notices. These SPECIFIC INSTRUCTIONS are meant to be a summary of some rules and a helpful guide. These SPECIFIC INSTRUCTIONS are not meant to replace or amend any part of the Zoning Ordinance. Applicants are encouraged to review the Zoning Ordinance as it shall govern.

**Change of Zoning (Amendment) Section 60-233**

1. Completed application form and payment of fees
2. Affidavit establishing authorized agent, if applicable
3. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide seven (7) copies* of the following:

4. A written narrative for zoning request, including a description of the current zoning/land use and proposed zoning/land use
5. Current plat of survey locating lot lines and all existing structures
6. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
7. Any additional information the applicant would like the Planning & Zoning Commission to consider when making their findings.
8. The Community Development Department and/or the Planning and Zoning Commission may require or recommend additional information to be submitted.

**Special Use Permit (Special Use) Section 60-393**

1. Completed application form and payment of fees
2. Affidavit establishing authorized agent, if applicable
3. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide seven (7) copies* of the following:

4. A written narrative describing the special use request, including days/hours of business operation, number of employees, etc.
5. Current plat of survey locating lot lines and all existing structures
6. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
7. A site plan or sketch plan, if applicable
8. Any additional information the applicant would like the Planning & Zoning Commission to consider when making findings.
9. The Community Development Department and/or the Planning and Zoning Commission may require or recommend additional information to be submitted.

**ALL PLANS AND/OR PLATS SUBMITTED THAT ARE LARGER THAN 8.5”x 11” NEED TO BE FOLDED**
Zoning Upon Annexation (Amendment) Section 60-89
1. Completed application form and payment of fees
2. Affidavit establishing authorized agent, if applicable
3. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide seven (7) copies* of the following:
4. A written narrative for zoning request, including a description of the current zoning/land use and proposed zoning/land use
5. Current plat of survey locating lot lines and all existing structures
6. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
7. A site plan or sketch plan, if applicable
8. Any additional information the applicant would like the Plan & Zoning Commission to consider when making findings.
9. The Community Development Department and/or the Planning and Zoning Commission may require or recommend additional information to be submitted.

Appeals Ord. Section 60-310
1. Completed application form and payment of fees
2. Legal description of property, including an electronic Word version (by email; CD or USB drive)
3. A written narrative for request
4. An appeal filed with the Village Clerk

Variance Request (Variation) Section 60-366
1. Completed application form and payment of fees
2. Affidavit establishing authorized agent, if applicable
3. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide seven (7) copies* of the following:
4. A written narrative for variance request, including justification
5. Current plat of survey locating lot lines and all existing structures
6. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
7. A site plan or sketch plan, if applicable
8. Any additional information the applicant would like the Planning & Zoning Commission to consider regarding the standards for granting variations.
9. The Community Development Department and/or the Planning and Zoning Commission may require or recommend additional information to be submitted.

*PROVIDE SEVEN (7) FULL SIZE AND ONE (1) REDUCED (11”x 17”) SIZE COPIES OF ANY PLATS OR PLANS SUBMITTED.

AN APPLICATION WILL LIKELY BE CONSIDERED A MINIMUM OF 30 DAYS AFTER A COMPLETE APPLICATION PACKAGE IS SUBMITTED.

THE COMMUNITY DEVELOPMENT DEPARTMENT WILL DISTRIBUTE COPIES FOR STAFF REVIEW AND COMMENT.

ALL PLANS AND/OR PLATS SUBMITTED THAT ARE LARGER THAN 8.5”x 11” NEED TO BE FOLDED
SUBMITTAL REQUIREMENTS

☐ Planned Development – Preliminary Plan
☐ Planned Development – Final Development Plan

The Village of Bradley Zoning Ordinance was comprehensively amended by Ordinance O-11-03-4. This ordinance sets out the authority of the Planning & Zoning Commission procedures regard zoning amendments, special uses, planned developments, and variance requests and further sets out additional rules related to hearings and notices. These SPECIFIC INSTRUCTIONS are meant to be a summary of some rules and a helpful guide. These SPECIFIC INSTRUCTION are not meant to replace or amend any part of the Zoning Ordinance. Applicants are encouraged to review the Zoning Ordinance as it shall govern.

See instructions “A” for requirements regarding public hearings.
See instructions “E” regarding pre-application conferences and workshops.

Preliminary Plan Section 60-450
The Bradley Zoning Ordinance gives a detailed outline of information required for consideration of a Planned Development – Preliminary Plan that may be summarized as follows:

1. Completed application form (there are no planning and zoning fees for this review)
2. Affidavit establishing authorized agent, if applicable
3. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide seven (7) copies* of the following:
4. A written narrative for request
5. Boundary and topographic survey
6. A preliminary plat of subdivision listing any modifications from the village’s zoning and subdivision ordinances.
   a. A site analysis
   b. A land use plan
   c. A utility plan
7. A preliminary landscape plan
8. Preliminary architectural drawings
9. A written statement signed by the applicant outlining and describing the regulation and maintenance of common areas
10. The Community Development Department and/or the Planning and Zoning Commission may require or recommend additional information to be submitted.

Final Development Plan Section 60-476
The Bradley Zoning Ordinance gives a detailed outline of information required for consideration of a Planned Development – Final Development Plan that may be summarized as follows:

1. Completed application form and payment of fees
2. Affidavit establishing authorized agent, if applicable
3. Legal description of property, including an electronic Word version (by email; CD or USB drive)
Provide seven (7) copies* of the following:

4. A written narrative for request
5. A final plat of subdivision
6. A final site (development) plan – final engineering drawings
7. A final landscape plan
8. Final architectural plans
9. A final version of the conditions, covenants, and restrictions proposed to regulate land use and maintenance
10. Engineer’s estimate of cost for the public and private improvements required to serve the proposed planned development
11. The Community Development Department and/or the Planning and Zoning Commission may require or recommend additional information to be submitted.

