



**Lawrence M. Walsh**  
**County Executive**

**THE COUNTY OF WILL**  
**WIRELESS TELECOMMUNICATION FACILITY APPLICATION**  
**FACILITY PERMIT • VARIANCE**

WILL COUNTY LAND USE DEPARTMENT  
58 E. CLINTON ST., SUITE 500 • JOLIET, ILLINOIS 60432  
TELEPHONE (815) 740-8140 • FACSIMILE (815) 774-3386  
INTERNET SITE – <http://www.willcountylanduse.com>

**PART A – APPLICANT INFORMATION**

Property owner name(s): \_\_\_\_\_  
Address(es): \_\_\_\_\_  
Telephone number(s): \_\_\_\_\_  
Fax number(s): \_\_\_\_\_  
E-mail(s): \_\_\_\_\_  
Agent/attorney name: \_\_\_\_\_  
Agent/attorney address: \_\_\_\_\_  
Agent/attorney telephone number: \_\_\_\_\_  
Agent/attorney fax number: \_\_\_\_\_  
Agent/attorney E-mail: \_\_\_\_\_  
Wireless Telecommunication Provider: \_\_\_\_\_  
Address of Telecommunication Provider: \_\_\_\_\_  
Wireless Telecommunication Provider telephone number: \_\_\_\_\_

**PART B – GENERAL CASE INFORMATION**

**Qualifying Structure:**

- A. Is the Wireless Telecommunication Facility being co-located on an existing structure?  
Yes \_\_\_\_ No \_\_\_\_
- B. Is the Wireless Telecommunication Facility no more than 15 feet higher than the existing structure before the new facility is installed?  
Yes \_\_\_\_ No \_\_\_\_

**Or**

- A. Is the Wireless Telecommunications Facility a substantially similar or a substantially same-location replacement of an existing structure?  
Yes \_\_\_\_ No \_\_\_\_
- B. Is the Wireless Telecommunications Facility, including the replacement structure, no more than 15 feet higher than the height of the existing structure just before the facility is installed?  
Yes \_\_\_\_ No \_\_\_\_

Height of existing structure/facility: \_\_\_\_\_

Height of replacement structure/facility: \_\_\_\_\_

Height of proposed Wireless Telecommunications Facility or height above existing structure/antenna: \_\_\_\_\_

Is the proposed Wireless Telecommunication Facility a qualifying structure?

Yes \_\_\_\_ No \_\_\_\_

**Variance:**

- A. Will the Wireless Telecommunications Facility be built on a residentially zoned lot that is less than 2 acres in size and used for residential purposes? (Variance is required for Qualifying and Non-Qualifying structures that fall into this category):  
Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Will the Wireless Telecommunications Facility exceed 75 feet in height in a residential zoning district or 200 feet in height in a non-residential zoning district? (Variance is required for Non-Qualifying structures that fall into this category):  
Yes \_\_\_\_\_ No \_\_\_\_\_
- C. If the facility will be located in a residential district, is the lot line setback distance to the nearest residentially zoned lot at least fifty (50) percent of the height of the facility supporting structure. (Variance is required for Non-Qualifying structures that fall into this category):  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- D. If the facility will be located in a non-residential zoning district, is the horizontal separation distance to the nearest principal residential building at least equal to the height of the facility's supporting structure? (Variance is required for Non-Qualifying structures that fall into this category):  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- E. Will the facility's supporting structure or equipment housing be less than 15 feet from the front lot line or less than 10 feet from any other lot line.  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Based upon your answer to A-E, is a variance required for the Wireless Telecommunication Facility?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Subject Property Information**

Address: \_\_\_\_\_  
 General location: \_\_\_\_\_  
 Township/Section number: \_\_\_\_\_  
 PIN (permanent index number): \_\_\_\_\_  
 Lot area (acres/square feet): \_\_\_\_\_  
 Frontage (feet): \_\_\_\_\_  
 Current zoning: \_\_\_\_\_  
 Current land use: \_\_\_\_\_

**Surrounding Property Information (all directions)**

Indicate existing zoning & land use (e.g., A-1, farm; R-1, single-family home; C-2, gas station):

	<u>Zoning</u>	<u>Land Use</u>
<b>North</b>	_____	_____
<b>South</b>	_____	_____
<b>East</b>	_____	_____
<b>West</b>	_____	_____

**PART C – LEGAL DESCRIPTION (Insert below, use additional sheets as necessary)**

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**FOR OFFICE USE ONLY**

**CASE NUMBER:** \_\_\_\_\_

## PART D - APPLICATION SUBMITTAL CHECKLIST ✓

One copy of the following must be submitted for review. If a public hearing is required the following must be submitted, in triplicate, before the application can be processed for the public hearing. Where a letter of notification to another government agency is indicated, you are required to submit proof of a certified mailing return receipt (green card) or private mail delivery, signed receipt, and copies of the correspondence as proof of notification to each of those agencies.

