



**NATURAL RESOURCE INVENTORY REPORT APPLICATION**

Applications are reviewed by the Board of Directors during the regularly monthly Board meeting the second Thursday of the month. Applications received by the Friday prior to the Board meeting will be reviewed.

**OWNER'S NAME:** \_\_\_\_\_

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

**PETITIONER'S NAME:** \_\_\_\_\_

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

**CONTACT PERSON:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**CITY OR LOCAL UNIT OF GOVERNMENT RESPONSIBLE FOR SUBDIVISIONS, ANEXATION AND ZONING:** \_\_\_\_\_

**REAL ESTATE TAX INDEX #:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_

(Lot#, Block#)

Attach Legal Description- Optional

Sec. \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_ E

**STREET LOCATION:** \_\_\_\_\_  
\_\_\_\_\_

**ZONING DISTRICT:** Existing: \_\_\_\_\_ Requested: \_\_\_\_\_

**LAND USE:** Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

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

**FEE SCHEDULE:** 0 TO 3.0 Acres: \$500.00 + Per Acre or Part Acre Over 3.0: \$20.00

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

640 Cosman Road  
Elk Grove, IL. 60007  
PH: 224-875-7580  
[R.McAndless@northcookswcd.org](mailto:R.McAndless@northcookswcd.org)

**PLEASE CHECK ALL APPLICABLE ITEMS**

**REQUESTED ZONING/PLANNING CHANGE(S):**

Zoning Variance  
 Annexation  
 New Development

Zoning Change  
 Subdivision/Re-subdivision  
 Redevelopment

**PROPOSED LAND USE:**

**Planned Structures:**

Commercial Building       Slab  
 Residential Dwelling       crawlspace  
 Industrial Building       basement

Other \_\_\_\_\_

**Open Space:**

Park/Playground Areas  
 Common Open Space Areas  
 Conservancy Easements

Other: \_\_\_\_\_

**Water Supply:**

Individual Wells

**Wastewater Treatment:**

Individual On-site Waste Water Disposal  
 Community Water  
 Sanitary Sewers / Collection for Municipal Treatment  
 Homeowners Association  
 Other: \_\_\_\_\_

**Stormwater Management:**

Drainage Ditches and Swales  
 Storm Sewers  
 Detention Pond (Dry Basin)  
 Retention Pond (Wet Basin)  
 Vault Detention (Underground)  
 Other: \_\_\_\_\_

**Floodplain Management:**

Flood Fringe Modification  
 Floodway Modification  
 Floodplain Map Revision  
 Wetland Modification

---

**EXISTING SITE CHARACTERISTICS:**

Ponds and Lakes  
 Perennial Stream(s)  
 Intermittent Stream(s)  
 Drainage Tiles  
 Cropland  
 Woodland  
 Vacant Land

Floodplain (Flood Zone: \_\_\_\_\_)  
 Floodway  
 Flood Fringe  
 Wetland(s)  
 Disturbed Land  
 Natural Area (native plant community)

---

**DATA MATERIALS REQUIRED BEFORE PROCESSING APPLICATION:**

One (1) copy enclosed  Plat of Survey/Topographic Survey  
One (1) copy enclosed  Concept or Development Plans/Grading Plan  
One (1) copy enclosed  Preliminary Engineering Plans with Stormwater Management Information  
One (1) copy enclosed  Soil Erosion and Sedimentation Control Plan & Stormwater Pollution Prevention Plan  
One (1) Copy enclosed  Inspection/Maintenance Information (Retention/Detention Facility)  
One (1) copy enclosed  Soil Boring Report (Incl. Groundwater Table Info)  
One (1) copy enclosed  Preliminary Grading and Landscaping Plans  
One (1) copy enclosed  Drainage Plans (Drainage Concept Plan required)  
One (1) copy enclosed  Tree Survey/ Tree Preservation Plan

**PLEASE CHECK-OFF ALL APPLICABLE PERMITS REQUIRED FOR THE PROPOSED DEVELOPMENT**

\_\_\_\_\_ **Illinois Environmental Protection Agency- NPDES ILR-10 Permit**

\_\_\_\_\_ **U.S. Army Corps of Engineers Permit**

\_\_\_\_\_ **Illinois Department of Natural Resources**

\_\_\_\_\_ **FEMA (Letter of Map Amendment, Letter of Map Change, Letter of Map Revision)**

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

**PETITIONER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*This review will be issued on a non-discriminatory basis without regard to race, color, religion, national origin, age, gender, handicap or marital status. The North Cook County Soil and Water Conservation District is a non-taxing nonprofit local government.*

# NORTH COOK COUNTY SOIL AND WATER CONSERVATION DISTRICT

## **GUIDELINES FOR SUBMITTING A REQUEST FOR NATURAL RESOURCE INFORMATION**

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

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

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

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

### **1. ONE-ACRE LIMITATION**

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

### **2. 30-DAY TIME LIMIT**

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

### **3. RESPONSE FROM THE DISTRICT**

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

### **4. RESOURCE INFORMATION REQUEST FORMS**

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

**5. RECEIPT OF APPLICATION BY DISTRICT**

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

**6. REFUND OF FEES**

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

**7. NOTIFICATION OF COUNTY OR MUNICIPALITY**

Upon receipt of application, the District shall send notification to the County or municipal authority concerned. This notice will state that the application has been made and that comment will be made by a certain date, or that not resource data is available for this parcel of land and that the District Board will not be commenting.

**8. STARTING DATE**

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

# Narrative Checklist

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

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

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

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

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

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

\_\_\_\_\_ **Stormwater runoff calculations**- Will the proposed development on the subject property cause an increase in stormwater runoff (rate & volume)? Will the increase in runoff cause soil erosion or channel degradation downstream? Describe the strategy to control stormwater runoff.

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

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

\_\_\_\_\_ **Best Management Practices for Stormwater Management**