

Fulton County Zoning & Community Development

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Conditional Use Permit Application Completeness Checklist

- Submit a complete Conditional Use Permit application to the Zoning Enforcement Officer. **Section IV(A)**
- Coordinate with the Zoning Enforcement Officer for scheduling of a public hearing before the Zoning Board of Appeals. **Section IV(A)**
- Reserve the location for the public hearing after consulting with the Zoning Enforcement Officer. **Section IV(A)**
- Applicant is responsible for obtaining a Court Reporter (in-person) for the ZBA hearing.
A list of Court Reporters that have been hired by previous applicants is available upon request.
- Send required "Notice of Hearing" letters. **Section IV(A)**
Notice of Hearing letters must be sent to property owners, as recorded in the County Recorder of Deeds, of all property adjacent to or within 250 feet in each direction of the proposed location. Exclude public roads, streets, alleys, and other public ways when determining the 250-foot notice requirement. **Section IV(A)**
- Send Notice of Hearing letters to any incorporated municipality within 1.5 miles of any portion of the proposed Commercial Solar Energy Facility. **Section IV(A)**
Publish the Public Notice in a newspaper of general circulation in the County.

Project Summary

- Include a project summary for the Commercial Solar Energy Facility and supporting facilities. **Section IV(B)(1)**
- Include a general description of the project. **Section IV(B)(1)(a)**
- State the approximate overall nameplate generating capacity. **Section IV(B)(1)(a)(i)**
- Identify potential equipment manufacturers for solar panels, racking, and energy storage systems. **Section IV(B)(1)(a)(ii)**
- Identify the type(s) of solar panels, cells, and modules. **Section IV(B)(1)(a)(iii)**
- Identify the number of solar panels, cells, and modules. **Section IV(B)(1)(a)(iv)**
- State the maximum height of the solar panels at full tilt. **Section IV(B)(1)(a)(v)**
- Describe supporting facilities, including Energy Storage Systems, if any. **Section IV(B)(1)(a)(vi)**
- For any Energy Storage System, identify nameplate capacity, overall acreage, number of modules, number of batteries, and types of energy systems to be used. **Section IV(B)(1)(a)(vii)**

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- Include the project site plan, project phasing plan, and project construction timeline. **Section IV(B)(1)(a)(viii)**
- Include the general location of the project. **Section IV(B)(1)(a)(ix)**
- Include a description of the Applicant, Owner, and Operator, including their respective business structures. **Section IV(B)(1)(b)**

Applicant, Owner, Operator, and Property Information

- Provide the name, address, and phone number of the Applicant. **Section IV(B)(2)**
- Provide the name, address, and phone number of the Owner. **Section IV(B)(2)**
- Provide the name, address, and phone number of the Operator. **Section IV(B)(2)**
- Provide the name, address, and phone number of all property owners, if known. **Section IV(B)(2)**
- Provide documentation demonstrating land ownership or legal control of the property. **Section IV(B)(2)**

Site Plan

- Include a site plan showing the planned location of solar panels. **Section IV(B)(3)**
- Include parcel numbers and legal descriptions for each site. **Section IV(B)(3)**
- Identify participating residences. **Section IV(B)(3)**
- Identify non-participating residences. **Section IV(B)(3)**
- Identify occupied community buildings. **Section IV(B)(3)**
- Identify parcel boundary lines, including adjoining properties. **Section IV(B)(3)**
- Identify setback lines. **Section IV(B)(3)**
- Identify public access roads and turn-out locations. **Section IV(B)(3)**
- Identify all supporting facilities. **Section IV(B)(3)**
- Identify Energy Storage Systems, if any. **Section IV(B)(3)**
- Identify substations. **Section IV(B)(3)**
- Identify operations and maintenance buildings. **Section IV(B)(3)**
- Identify temporary and permanent meteorological towers, if any. **Section IV(B)(3)**
- Identify concrete batch plants. **Section IV(B)(3)**
- Identify laydown yards. **Section IV(B)(3)**
- Identify electrical cabling to substations. **Section IV(B)(3)**
- Identify ancillary equipment. **Section IV(B)(3)**
- Identify third-party transmission lines. **Section IV(B)(3)**
- Identify wetlands. **Section IV(B)(3)**
- Identify flood plain areas. **Section IV(B)(3)**
- Identify structures, including surface ditches and subsurface drainage lines. **Section IV(B)(3)**
- Identify underground mines. **Section IV(B)(3)**
- Identify scenic and natural areas within 1,500 feet of the proposed facility. **Section IV(B)(3)**
- Identify the layout of all structures within the geographical boundaries of the setbacks. **Section IV(B)(3)**