Application documents/fees:

- Notarized completed application signed by owner(s) or designated representative(s) (including required attachments) *Part F* for a variance request or *Part G* for a facility permit
- A notarized letter from the property owner or a copy of the signed lease agreement with the property owner, giving the representative authority to act on the Will County wireless telecommunications facility permit application. Title Reports or other documentation verifying legal access to the site (including required attachments)
- Filing fee (\$4000.00 new facility / \$1250 co-location)
- Certified copy of deed. Check with the Office of the Will County Recorder of Deeds located on the first floor at 58 E. Clinton St., Joliet, IL. (*Title Commitments and various schedules are not acceptable as proof of ownership*)
- Will County Wireless Telecommunications Facility Legal Description page (*Part C of application*)
- Plat of survey
- Landscape plan, which meets the landscaping requirements of the Will County Zoning Ordinance. This plan shall include, but not be limited to, a planting schedule listing the scientific and common name, size, quantity of all proposed plant material, location of all proposed landscaping, existing plant materials to be retained, existing plant materials to be removed and information in the form of notes or specifications concerning, seeding, ground cover, mulching, etc.
- Elevation drawings and cross-sectional area, drawn to scale, showing front, sides, and rear of the proposed facility including associated buildings and structures. These drawings shall identify color schemes, design elements, material types, and exterior lighting.
- Site plan drawn to scale with the location of proposed and existing structures. Include front, side, and rear yard setbacks (15 feet in the front yard and 10 feet on all other sides). Utility and drainage easements must be verified. Construction is not permitted within easements. The site plan will not exceed 11" x 17" and must include the following:
  - A. Illinois Professional Engineers Seal, signature, address and phone number
  - B. Legal description, Property Identification Number (P.I.N.), all structures (with T.F.'s), lot dimensions and recorded easements.
  - C. Name and address of property owner
  - D. Plan scale between 1" = 20' and 1" = 50'
  - E. North arrow
  - F. Provide a Will County Benchmark (see our benchmark book) and name the station number used. NAVD benchmarks may be used, add note that this was used.
  - G. Location(s) of existing and proposed fencing, buildings and structures, including dimensions of facilities (i.e., height, diameter, or width) and distance to property lines with top of foundations
  - H. Vehicular access/service points of ingress/egress, parking areas and layout (including types of existing and proposed ground cover) with percent grade
  - I. Erosion control note and control measures (i.e. depict silt fence and straw bales on the plan)
  - J. Existing topography on site and extending a minimum of 40 feet off site on all sides (contour lines clearly depicted and labeled)
  - K. Label types of surrounding ground cover on this parcel and adjacent lots (i.e. grass, corn crop, farm field, asphalt, gravel, etc...)
  - L. Proposed and existing one (1) foot contours, not only spot elevations, with flow arrows

- M. All drainage features including swales, storm sewers (show catch basin rim and invert elevations), and culverts (show invert elevations). If floodplain, enclose calculations.
- N. Draw a spiral surrounding entire area of construction, including driveways, etc...
- O. Existing septic field(s) on site
- P. Location of nearest principal residential building and distance from proposed facility (does not include residence on the subject property)

If regulatory floodplain exists on property include:

- Q. Define regulatory floodplain limits with base flood elevations
- R. Add note: "No stockpiling or filling in the floodplain"
- S. If base flood elevations are approximated include method and background information.
- T. Label the base flood elevation contour and depict it clearly on the site plan
- U. If a Special Use Permit for Floodplain Development is required, allow for a minimum of a 4-6 month processing time

If inventoried wetlands exist on the property include:

- V. Identify and label inventoried wetland and boundary
- W. Label buffer zone of 75'
- X. Submit U.S. Army Corps letter and/or Permit.

- Co-location analysis for all raw land sites. *Please see Part E for additional information.*
- Plan for the removal of all transmission towers and antennas from the site after the facilities have ceased being used to transmit, receive, or relay voice and data signals to or from wireless communication devices. If in lease agreement, highlight in lease agreement
- Completed inventoried wetland and regulatory floodplain determinations form (*Attachment B*)
- Fill out Contractor Registration Sheet (*Attachment E*)
- Three (3) sets of building plans required, they must be stamped and signed by a State of Illinois Architect or a Structural Engineer. Please refer to the current adopted Will County Building Ordinance for the codes and standards mandated for use (*The applicable building codes **must be listed on the title page of all submitted drawings***). The resolution adopting the Will County Building Ordinance and Codes is provided with this application (*Attachment J*).
- Building Fees - to be paid prior to permit being issued. Computation scheduled attached (*Attachment I*).

Additional requirements after site is constructed:

- The Will County Building Ordinance requires a spot survey for all new construction (Section 20(H)). Please submit a survey showing all applicable setbacks, the location of new structures, and the distance to the nearest residential structure.

Proof of notification of the following agencies (Certified mail with return receipt requested. A copy of pages 1-3 should be included with your notification.):

- Will County Health Department
- Road jurisdiction (State, County, or Township)
- Fire protection district
- Federal Aviation Administration
- Letter of notification to the U.S. Army Corps of Engineers, if there is a designated wetland located on the property, if applicable

Additional requirements for variance requests:

