



Kane County Development & Community Services

Kane County Government Center

719 S. Batavia Ave, Geneva, IL 60134 - Building A, 4th 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

1. Application for a Special Use Permit
2. Special Use Permit Findings of Fact Worksheet
3. 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.
4. Documentation demonstrating land ownership or legal control of the property (Petition Applicant must be the property owner OR have legal control of the property)
5. Plat of Survey/ALTA Land Title Survey
6. Solar Equipment Manufacturer Specs
7. 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)
8. Decommissioning Plan (See Appendix G for Format Guidelines)
9. 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. List of all Property Owners & Mailing Addresses within 250' of the subject property
15. Certification of Notice to Adjacent Property Owners
16. Copy of Letter from Petitioner sent to Adjacent Properties

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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)
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

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 – 4th Floor

For questions you may contact Natalie Zine, *Zoning Planner*, at 630-232-3494 or zinenatalie@kanecountyil.gov.