Required Plans, Studies, Approvals, and Supporting Documents

- Include a proposed Decommissioning Plan. **Section IV(B)(4)**
- Include cost estimations with the Decommissioning Plan. **Section IV(B)(4)**
- Include a draft form of financial assurance for decommissioning. **Section IV(B)(4)**
- Include all required studies, reports, certifications, and approvals demonstrating compliance with the Ordinance. **Section IV(B)(5)**
- Include an executed Agricultural Impact Mitigation Agreement with the Illinois Department of Agriculture. **Section IV(B)(6); Section V(L)**
- Include a topographic map showing the facility site and surrounding area. **Section IV(B)(7)**
- Include any other information normally required by the Zoning Board of Appeals for siting buildings or other structures. **Section IV(B)(8)**
- Include any required setback waivers. **Section IV(B)(9); Section V(G)(2)**
- Ensure setback waivers are executed by occupied community building owners and/or non-participating property owners, if applicable. **Section IV(B)(9); Section V(G)(2)**
- Ensure setback waivers bear a file stamp from the County Recorder of Deeds confirming the waiver was recorded against the affected real property. **Section IV(B)(9); Section V(G)(2)**
- Include results and recommendations from the Illinois Department of Natural Resources through EcoCAT or a comparable successor tool. **Section IV(B)(10)**
- Include information demonstrating that the facility will avoid protected lands identified by IDNR and the Illinois Nature Preserves Commission. **Section IV(B)(11)**
- Include any other information requested by the Zoning Board of Appeals or County consultants that is necessary to evaluate the application and confirm compliance with the Ordinance. **Section IV(B)(12)**
- Include written approval from relevant road authorities for roads to be used for construction. **Section IV(B)(13); Section V(I)(2)(b)**
- Include a draft form of financial assurance for the protection of roads. **Section IV(B)(13); Section V(I)(2)(b)**

Sound, Noise, Historic, Drainage, Emergency, Vegetation, and Communications

- Include sound modeling for all potential equipment manufacturers. **Section IV(B)(14); Section V(K)(1)**
- Include sound modeling for solar panels. **Section IV(B)(14)**
- Include sound modeling for inverters. **Section IV(B)(14)**
- Include sound modeling for energy storage systems, if any. **Section IV(B)(14)**
- Show sound emissions in the sound modeling. **Section IV(B)(14)**
- Reference applicable Illinois Pollution Control Board standards. **Section IV(B)(14); Section V(K)(1)**
- Show the impact of sound emissions on all affected properties. **Section IV(B)(14)**
- Include all supporting sound data. **Section IV(B)(14)**
- Include any required noise enforcement waivers. **Section IV(B)(15); Section V(K)(1)**

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- Ensure noise waivers are executed by participating property owners, participating residence owners, nonparticipating property owners, and/or nonparticipating residence owners, as applicable. **Section IV(B)(15); Section V(K)(1)**
- Ensure noise waivers bear a file stamp from the County Recorder of Deeds confirming recording against the affected real property. **Section IV(B)(15); Section V(K)(1)**
- Ensure noise waivers reflect the amount of overage reasonably expected by operation of the project. **Section IV(B)(15)**
- Include results and recommendations from consultation with the Illinois State Historic Preservation Office regarding potential impacts on State-registered historic sites under the Illinois State Agency Historic Resources Preservation Act. **Section IV(B)(16)**
- Include a farmland drainage plan. **Section IV(B)(17)**
- Include a drain tile survey with the farmland drainage plan. **Section IV(B)(17)**
- Provide the farmland drainage plan to the County and any impacted drainage district. **Section IV(B)(17)**
- Include adequate proof that the special use permit application has been submitted to local emergency response agencies. **Section IV(B)(18)**
- Include a proposed vegetative screening plan. **Section IV(B)(19); Section V(D)(1)**
- Include a vegetation and weed management plan. **Section IV(B)(19); Section V(D)(6)**
- Include a proposed grading plan, if grading will be necessary for construction. **Section IV(B)(20)**
- Include copies of all communication and interference studies. **Section IV(B)(21); Section V(M)**
- Address potential impacts on television. **Section IV(B)(21); Section V(M)(1)**
- Address potential impacts on radio. **Section IV(B)(21); Section V(M)(3)-(4)**
- Address potential impacts on telephone, including mobile phone communications. **Section IV(B)(21); Section V(M)(3)**
- Address transportation communication devices. **Section IV(B)(21)**
- Address emergency and law enforcement communications, including E911 communications. **Section IV(B)(21); Section V(M)(2)-(3)**
- Address weather radar used by the National Weather Service or others to communicate weather events to the public. **Section IV(B)(21)**
- Include all information required under Section 5-12024 of the Illinois Counties Code for energy storage systems, if any. **Section IV(B)(22)**

Copies, Fees, and Application Limits

- Submit twelve copies of the Conditional Use Permit application to the Zoning Board of Appeals. **Section IV(D)** (must be submitted with the application)
- Submit at least one copy of the Conditional Use Permit application in electronic format. **Section IV(D)** (must be submitted with the application)
- Pay the Conditional Use Permit application fee before processing. **Section X(1)(a)**
Calculate the Conditional Use Permit application fee at \$5,000 per megawatt of nameplate capacity, up to a maximum fee of \$125,000. Include energy storage system capacity when calculating nameplate capacity. Calculate nameplate capacity in terms of direct current nameplate capacity. **Section X(1)(a)**
- Do not make material changes to the application after the public hearing notice has been published, unless requested or permitted by the County. **Section IV(C)**
- No hearing or final decision will occur if application fees or costs due to the County remain unpaid. **Section X(1)(b)**