- Filing fee (\$550.00 for first variance, \$100.00 for each additional variance request)
- Publication bond check (\$100.00)
- If property is in Trust, a beneficiary disclosure statement must be submitted
- Disclosure of the directors and 20% of the shareholders in a corporation, for the property
- Letter of notification to the Municipal Review Authority, to each municipality within 1.5 miles of subject property (Certified mail with return receipt requested. A copy of pages 1-3 should be included with your notification.):
- Letter of notification to the Township Board/Planning Commission acknowledging this application (Certified mail with return receipt requested. A copy of pages 1-3 should be included with your notification.):
- Complete responses to Section 8.20-7 (4) of the Will County Zoning Ordinance (Standards section). *Please see attachment F.*
- Typed general narrative describing the following:
  - A. Wireless telecommunications provider,
  - B. Type and purpose of the proposed facility,
  - C. Location and zoning district,
  - D. Method of attachment and account for all loads to the structure (i.e., monopole, lattice tower, panel types, platforms),
  - E. Height and diameter of the proposed facility,
  - F. Compliance with FCC licensing requirements,
  - G. Security considerations, and
  - H. Fencing and screening.
- Typed narrative of how the proposed use meets the criteria established by the Will County Zoning Ordinance for choosing a site location. These criteria are as follows:  
When choosing site location, the following criteria shall be considered:
  - A. A non-residentially zoned lot is the most desirable location
  - B. A residentially zoned lot that is not use for residential purposes is the second most desirable location
  - C. A residentially zoned lot that is two (2) acres or more in size and is used for residential purposes is the third most desirable location
  - D. A residentially zoned lot that is less than two (2) acres in size and is used for residential purposes is the least desirable location

All three of the following items are required to be incorporated into this written narrative as a supplement for a variance for locating a facility in a residentially zoned lot that is less than two (2) acres in size. Only items 2 and 3 are required to be incorporated into this written narrative as supplemental information for a variance for a height or setback for a telecommunication facility:

1. Typed, itemized list of alternative sites considered by the applicant in each criteria established by the Will County Zoning Ordinance. This list must include the Zoning District classification, and explanation for rejection by the applicant of each site considered. If no site was considered in a more desirable location than the proposed location, a detailed explanation is required.
2. Location of and distance to surrounding communication towers and antennas within one quarter (1/4) mile of the proposed towers or within the carrier's search ring.
3. Typed, itemized evidence demonstrating co-location is impractical on existing tall buildings, light or utility poles, water towers for reasons of structural support capabilities, safety, available space, or failing to meet service coverage areas.

## **PART E: CO-LOCATION ANALYSIS**

The County strongly encourages that all prudent and reasonable efforts be made to co-locate new wireless antennae on existing towers, structures, or buildings. A co-location analysis is required for all non-qualifying structure facility permit applications. The Department will evaluate the report with consideration given both to the communication provider's needs and to the community's desires, and utilize the report to address community concerns.

The co-location analysis report shall be submitted in triplicate and consist of the following items:

1. Detailed description of the purpose of proposed site, i.e., capacity or coverage, area designed to cover, and required elevation of antennae;
2. Detailed description of all existing towers, structures, buildings 75' or greater in height within a 2 mile radius of the proposed tower, including height, ground elevation, number of existing users, height available for co-location, if any, and structural deficiencies, if any;
3. Radio frequency propagation maps showing coverage without proposed tower, coverage with proposed tower, and coverage for each co-location possibility. Base maps should include roads and other physical features at a minimum, and;
4. Detailed analysis of co-location possibilities including coverage overlap percentages, signal interference problems, etc.
5. Narrative stating reason for not co-locating.

**PART F: AFFIDAVIT IF VARIANCE IS REQUIRED**

I, (We) consent that all above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.

I, (We) consent to the entry in or upon the premises described in this application by any authorized official of the County of will for the purposes of completing any reviews or for the reports deemed necessary by the submittal of this application or for the purpose of posting, maintaining, or removing such notices as may be required by law.

I, (We) understand that no WIRELESS TELECOMMUNICATION FACILITY PERMIT nor any order of the Will County Board granting a variation shall be valid for a period longer than one (1) year from the date of such order unless a building permit is obtained within such period and the erection or alteration of a building is commenced within such period. The Commission may grant one (1) extension of this period, valid for no more than one hundred and eighty (180) additional days, upon written application and good cause shown, without notice or hearing. If any of the benefits conferred by any variation, whether heretofore or hereafter granted, are abandoned, or are not utilized for any continuous period of one (1) year, said variation shall, to the extent of such abandonment or non-utilization, become invalid after a public hearing as provided for herein.

I, (We) understand that I am required to notify all owners of property adjacent to the property in question certified mail/return receipt requested at least fifteen (15) days prior to the Public Hearing (See attached Affidavit), and also required to post signs (available at the Land Use Department) fifteen (15) days prior to the Public Hearing. (Verify the most current adjacent landowners with the Land Use Department – Will County Development Review Division prior to each notification.)

Applicant and agent/attorney printed names, and signatures:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Dated at \_\_\_\_\_, Illinois, this day of \_\_\_\_\_.

State of Illinois        )  
                                   ) SS  
 County of Will         )

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, do hereby certify that \_\_\_\_\_, personally known to me is (are) the person(s) who executed the foregoing instrument bearing on the date of \_\_\_\_\_, 20\_\_\_\_, and appeared before me this day in person and acknowledged that he/she (they) signed sealed, and delivered the same instrument for the uses and purposes therein set forth.

Given under my hand and Notary Seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal)                   My commission expires \_\_\_\_\_, 20\_\_\_\_.

