

Fulton County Zoning & Community Development

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COMMERCIAL SOLAR ENERGY FACILITY CUP CHECK LIST

1. Contact the Fulton County Zoning Office for available ZBA hearing dates, and applicable deadlines.
2. Conditional Use Permit Application. (Completed & Fee Paid)
3. The Applicant shall be responsible for publishing the "Notice" of the Conditional Use Permit hearing in an applicable, local newspaper, at least fifteen (15) days prior to the hearing, and no more than thirty (30) days prior to the hearing.
4. The Applicant shall be responsible for mailing the "Notices" of the Conditional Use Permit hearing to all adjacent landowners (as recorded in the County Recorder of Deeds office), as well as all property within two hundred fifty (250) feet in each direction of the parcel(s) in which the Conditional Use Permit is being requested, at least ten (10) days prior to the hearing, and no more than thirty (30) days. (The number of feet occupied by all public roads, streets, alleys and other public ways shall be **excluded** in determining the 250 feet requirement.) **Proof of these mailings must also be provided.**
5. The Applicant shall obtain the services of a certified Court Reporter for the Conditional Use Permit Hearing. The fee for the Court Reporter's services may be paid from the Conditional Use Permit fee.
6. The Applicant shall be responsible for contacting the Fulton County Farm Bureau (309-547-3011) to reserve the lower level meeting room for the applicable hearing date. If this facility is not available, please contact the Fulton County Zoning Enforcement Officer for acceptable alternative locations. **The Farm Bureau is NOT RESPONSIBLE for downloading software on their Smart Board to accommodate presentations or virtual meeting programs. Please bring a laptop, external hard drive, thumb drive, or other means to connect to the Smart Board.**

7. A Commercial Solar Energy Facility Summary, including, to the extent available:
 - (a) A general description of the project, including:
 - (i) its approximate overall name plate generating capacity
 - (ii) the potential equipment manufacturer(s)
 - (iii) type(s) of solar panels, cells and modules
 - (iv) the number of solar panels, cells and modules
 - (v) the maximum height of the solar panels at full tilt
 - (vi) the number of Substations
 - (vii) a project site plan, project phasing plan and project construction timeline plan
 - (viii) the general location of the project
 - (b) A description of the Applicant, Owner and Operator, including their respective business structures.
8. The name(s), address(es), and phone number(s) of the Applicant(s), Owner and Operator, and all property owner(s), if known, and documentation demonstrating land ownership or legal control of the property.
9. A site plan for the Commercial Solar Energy Facility showing the planned location of solar panels, including legal descriptions for each site, Participating and Non-participating Residences, Occupied Community Buildings, parcel boundary lines (including identification of adjoining properties), setback lines, public access roads and turnout locations, Substation(s), operations and maintenance buildings, electrical cabling to the Substation(s), ancillary equipment, third party transmission lines, the location of any wetlands, flood plain, drainage structures including surface ditches and subsurface drainage lines, underground mines, scenic and natural areas within one thousand five hundred (1,500) feet of the proposed Commercial Solar Energy Facility, and the layout of all structures within the geographical boundaries of any applicable setback.
10. A proposed Decommissioning Plan for the Commercial Solar Energy Facility.
11. All required studies, reports, certifications, and approvals demonstrating compliance with the provisions of this Ordinance.
12. A demonstration of compliance with applicable noise level regulations, as determined by the Illinois Pollution Control Board (IPCB).
13. An Agricultural Impact Mitigation Agreement (AIMA) executed between the Applicant and the Illinois Department of Agriculture.

14. The topographic map shall include the Commercial Solar Energy Facility site and the surrounding area.
15. Any other information required by the Zoning Board of Appeals as part of its permitting requirements for siting buildings or other structures.
16. Waivers from the setback requirements executed by the occupied community building owners and/or the non-participating property owners bearing a file stamp from the County Recorder of Deeds Office confirming that the waiver was recorded against title to the affected real property.
17. Results and recommendations from the Illinois Department of Natural Resources obtained through the Ecological Compliance Assessment Tool or a comparable successor tool.
18. 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.
19. Information demonstrating that the Commercial Solar Energy Facility will avoid protected lands.
20. Any other information requested by the Zoning Board of Appeals or the County consultants that is necessary to evaluate the siting application and operation of the Commercial Solar Energy Facility and to demonstrate that the Commercial Solar Energy Facility meets each of the regulations in this Ordinance.
21. Twelve (12) physical copies of the CUP application & supporting documentation, as well as one (1) copy in electronic format.
22. Approval from either the Fulton County Engineer or respective Road District Commissioner, in regards to the proposed use of any public roads for the construction purposes, as well as a draft form of Financial Assurance (as defined in the Ordinance) in an amount fixed by the County Engineer or respective Road District Commissioner, to ensure to the Road District or to the County, that future repairs are completed to their reasonable satisfaction.
23. A copy of the Commercial Solar Energy Facility's Engineer's certificate. The Engineer must be:
 - (a) Structural Engineer, registered in the State of Illinois.
 - (b) Professional Engineer, with a certification from a Structural Engineer, registered in the State of Illinois.

24. Material changes to the application are not permitted once the notice of the public hearing has been published, unless requested or permitted by the County.
25. A complete, electronic copy of the entire Conditional Use Permit application and supporting documentation/materials must be submitted to the Fulton County Zoning Office at least two weeks prior to the Conditional Use Permit hearing, for external review by our legal counsel.
26. An electronic copy of any presentation being given as a visual aid to the Zoning Board of Appeals must be sent to the Fulton County Zoning Office at least one week prior to the hearing. This is to ensure we have a backup copy of your presentation, in the event something does not work the day of the hearing.