



**Application, Fees, & Submittal Requirements for  
Planning and Zoning Review**  
last updated 4/27/2022

## **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 45 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 45 days after the application is submitted.** The Village will publish notice in the newspaper 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 these fees should you have questions. Fees are payable to the Village of Bradley and should be submitted with your application package. **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.

### **Contact Information**

Bruce Page - Director  
Community Development Department  
111 N. Michigan Ave.  
Bradley, IL 60915  
Phone: 815-936-5100 extension 1111  
Email: [bepage@bradleyil.org](mailto:bepage@bradleyil.org)

**VILLAGE OF BRADLEY – PLANNING & ZONING APPLICATION**

Community Development Department  
111 N. Michigan Ave., Bradley IL 60915

Date: \_\_\_\_\_

**APPLICATION REQUEST FOR** (check all that apply):

- \_\_\_ Annexation: \_\_\_ Residential (single lot) \_\_\_ Residential (multiple lots) \_\_\_ Non-residential
- \_\_\_ Zoning Upon Annexation (explain) \_\_\_\_\_
- \_\_\_ Change of Zoning (explain) \_\_\_\_\_
- \_\_\_ Special Use Permit (explain) \_\_\_\_\_
- \_\_\_ Planned Development: \_\_\_ Residential \_\_\_ Non-residential
- \_\_\_ Preliminary Development Plan: \_\_\_ Residential \_\_\_ Non-residential
- \_\_\_ Final Development Plan: \_\_\_ Residential \_\_\_ Non-residential
- \_\_\_ Preliminary Plat of Subdivision: \_\_\_ Residential \_\_\_ Non-residential
- \_\_\_ Final Plat of Subdivision: \_\_\_ Residential \_\_\_ Non-residential
- \_\_\_ Variance Request (explain) \_\_\_\_\_
- \_\_\_ Appeals: \_\_\_ Residential (single lot) \_\_\_ Residential (multiple lots) \_\_\_ Non-residential

**APPLICANT INFORMATION**

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.

**OWNERSHIP INFORMATION**

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SITE INFORMATION**

Site Address: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Parcel Identification Number (PIN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
**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**

	<b>ACTION REQUESTED</b>	<b>FEE</b>	<b>TOTAL DUE</b>
	Annexation – Application Fee	Residential (single lot): \$50 plus Annexation fee*; Residential (multiple lots): \$150 plus \$25 per acre & Annexation fee; Non-residential: \$250 plus \$25 per acre & Annexation fee	
	Annexation Fee	Residential (single lot): \$100; Residential (multiple lots): \$350 per acre; Non-residential: \$350 per acre	
	Zoning Upon Annexation	\$700, plus the cost of newspaper publication (TBD)**	
	Variance	\$700, plus the cost of newspaper publication (TBD)**	
	Special Use Permit	\$700, plus the cost of newspaper publication (TBD)**	
	Change of Zoning	\$700, plus the cost of newspaper publication (TBD)**	
	Preliminary or Final Development Plan Review	25 acres or less: \$250 Between 26 & 50 acres: \$400 51 acres & greater: \$600 Plus the cost of 3 <sup>rd</sup> party review fees (TBD)***	
	Planned Development (Residential, Commercial or Industrial)	\$700, plus the cost of newspaper publication (TBD)** Plus the cost of 3 <sup>rd</sup> party review fees	
	Preliminary or Final Plat of Subdivision	5 acres or less: \$500 6 acres or greater: \$100 per acre Plus the cost of 3 <sup>rd</sup> party review fees (TBD)***	
		<b>Total Fees Paid</b>	

**\*Fee waived if residence is already receiving Village sewer or water services, for residential single lot only**

**\*\*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.**

**\*\*\*All plans that require a 3<sup>rd</sup> party review will need to execute a signed escrow agreement with the Village of Bradley for the appropriate amount of review services needed.**

**SUBMITTAL REQUIREMENTS ARE PROVIDED BELOW**

## SPECIFIC INSTRUCTION: PUBLIC HEARING

# A

- Change of Zoning or Zoning Upon Annexation**
- Special Use Permit**
- Planned Development**
- Variance Request**

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 or Zoning Upon Annexation, Special Use Permits, and Approval of a Planned Development 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.

**Public Notice Sign, if applicable.** The applicant is responsible for posting any signage that might be required. Any area for which a change in zoning classification 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 (note: multiple signs may be required), 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.

**NOTE:** 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.**

**IF APPLICABLE, THE APPLICANT SHALL PROVIDE THE COMMUNITY DEVELOPMENT DEPARTMENT WITH A PHOTO OF THE SIGN/S POSTED ON THE SITE 7 (SEVEN) 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 \_\_\_\_\_ application \_\_\_\_\_ for \_\_\_\_\_ (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

## SUBMITTAL REQUIREMENTS

# B

- Change of Zoning or Zoning Upon Annexation**
- Special Use Permit**
- Planned Development**
- Variance Request**
- Appeals**

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 or Zoning Upon Annexation**

1. Completed application form and payment of fees
2. Affidavit establishing authorized agent, if applicable
3. Current plat of survey locating lot lines and all existing structures
4. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
5. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide ten (10) initial copies of the following:

6. A written narrative for the change of zoning request, including a description of the current zoning/land use and proposed zoning/land use
7. A site plan or sketch plan for the proposed use of the subject property, if applicable
8. Any additional information the applicant would like the Planning & Zoning Commission to consider when making their findings.
9. 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)**

1. Completed application form and payment of fees
2. Affidavit establishing authorized agent, if applicable
3. Current plat of survey locating lot lines and all existing structures
4. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
5. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide ten (10) initial copies of the following:

6. A written narrative describing the special use request, including days/hours of business operation, number of employees, etc.
7. A floor plan illustrating the layout of the building or tenant space to be occupied, if applicable.
8. A site plan or sketch plan for the proposed use of the subject property, if applicable
9. Any additional information the applicant would like the Planning & Zoning Commission to consider when making findings.
10. 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 AREA LARGER THAN 8.5"x 11" NEED TO BE FOLDED**

### **Planned Development (Special Use)**

1. Completed application form and payment of fees
2. Affidavit establishing authorized agent, if applicable
3. Current plat of survey locating lot lines and all existing structures
4. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
5. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide five (5) initial copies and one (1) reduced copy (11"x17") of the following:

6. A written narrative describing the planned development request, including details of the proposed project, any deviation/s from Village's zoning ordinance, etc. and reasons for the deviation
7. A preliminary development plan, if applicable (see Section C below for submittal requirements)
8. A preliminary plat of subdivision, if applicable (see Section D below for submittal requirements)
9. A final development plan, if applicable (see Section C below for submittal requirements)
10. A final plat of subdivision, if applicable (see Section D below for submittal requirements)
11. Any additional information the applicant would like the Planning & Zoning Commission to consider when making findings.
12. The Community Development Department and/or the Planning and Zoning Commission may require or recommend additional information to be submitted.

### **Variance Request**

1. Completed application form and payment of fees
2. Affidavit establishing authorized agent, if applicable
3. Current plat of survey locating lot lines and all existing structures
4. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
5. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide ten (10) initial copies of the following:

6. A written narrative identifying each variance request and justification for each variance request
7. A site plan or sketch plan for the proposed use of the subject property, 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.

### **Appeals**

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

**NOTE: ADDITIONAL COPIES OF PLANS AND/OR DOCUMENTS MAY BE REQUESTED FOR DISTRIBUTION TO THE PLANNING & ZONING COMMISSION. STAFF WILL ADVISE AN APPLICANT PRIOR TO THE PREPARATION OF THE STAFF MEMORANDUM.**

**AN APPLICATION WILL LIKELY BE CONSIDERED A MINIMUM OF 30-45 DAYS AFTER A COMPLETE APPLICATION PACKAGE IS SUBMITTED.**

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

## SUBMITTAL REQUIREMENTS



- Preliminary Development Plan**
- Final Development Plan**

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.

### **Preliminary Development Plan**

The Bradley Zoning Ordinance gives a detailed outline of information required for consideration of a Preliminary Plan that may be summarized as follows:

1. Completed application form and payment of fees
2. Affidavit establishing authorized agent, if applicable
3. Current plat of survey locating lot lines and all existing structures
4. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
5. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide five (5) initial copies and one (1) reduced size copy (11"x17") of the following:

6. A written narrative for request
7. Boundary and topographic survey
8. 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
9. Preliminary engineering drawings
10. A preliminary landscape plan
11. Preliminary architectural drawings
12. A written statement signed by the applicant outlining and describing the regulation and maintenance of common areas
13. The Community Development Department and/or the Planning and Zoning Commission may require or recommend additional information to be submitted.

### **Final Development Plan**

The Bradley Zoning Ordinance gives a detailed outline of information required for consideration of a 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. Current plat of survey locating lot lines and all existing structures
4. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
5. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide five (5) initial copies and one (1) reduced size copy (11'x17") of the following:

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

**NOTE:** ADDITIONAL COPIES OF PLANS AND/OR DOCUMENTS MAY BE REQUESTED FOR DISTRIBUTION TO THE PLANNING & ZONING COMMISSION. STAFF WILL ADVISE AN APPLICANT PRIOR TO THE PREPARATION OF THE STAFF MEMORANDUM.

**AN APPLICATION WILL LIKELY BE CONSIDERED A MINIMUM OF 30-45 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.**

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

## SUBMITTAL REQUIREMENTS

# D

- Preliminary Plat of Subdivision
- Final Plat of Subdivision

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.

### **Preliminary Plat of Subdivision**

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. Current plat of survey locating lot lines and all existing structures
4. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
5. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide five (5) initial copies and one (1) reduced size copy (11"x17") of the following:

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

### **Final Plat of Subdivision**

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. Current plat of survey locating lot lines and all existing structures
4. The existing zoning of the subject property, adjacent properties, and properties within 100 feet
5. Legal description of property, including an electronic Word version (by email; CD or USB drive)

Provide five (5) initial full-size copies and one (1) reduced size copy (11"x 17") of the following:

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

**NOTE: ADDITIONAL COPIES OF PLANS AND/OR DOCUMENTS MAY BE REQUESTED FOR DISTRIBUTION TO THE PLANNING & ZONING COMMISSION. STAFF WILL ADVISE AN APPLICANT PRIOR TO THE PREPARATION OF THE STAFF MEMORANDUM.**

**AN APPLICATION WILL LIKELY BE CONSIDERED A MINIMUM OF 30-45 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.**

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