**PART G: AFFIDAVIT FOR AUTHORIZED FACILITY**

I, (We) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

I, (We) consent to the entry in or upon the premises described in this application by any authorized official of the County of Will for the purposes of completing any reviews or for the reports deemed necessary by the submittal of this application or for the purpose of posting, maintaining, and removing such notices as may be required by law.

Applicant and agent/attorney printed names, and signatures:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Dated at \_\_\_\_\_, Illinois, this day of \_\_\_\_\_.

State of Illinois        )  
                                   ) SS  
 County of Will         )

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, do hereby certify that \_\_\_\_\_, personally known to me is (are) the person(s) who executed the foregoing instrument bearing on the date of \_\_\_\_\_, 20\_\_\_\_, and appeared before me this day in person and acknowledged that he/she (they) signed sealed, and delivered the same instrument for the uses and purposes therein set forth.

Given under my hand and Notary Seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal)                   My commission expires \_\_\_\_\_, 20\_\_\_\_.

## COUNTY OF WILL – WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION – ATTACHMENT A

### FEE SCHEDULE

Application fee for an authorized facility:

- \$4000 New Facility
- \$1250 Co-location

Fees for variance requests:

- Initial variance: \$550 flat fee
- Each additional variance on a single zoning lot: \$100

All checks should be made payable to the *Will County Land Use Department*.

In addition to the above stated fees and as previously indicated, you are responsible for the payment of all costs in the public hearing notice publication. A \$100 public bond check is required to be submitted with the application fee to ensure payment of publication. The bond check will be returned at the public hearing when you provide proof of payment for the publication.

No application shall be accepted, nor considered filed, without payment of the appropriate application fee, except as may be waived on a case-by-case basis by the Will County Board.

Subsequent to the initial filing of an application, if it should be determined during the review process that additional ordinance requirements must be met which were not addressed in the initial application, the applicant shall be notified and required to pay any related additional fees prior to further proceeding of the review process. Refusal by the applicant to pay said additional fees, or failure to do so within thirty (30) days of notification, shall be interpreted to mean that the application(s) have been withdrawn.

When an application is withdrawn after it has been published for public hearing, the application fee shall not be refunded. When an application is withdrawn prior to the publication for the public hearing, all but two-hundred dollars (\$200) of the fee shall be administratively refunded.

Application fees shall not be totally refunded, except as may be determined on a case-by-case basis, by the Will County Board.

### SIGN DEPOSIT FEES

For all applications, *except* planned unit development applications and those applications for which the Zoning Administrator specifically requires alternative signage, the Department will provide the applicant the required number of signs. Please note that the signs are County property and you are required to submit with the application a \$100 deposit check payable to the *Will County Land Use Department* for *each* sign (in addition to the application fee). The deposit check(s) will be returned to you when you return of the signs to the Department within the required time, clean, and undamaged. The Department is not responsible for lost or stolen signs and those circumstances do not constitute justification for return of the deposit check(s).

**COUNTY OF WILL – WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION – ATTACHMENT B**

**APPLICATION FOR FLOODPLAIN and WETLAND REQUEST**

**ATTENTION: ACCURATE FLOODPLAIN DETERMINATIONS CAN ONLY BE MADE USING A TOPOGRAPHIC SURVEY WITH A KNOWN FLOODPLAIN ELEVATION OR AN ELEVATION CERTIFICATE FOR STRUCTURES**

- . Please include a self-addressed stamped envelope **or** a FAX number.
- . Provide one **PIN** per request form. Addresses **cannot** be used.
- . Property must be located in **unincorporated** Will County.
- . MAIL or FAX **(815-774-3386)** to:

**Will County Land Use Development Review Division, 58 East Clinton, Suite 500, Joliet, IL 60432**

**Please print or type** Check one: ( ) Owner ( ) Prospective Buyer ( ) Other

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY AND ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

Permanent Parcel Number (PIN): \_\_\_\_\_

DO NOT WRITE BELOW - FOR OFFICE USE ONLY \_\_\_\_\_

**FLOODPLAIN:**

Community Number: 170695 Panel Number: 17197C - Panel Date: \_\_\_\_\_

Property is in or near a Floodplain: YES NO ZONE \_\_\_\_\_

If Zone AE, the approximate floodplain elevation is: \_\_\_\_\_

*It should be noted that the above information is based on the approximate location of floodplain as illustrated on the FEMA Flood Insurance Rate Map. It is not intended, nor shall it be construed to imply or assure that the parcel will not flood in the future or that a flood of higher record will not occur. Actual location of floodplain on a parcel is determined by the topography of the land and the floodplain elevation. If the floodplain elevation is not known, you must contact a consulting engineer to study the floodplain. You or your lending institution must make final determination for the requirement of flood insurance.*

***If you disagree with this determination, please visit our office or contact FEMA Region V at (312) 408-5500.***

**WETLANDS Quadrangle:** \_\_\_\_\_

An Inventoried Wetland is located on or near the property: YES NO

*Areas are checked on the National Wetland Inventory Maps. This form is for general purposes only and does not certify the location of wetlands. A professional wetland assessment/delineation may be required. Wetlands and Waters of the U.S. are under the jurisdiction of the U.S. Army Corps of Engineers at 111 N. Canal Street, Chicago, IL 60606-7206 (Phone 312-353-6400). Isolated wetlands are protected by Will County Land Use Ordinance.*

**HYDRIC SOILS Present:** YES NO

*Soils information is taken from the Soil Survey of Will County published by USDA and NRCS. If there are hydric soils on the property, a wetland may be present, there may be a high water table, and special construction techniques may be required. Additionally, other soil types may include hydric inclusions that may affect the site. If hydric soils are present, the owner should consult a professional for an onsite investigation.*

Property **not** under our jurisdiction; please contact: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Maps are available for your viewing at the Will County Land Use Department, Monday thru Friday 8:30 a.m. to 4:30 p.m. Development Review Division phone (815) 740-8140.