*PROVIDE SEVEN (7) FULL SIZE AND ONE (1) REDUCED (11”x 17”) SIZE COPIES OF ANY PLATS OR PLANS SUBMITTED.

AN APPLICATION WILL LIKELY BE CONSIDERED A MINIMUM OF 30 DAYS AFTER A COMPLETE APPLICATION PACKAGE IS SUBMITTED, HOWEVER THE APPLICATION WILL NOT BE CONSIDERED AT A MEETING UNTIL THE PLAN AND PLAT DOCUMENTS HAVE BEEN REVIEWED BY THE VILLAGE’S CONSULTING ENGINEER AND REVISED AS NECESSARY TO GENERALLY CONFORM TO VILLAGE STANDARDS.

THE COMMUNITY DEVELOPMENT DEPARTMENT WILL DISTRIBUTE COPIES FOR REVIEW AND COMMENT.

ALL PLANS AND/OR PLATS SUBMITTED THAT ARE LARGER THAN 8.5”x 11” NEED TO BE FOLDED
The Village of Bradley has adopted various codes, ordinances, regulations, and standards regarding the subdivision and development of land. The supplemental information required for consideration of a Preliminary Plat of Subdivision or Final Plat of Subdivision is detailed in Chapter 46 of the Village Code. These SPECIFIC INSTRUCTIONS are meant to be a summary of some rules and a helpful guide. These SPECIFIC INSTRUCTIONS are not meant to replace or amend any part of the village’s codes, ordinances, regulations, or standards.

See instructions “E” regarding pre-application conferences and workshops.

**Preliminary Plat of Subdivision (Chapter 46 – SUBDIVISIONS, Section 46-40)**

The Bradley Subdivision code gives a detailed outline of information required for consideration of a Preliminary Plat that may be summarized as follows:

1. Completed application form (there are no planning and zoning fees for this request)
2. Affidavit establishing authorized agent, if applicable
3. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide seven (7) copies* of the following:

4. A written narrative for request
5. A preliminary plat
6. Stormwater detention calculations
7. A copy of the FEMA-FIRM indicating the location of the proposed subdivision
8. High water calculations for all waterways with a tributary area of 320 acres or more
9. A preliminary landscape plan
10. A written statement signed by the applicant outlining and describing the regulation and maintenance of common areas
11. The Community Development Department and/or the Planning and Zoning Commission may require or recommend additional information to be submitted.

**Final Plat of Subdivision (Chapter 46 – SUBDIVISIONS, Section 46-44)**

The Bradley Subdivision code gives a detailed outline of information required for consideration of a Final Plat that may be summarized as follows:

1. Completed application form and payment of fees
2. Affidavit establishing authorized agent, if applicable
3. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide seven (7) copies* of the following:

4. A written narrative for request
5. A final plat of subdivision
6. A letter from the Village Engineer approving the Final Engineering Plans
7. A letter from the Zoning Administrator approving the Final Landscape Plans
8. Engineer’s estimate of cost for the public and private improvements required to serve the proposed subdivision.
9. The Community Development Department and/or the Planning and Zoning Commission may require or recommend additional information to be submitted.

*PROVIDE SEVEN (7) FULL SIZE (24 x 36) AND ONE (1) REDUCED (11”x 17”) SIZE COPIES OF ANY PLATS OR PLANS SUBMITTED.

AN APPLICATION WILL LIKELY BE CONSIDERED A MINIMUM OF 30 DAYS AFTER A COMPLETE APPLICATION PACKAGE IS SUBMITTED, HOWEVER THE APPLICATION WILL NOT BE CONSIDERED AT A MEETING UNTIL THE PLAN AND PLAT DOCUMENTS HAVE BEEN REVIEWED BY THE VILLAGE’S CONSULTING ENGINEER AND REVISED AS NECESSARY TO GENERALLY CONFORM TO VILLAGE STANDARDS.

THE COMMUNITY DEVELOPMENT DEPARTMENT WILL DISTRIBUTE COPIES FOR STAFF REVIEW AND COMMENT.

ALL PLANS AND/OR PLATS SUBMITTED THAT ARE LARGER THAN 8.5”x 11” NEED TO BE FOLDED
A pre-application conference or “workshop” meeting is highly recommended before submittal of any Planned Development-Preliminary Plan or Preliminary Plat of Subdivision. There is no fee for a workshop meeting. The applicant may submit all or any part of the supplemental information normally required for the plan or plat to be discussed.

A pre-application conference is for informational purposes only. The Planning & Zoning Commission will not take any action nor make any recommendation to the Village Board.

AN APPLICATION WILL LIKELY BE CONSIDERED A MINIMUM OF 30 DAYS AFTER A COMPLETE APPLICATION PACKAGE IS SUBMITTED, HOWEVER THE APPLICATION WILL NOT BE CONSIDERED AT A MEETING UNTIL THE PLAN AND PLAT DOCUMENTS HAVE BEEN REVIEWED BY THE VILLAGE’S CONSULTING ENGINEER AND REVISED AS NECESSARY TO GENERALLY CONFORM TO VILLAGE STANDARDS.

THE COMMUNITY DEVELOPMENT DEPARTMENT WILL DISTRIBUTE COPIES FOR REVIEW AND COMMENT.

ALL PLANS AND/OR PLATS SUBMITTED THAT ARE LARGER THAN 8.5”x 11” NEED TO BE FOLDED