



# Kane County Development & Community Services

Kane County Government Center

719 S. Batavia Ave, Geneva, IL 60134 - Building A, 4<sup>th</sup> Floor | (630) 232-3485

## APPENDIX D: REQUIRED SUBMITTAL DOCUMENTS

### PLEASE NOTE:

- EVERY ITEM LISTED BELOW IS REQUIRED UNLESS LABELED OTHERWISE; ANY OMISSION OF DOCUMENTATION WILL RESULT IN AN INCOMPLETE APPLICATION SUBMITTAL AND MAY DELAY THE PETITION REVIEW AND APPROVAL PROCESS.
- EVERY SUBMITTAL DOCUMENT MUST BE DATED AND THE SUBJECT PROPERTY PARCEL IDENTIFICATION NUMBER SHALL BE INDICATED ON ALL SUBMITTED PLANS.

### GENERAL DOCUMENTATION

01\_Kane County Zoning Application

02\_Standards of a Special Use Worksheet

03\_Project Narrative ("Commercial Solar Energy Facility Summary")

a. A general description of the project including: its approximate overall name plate generating capacity; the potential equipment manufacturer(s); type(s) of solar panels, cells and modules; the number of solar panels, cells and modules; the maximum height of the solar panels at full tilt; the number of substations; a project site plan, project phasing plan and project construction timeline plan; and the general location of the project.

b. A description of the (1) APPLICANT (2) PROPERTY OWNER (3) SOLAR OPERATOR and (4) FACILITY OWNER, including their name(s), address(es), phone number(s), and respective business structures.

04\_Documentation demonstrating land ownership or legal control of the property (Petition Applicant must be the property owner OR have legal control of the property)

05\_Plat of Survey/ALTA Land Title Survey

06\_Solar Equipment Manufacturer Specs (\*if multiple pages, combine into one PDF packet)

07\_Noise Analysis by a Qualified Professional (Noise levels from Commercial Solar Energy Facilities shall be in compliance with applicable Illinois Pollution Control Board (IPCB) regulations)

08\_Decommissioning Plan (See Appendix G for Format Guidelines)

09\_Decommissioning Surety Draft (e.g., draft bond agreement)

10\_Waiver of Setback Requirements (if applicable)

11\_Traffic Study (Optional)

12\_Glare Study (Optional)

### PUBLIC NOTICE REQUIREMENTS

13\_Legal Description of the Subject Property (Must be submitted in a Word document)

14\_Certification of Notice to Adjacent Property Owners

15\_Copy of Letter from Petitioner sent to Adjacent Properties

16\_List of all Property Owners & Mailing Addresses within 250' of the subject property

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## PROPOSED PLANS

17\_Geometric Site Plan (See Appendix E for Format Guidelines)

18\_Landscape & Screening Plan (See Appendix F for Format Guidelines – MUST BE SUBMITTED SEPARATELY)

19\_Photometric Plan (if applicable)

## ENVIRONMENTAL REVIEW

20\_Results and recommendations from the Illinois Department of Natural Resources (IDNR) obtained through the Ecological Compliance Assessment Tool (EcoCAT)

21\_Resource Preservation Review from the Illinois State Historic Preservation Office (SHPO)

22\_Natural Resources Inventory (NRI) Report from the Kane-DuPage Soil & Water Conservation District (SWCD)

23\_Results of any United States Fish and Wildlife Service's Information for Planning and Consulting environmental review or a comparable successor tool that is consistent with any applicable United States Fish and Wildlife Service's solar wildlife guidelines

24\_Letter of No Objection from the U.S. Army Corps of Engineers (if applicable; if not applicable please provide reasoning documentation)

25\_Executed Agricultural Impact Mitigation Agreement (AIMA) with the Illinois Department of Agriculture

26\_Documentation demonstrating avoidance of protected lands as identified by IDNR and the Illinois Nature Preserve Commission (INPC)

27\_Written Approval of Roadway Use from the Road District Commissioner and the County Engineer (Any proposed public roads that will be used for construction purposes shall be identified and approved in writing by the respective Road District Commissioner and the County Engineer prior to the granting of the Special Use)

28\_Structural Engineer's Certificate (Shall be completed by a structural engineer registered in the State of Illinois or by a Professional Engineer with a certification from a structural engineer registered in the State of Illinois and shall certify that the specific soils and subsurface conditions at the site can support the apparatus, given local soil, subsurface and climate conditions)

29\_FEMA 100-Year Floodplain Map

30\_Level 1 Wetland Investigation

31\_Topographical Map of the Subject Property and surrounding area

32\_Preliminary Farmland Drain Tile Investigation

33\_Preliminary Stormwater Management Report

34\_Phase 1 Environmental Assessment  
(Confer with Anne Wilford, Water Resources, if required,  
E: [wilfordanne@kanecountyil.gov](mailto:wilfordanne@kanecountyil.gov))

### **SUBMITTAL INSTRUCTIONS:**

APPLICANTS SHALL SUBMIT ONE (1) PAPER COPY OF ALL REQUIRED DOCUMENTS AND A USB DRIVE WITH THE DIGITAL FILES TO THE ADDRESS LISTED BELOW. PAPER DOCUMENTS SHALL BE **COLLATED AND FOLDED** TO FIT INTO AN 11X17 FILING FOLDER.

**COUNTY OF KANE**  
**Development & Community Services Department**  
**ATTN: Natalie Zine, Zoning Planner**  
**719 S. Batavia Ave**  
**Geneva, IL 60134**  
**Building A – 4<sup>th</sup> Floor**