## WILL COUNTY LAND USE DEPARTMENT PERMIT APPLICATION

58 E. Clinton St., Suite 500 • Joliet, Illinois 60432  
 Telephone (815) 727-8634 • Facsimile (815) 727-8638  
 Internet Site - <http://www.willcountylanduse.com>

Permit # \_\_\_\_\_

Owner Information				
Full Name				
Owner Address	<i>Number &amp; Street:</i>			
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>	
Contact Information	<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>	
Property Information				
PIN(s)				
Property Address	<i>Number &amp; Street:</i>			
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>	<i>Township:</i>
Subdivision/Lot				
Water Supply	Public	Well	Sanitary System	Sewer Septic
Primary Contact for the Project (if different than owner)				
Full Name				<i>Title:</i>
Address	<i>Number &amp; Street:</i>			
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>	
Contact Information	<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>	

**Classification:**

Residential      Commercial/Industrial      Agricultural Exempt      Site Development      Manufacturing Exempt

**Description of Construction:**

New Construction	Mobile Home	Addition	Build-out
Remodel	Deck	Sign	Telecommunications
Pool	Accessory Building		
Fill/Grading	Roofing*	Windows*	
Siding*			

Other/Explain \_\_\_\_\_

**Intended use/project scope:** \_\_\_\_\_

**Total cost of construction (materials & labor):** \$ \_\_\_\_\_ **Total square footage of project:** \_\_\_\_\_

**Total area of disturbed land (if applicable):** \_\_\_\_\_ **Dimensions of attached garage (if applicable):** \_\_\_\_\_

**Proposed temporary construction trailer(s)?**                      YES                      NO

**Is this permit in response to a violation citation?**                      YES                      NO

\*Residential permits that **may** be issued the same day depending on the extent of work. For same day permits, the plat of survey, site plan, and building/structural plan may not be required.

Development Review Approval

**PLAT OF SURVEY.** A plat of survey depicting the lot lines, setbacks, existing structures and the proposed construction project, drawn to scale, is required for any construction activity. Three copies of the plat of survey must be submitted to be considered a complete application. If a project requires a site plan, the information required on the plat of survey could be combined with the site plan.

**SITE PLAN.** A site plan is required for all site work and construction activities except for an activity that meets one of the exemptions listed in Section 500.1 of the Water Resource Ordinance. If the project does not meet one of the exemptions and a site plan is required, the plan must be signed and sealed by a Professional Engineer from the State of Illinois. A site development fee will apply in addition to the building permit fee. Three copies of the site plan must be submitted to be considered a complete application.

**BUILDING AND/OR STRUCTURAL PLANS.** Building and/or structural plans must be sealed by an appropriate design professional. Three sealed sets of the plans must be submitted to be considered a complete application.

**DESIGN PLANS.** For projects determined to not require sealed building and/or structural plans, manufacturer design and specifications must be submitted to be considered a complete application.

**PLEASE READ THE FOLLOWING PROVISIONS AND SIGN BELOW:**

- a. I have read the information and agree to comply with all local, state and federal laws including the Will County Zoning Ordinance, Building Codes, Building Ordinance and the Water Resource Ordinance.
- b. I understand that issuance of a site development permit does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage and in the event flooding or flood damage does occur, Will County Land Use Department shall not be held liable.
- c. I have read the Will County Land Use Department Fee Schedule and understand that permits requiring site development review will incur fees in addition to the building permit fee.
- d. I agree that all work performed under said permit will be in accordance with the approved site plan(s) and building plan(s).
- e. I understand that owners of residential property may only do their own construction work on the property if the residence is their primary residence. (Owner in residence)
- f. I hereby certify that I am the owner or have been authorized by the owner to make this application as his/her authorized agent and that all contractors listed are true and accurate.
- g. I understand that if construction is not commenced within one hundred and eighty (180) days from issuance, or if construction is not completed and a final inspection for occupancy is not requested within one (1) year of issuance, the permit is void. If the structure is not completed within one year, the original permit is void and must be renewed or extended to continue work or request any further action.

**Print name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**LIST OF CONTRACTORS**

**Architect/Engineer:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**Excavator Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Professional Engineer:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**HVAC Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**General Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Insulation Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Carpentry Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Masonry Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Concrete Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Plumbing Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/055#

**Damp Proofing Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Roofing Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/Lic/BD

**Siding Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Steel Erector:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Drywall Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Water Service Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Electrical Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/Lic/BD

**Other/Project Manager:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

All contractors and subcontractors doing work in unincorporated Will County **must** be registered with the County. If someone working on your job is not listed correctly on the building permit application and/or is not properly registered, the building permit may be **revoked** and the case referred to the Will County State’s Attorney’s Office for prosecution. Any changes to the contractor list after permit issuance must be provided in writing before any new contractor is allowed to perform work at the project site.

*\*office use only\**

*Plumbers Letter of Intent*      YES                      NO                      *Electrical Letter of Intent*      YES                      NO

**COUNTY OF WILL – WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION – ATTACHMENT E**

**VARIATION CRITERIA**

Applicant Name: \_\_\_\_\_ PIN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Case Number: \_\_\_\_\_

Section 8.20-7 (4) of the Will County Zoning Ordinance states that in making their findings; the Planning and Zoning Commission and the County Board shall consider the following and no other matters:

A. Whether, but for the granting of a variation the service that the telecommunications carrier seeks to enhance or provide with the proposed facility will be less available, impaired or diminished in quality, quantity, or scope of coverage.

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B. Whether the conditions upon which the application for variations is based are unique in some respect or, if not, whether the strict application of the regulations would result in a hardship on the telecommunications carrier.

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C. Whether a substantial adverse effect on public safety will result from some aspect of the facility's design or proposed construction, but only if that aspect of the design or construction is modifiable by the applicant.

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D. Whether there are benefits to be derived by the users of the services to be provided or enhanced by the facility and whether public safety and emergency response capabilities would benefit by the establishment of the facility.

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E. The extent to which the design of the proposed facility reflects compliance with these regulations.

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**COUNTY OF WILL – WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION –  
ATTACHMENT F**

**LETTER FORMAT FOR NOTICE TO ADJOINING PROPERTY OWNERS**

Please use the following letter format to notify all adjoining property owners about your proposed zoning change:

NOTICE OF PUBLIC HEARING TO ADJOINING PROPERTY OWNERS

COUNTY OF WILL, ILLINOIS

Notice is hereby given that \_\_\_\_\_ filed the attached zoning application with the Will County Land Use Department.

The attached application is identified by zoning case number \_\_\_\_\_.

Notice is further given that the Will County Planning and Zoning Commission will hold a public hearing regarding this matter on \_\_\_\_\_, 20\_\_, at 6:30 p.m., in the Will County Office Building located at 302 N. Chicago St., Joliet, Illinois 60432.

You may appear at that time and date if you so desire, either in person, or by agent or attorney, in opposition to or in support of the enclosed application.

If you have any questions regarding the aforementioned request, please see the attached application for applicant contact information. You may also contact the Will County Land Use Department, Development Review Division, at 815-740-8140. Information regarding the case, including the staff report, will be available on the Will County Land Use Department Internet site ([www.willcountylanduse.com](http://www.willcountylanduse.com)) approximately one (1) week prior to the public hearing.

Sincerely,

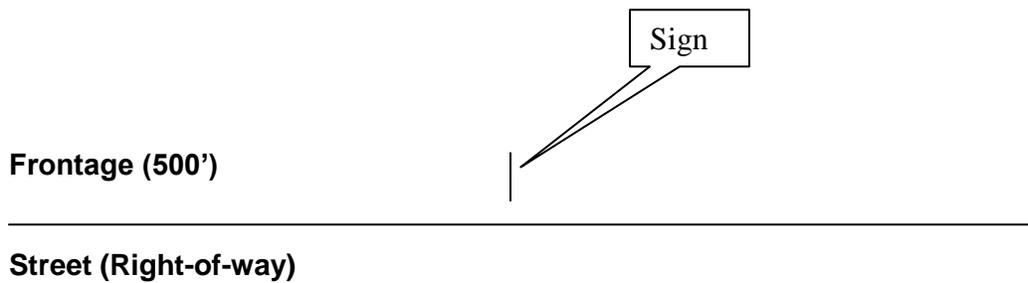
\_\_\_\_\_  
Name & Title

**COUNTY OF WILL – WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION – ATTACHMENT G**

**SIGNS PROVIDED BY THE DEPARTMENT**



**Example posting:**



**COUNTY OF WILL – WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION – ATTACHMENT H**

**AFFIDAVIT OF ADJOINING PROPERTY OWNER NOTIFICATION AND SIGN POSTING**

Property owner/agent/attorney name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Case number: \_\_\_\_\_  
Zoning request: \_\_\_\_\_  
Property address: \_\_\_\_\_  
Property PIN: \_\_\_\_\_

The undersigned, being first duly sworn on oath deposes and states the following, to wit:

1. That I (we) am/are the applicant(s), or authorized representative of the applicant, of case number \_\_\_\_\_, now pending before the Planning and Zoning Commission of Will County, Illinois, with a public hearing date of \_\_\_\_\_, 20\_\_, to be held at 6:30 p.m. at 302 N. Chicago St., Joliet, Illinois;
2. That with respect of said case, and pursuant to ordinance requirements, the list below identifies the names and addresses of all owners of property adjacent to the property referred to in the application;
3. That notification by letter, sent via certified mail return receipt requested, was given to all such adjoining property owners listed below as to the date, time, and place of the public hearing, including a copy of pages 1 – 3 of the completed application;
4. That a copy of said notification letter and certified mail return receipts as evidence of such notification are attached hereto and made part thereof,
5. That, further, said notification was effective a minimum fifteen (15) days prior to said public hearing;
6. And that, in addition to the aforementioned requirements, at least one sign was posted for every 500' of frontage at least fifteen (15) days prior to the public hearing date.

PIN	NAME	ADDRESS
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

By: \_\_\_\_\_ (Property owner or agent/attorney)

State of Illinois        )  
                                  ) SS  
County of Will         )

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, do hereby certify that \_\_\_\_\_, personally known to me is (are) the person(s) who executed the foregoing instrument bearing the date of \_\_\_\_\_, 20\_\_, and appeared before me this day in person and acknowledged that he/she (they) signed sealed, and delivered the same instrument for the uses and purposes therein set forth. Given under my hand and Notary Seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**COUNTY OF WILL – WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION –  
ATTACHMENT I**



Land Use, Planning, Zoning & Dev. Committee  
Resolution #07-352

**ORDINANCE OF THE COUNTY BOARD  
WILL COUNTY, ILLINOIS**

**RE: RE-ADOPTING AND AMENDING CERTAIN PROVISIONS OF THE  
WILL COUNTY BUILDING ORDINANCE AND CODES**

WHEREAS, Will County has the power by law, under Illinois Compiled Statutes, Chapter 55, Article 5, Sections 5/5-1063 and 5/5-1064, (55 ILCS 5/5-1063, 5/5-1064), to adopt or revise a building ordinance; and

WHEREAS, the Will County Board had adopted the International Building Code 2000, International Residential Code 2000, International Fire Code 2000, International Mechanical Code 2000, International Fuel Gas Code 2000, International Energy Conservation Code 2000, International Property and Maintenance Code 2000, National Electric Code 1999, the Illinois State Plumbing Code 1998, the Illinois Accessibility Code 1997; and

WHEREAS, in order to provide for health, safety and welfare of residents, these codes should be reviewed and updated; and

WHEREAS, the Land Use, Planning, Zoning & Development Committee of the County Board conducted a public hearing to consider, for use in the County of Will, the proposed Will County Building Ordinance, International Building Code 2006, International Residential Code 2006, International Fire Code 2006, International Mechanical Code 2006, International Fuel Gas Code 2006, International Energy Conservation Code 2006, International Property and Maintenance Code 2006, National Electric Code 2005, the Illinois State Plumbing Code 2004, the Illinois Accessibility Code 1997 be adopted in their entirety; and

WHEREAS, the Land Use, Planning, Zoning & Development Committee recommends the adoption of the proposed Will County Building Ordinance; and

WHEREAS, certain provisions of the current ordinance needs to be revised; and

WHEREAS, draft regulations were prepared by the staff to incorporate changes to Sections 10 through 22 and Articles 100 through 700; and

WHEREAS, the Land Use, Planning, Zoning & Development Committee of Will County Board held a public hearing, with proper public notice, on the proposed amendments to the Building Ordinance and reviewed and recommended to the County Board that said amendments be adopted.

NOW, THEREFORE, BE IT ORDAINED, by the Will County Board that the attached Will County Building Ordinance (as amended in accordance with the provisions attached hereto and made a part hereof) and the proposed Will County Building Ordinance, International Building Code 2006, International Residential Code 2006, International Fire Code 2006, International Mechanical Code 2006, International Fuel Gas Code 2006, International Energy Conservation Code 2006, International Property and Maintenance Code 2006, National Electric Code 2005, the Illinois State Plumbing Code 2004, the Illinois Accessibility Code 1997 be adopted in their entirety.

BE IT FURTHER ORDAINED, BY THE WILL COUNTY BOARD THAT:

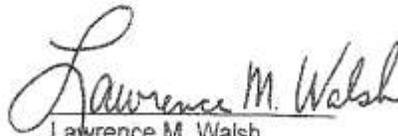
1. This Ordinance, and every provision thereof, shall be considered separable, and the invalidity of any portion shall not affect the validity of the remainder.
2. All Ordinances and Resolutions, or parts thereof, in conflict herewith are hereby repealed.
3. This Ordinance and Codes shall be effective \_\_\_\_\_.

Adopted by the Will County Board this 20<sup>th</sup> day of September, 2007.

Vote: Yes 25 No 0 Pass 0 (SEAL)

  
Nancy Schultz Voots  
County Clerk

Approved this 1st day of October, 2007.

  
Lawrence M. Walsh  
Will County Executive

**COUNTY OF WILL – WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION –  
ATTACHMENT J**

**COMMERCIAL / CELLULAR INSPECTIONS TO BE COMPLETED ON INDIVIDUAL PERMITS  
(REQUIRED AS APPLICABLE):**

Footing / Piers / Caisson  
Foundation before pour  
Backfill / Foundation (if applicable)  
Underground plumbing  
Underground electric  
Interior slabs (if applicable)  
Electrical service  
Rough building (electrical, framing & mechanical)  
Masonry, flashing & exterior tie-down  
Rough plumbing  
Rough E.I.F.S. or masonry stucco (if applicable)  
Rough mechanical – grid  
Insulation  
Final building (electrical, framing & mechanical)  
Final plumbing  
Fire resistive construction (if applicable)

**INSPECTION PROCEDURES:**

The first inspection must be called in within six (6) months or the permit is void.

A permit expires after one year of permit issuance. If the final is not done within a year, the permit must be renewed.

If the permit is renewed, please see the attached permit renewal policy (*Attachment L-(E)*).

A final inspection must be called in on all building permits.

**COUNTY OF WILL – WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION – ATTACHMENT K**

**SCHEDULE OF BUILDING PERMIT FEES:**

**PLAN EXAM FEES:**

SINGLE FAMILY* AND ALL OTHERS**	
(All areas within outside walls based on exterior dimensions)	
	Residential and Commercial
401 to 1,000 square feet	\$150.00
1,001 to 2,000 square feet	\$200.00
2,001 to 3,000 square feet	\$250.00
3,001 to 4,000 square feet	\$300.00
*All mobile units \$100.00	

For each additional 1,000 square feet or fraction thereof \$16.00. When determined by the code official, the plans will be sent to a professional plan reviewer with applicant to pay all costs.

\* When the term “single family” is used in this fee schedule, it shall refer to the construction, repair or enlargement of single family residences, individual duplexes, individual townhouses and their related structures.

\*\* When the term “all others” is used, it shall refer to the construction, alteration, repair or enlargement of multi-family, commercial and industrial buildings and their related structures.

All plan exam fees shall be non-refundable.

Minimum plan exam fee: \$50.00

Preliminary conference fee \$50.00. This fee shall be charged for the preliminary plan review of other than single family buildings.

**BUILDING PERMIT FEES:**

The valuation of buildings for the computation of the building permit fee shall be based on the following schedule or as approved by the authority having jurisdiction. If an applicant’s valuation is higher than the schedule, then the higher figure shall prevail. The fee shall be \$8.00 per \$1,000.00 cost of construction of fraction thereof, with a minimum fee of \$50.00.

- A. Industrial and commercial and existing structures  
(All areas within outside walls based on exterior dimensions)
  - Assembly.....\$86.00 square feet
  - Churches.....\$74.00 square feet
  - Business.....\$74.00 square feet
  - Educational.....\$74.00 square feet
  - Factory and Industrial.....\$49.00 square feet
  - Institutional.....\$74.00 square feet
  - Mercantile.....\$74.00 square feet
  - Residential (Hotels, Other than R-3).....\$80.00 square feet
  - Storage.....\$74.00 square feet
  - High Hazard.....\$98.00 square feet
  - Utility and Miscellaneous.....\$74.00 square feet

B. Miscellaneous buildings shall be classified according to the use they most closely resemble.

**COUNTY OF WILL – WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION – ATTACHMENT K (Continued)**

C. Demolition of structures.

Under 650 square feet (gross).....\$100.00  
 650 square feet and up.....\$200.00

D. Moving, raising, shoring or underpinning.....\$50.00

E. Re-issuance or cancellation of permits:

- Re-issuance of permit within six (6) months of initial issuance, no work started.....75% of permit
- Re-issuance of permit within one (1) year of initial issuance, work started.....50% of permit
- Re-issuance after one (1) year of initial issuance.....100%
- Transfer of permit.....\$50.00
- Building permits may be reissued one (1) time. The full fee applies to any re-issuance after the permit has been reissued once.
- Building permits shall not be reissued more than twice.

F. Plan revisions:

Interior.....10% of original fee  
 Additional square feet.....(Based on normal schedule of fees)

MISCELLANEOUS:

A. Work commenced without a permit:

Where it is found that construction, alterations, expansions, removal or demolition of buildings or structures has commenced without the prior securing of required permits; the basic permit fee shall be double the normal fee.

B. Re-inspection (Inspection will be performed only in receipt of re-inspection fee)

Any time the Will County Land Use Department, Building Division performs a requested inspection and the inspection is not passed, a re-inspection fee shall be charged. The fees for re-inspection of each inspection shall be as follows:

	<u>Residential</u>	<u>All Others</u>
1st re-inspection	\$ 75.00	\$ 75.00
2nd re-inspection	\$ 150.00	\$ 150.00
3rd re-inspection	\$ 225.00	\$ 225.00
4th or subsequent re-inspection	\$ 300.00	\$ 300.00

C. Permits – Third parties

The Building Official shall have the right to have permits and plans reviewed and inspections performed for code compliance by a third party consultant and all costs shall be borne by the owner of the building or structure.

**COUNTY OF WILL – WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION**

**THIS SECTION FOR OFFICE USE ONLY**

Township: \_\_\_\_\_  
Date: \_\_\_\_\_  
PIN #: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

**DEVELOPMENT REVIEW  
ZONING CHECKS**

	YES	N/A	STAFF	COMMENTS
PIN #	_____	_____	_____	_____
Zoning classification	_____	_____	_____	_____

Approved by: \_\_\_\_\_  
Date approved: \_\_\_\_\_

**DEVELOPMENT REVIEW  
ENGINEERING CHECKS**

Wetland verification	_____	_____	_____	_____
Floodplain verification	_____	_____	_____	_____

Approved by: \_\_\_\_\_  
Date approved: \_\_\_\_\_

**DEVELOPMENT REVIEW  
PLANNING CHECKS**

Approved landscape plan	_____	_____	_____	_____
Approved site plan	_____	_____	_____	_____

Approved by: \_\_\_\_\_  
Date approved: \_\_\_\_\_

**BUILDING CHECKS**

	_____	_____	_____	_____
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Approved by: \_\_\_\_\_  
Date approved: \_\_\_\_\_