

Kane County Division of Transportation  
 41W011 Burlington Road  
 St. Charles, IL 60175  
 Phone: (630) 845-3798 Fax: (630) 584-5265  
 dicksonjerry@co.kane.il.us

(FOR OFFICE USE ONLY)
DATE RECEIVED:
APPLICATION #:

## Road Impact Fee Application – Please read instructions on back before completing

Applicant Information (please type or print clearly)			
Name:			
Address:			
City, State, Zip:			
Contact:		E-mail:	
Phone:		FAX:	

Property Information (please answer all):			<i>Attach a copy of the plat of survey to the Application</i>	
Lot:	Block:	Subdivision:		
Quarter/Half Sec:	Section #:	Township #:	Range #:	
Tax Parcel Index Number(s) (e.g., 09-01-100-014):				
Site Address:				
Building Permit Issuing Agency:			Development Approval Date:	

Principal Building Use (please check one per Application)				
Residential	Number of Dwelling Units:	Non-residential	Gross Sq. Ft. of Bldg.:	
<input type="checkbox"/> Single Family Detached		<input type="checkbox"/> General Retail		
<input type="checkbox"/> Single Family Attached		<input type="checkbox"/> Supermarket		
<input type="checkbox"/> Multi-Family Attached		<input type="checkbox"/> Convenience Market		
<input type="checkbox"/> Age-restricted Housing		<input type="checkbox"/> Service Station	<input type="checkbox"/> Number of fueling positions:	
<input type="checkbox"/> General Office		<input type="checkbox"/> Medical-Dental Office		
<input type="checkbox"/> Office Park		<input type="checkbox"/> Business Park		
<input type="checkbox"/> Warehousing/Distribution Terminal		<input type="checkbox"/> Light Industrial/Industrial Park		
<input type="checkbox"/> Fast Food Restaurant		<input type="checkbox"/> Other Restaurant		
<input type="checkbox"/> Day Care Center		<input type="checkbox"/> Hospital	<input type="checkbox"/> Number of beds:	
<input type="checkbox"/> Nursing Home	<input type="checkbox"/> Number of beds:	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Number of rooms:	
<input type="checkbox"/> Religious Institution		<input type="checkbox"/> Other (specify):		

Optional Data for Assessment (attachments required)			
<input type="checkbox"/> New development is an exempt use (identify):		<input type="checkbox"/> Advance payment under Impact Fee Agreement	<input type="checkbox"/> FA#:
<input type="checkbox"/> New development will be solely owned and solely occupied by a charitable organization		<input type="checkbox"/> Existing building(s) on site to be demolished – applying for impact fee credit	
<input type="checkbox"/> Apply to credits under Credit Agreement	<input type="checkbox"/> CA#:	<input type="checkbox"/> Applying for Impact Fee Discount Program	

Remarks:
----------

Signature: \_\_\_\_\_

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

# Road Impact Fee Application – Instructions – Please read carefully before completing

## General:

In accordance with Kane County Ordinance #12-100, all developers of new development in the County shall pay an impact fee to the County.

This form is available as a fillable .pdf form on the County's website at [www.co.kane.il.us/dot/roadimpact](http://www.co.kane.il.us/dot/roadimpact). You may download this form and use the free Adobe Acrobat Reader software to fill out and print the form. After printing, sign, date and either mail or fax the form to the Kane County Division of Transportation. If you have the full version of Adobe Acrobat or another pdf editor, you can save the completed form with a digitized signature and e-mail it to the Division of Transportation. DO NOT SEND PAYMENT. Upon receipt of the completed application, the County will assess the impact fee and respond to the contact identified on the impact fee application. Additional information can be found in the Impact Fee Procedures Guide, which can be found on the County's website.

## I. Applicant Information

- Please complete all fields
- The contact should be a person who can answer questions regarding the application
- Please provide an e-mail address to facilitate communications regarding the application

## II. Property Information

- Provide lot#, block# and subdivision name as applicable for recorded subdivisions or PUD's
- Section, township and range information can be found on your plat of survey. You must include a copy of the plat of survey with your completed impact fee application
- New development that received "Site Specific Development Approval" prior to January 1, 2008 will be assessed an impact fee under Kane County Ordinance #04-22, which generally results in a lower fee. Site specific development approval generally refers to the approval of a preliminary plat of subdivision, preliminary PUD plat, or preliminary development plan by a unit of local government, provided the final plat or plan is consistent with the preliminary plat or plan. Please provide the date of the board or council meeting at which the document was approved, and a copy of the document.

## III. Principal Building Use

- Unless a building has both residential and non-residential areas, please check only one box
- The principal use of the building should be identified. For example, an industrial building with a nominal amount of office space would be considered industrial, and the office portion should be included in the gross square footage of the building. A multi-unit retail building that could include a restaurant would be considered general retail. Buildings located on outlots in a retail center should be identified by the principal use of the building
- Land use definitions can be found in the Procedures Guide, which is available on the County's website.
- For non-residential buildings, provide a copy of the site plan, the building floor plan for each floor, and a letter from the architect certifying the square footage of the building.

## IV. Optional Data for Assessment

- In accordance with Kane County Ordinance #12-100, the following uses are exempt from payment of an impact fee: (1) Alteration of an existing dwelling unit where no additional dwelling units are created and the use of the unit is not changed; (2) The internal alteration of a non-residential unit of less than 25,000 square feet where (a) no additional useable square feet of space are added, (b) where the construction or expansion of square footage does not require a zoning change, or (c) where the alteration is required by the County's or a Municipality's building code; (3) The construction of accessory buildings which are not dwelling units and which do not constitute an increase in intensity of use; (4) The replacement of a destroyed or partially destroyed building with a new building of the same size and use; (5) Publicly owned and operated school buildings; (6) Public buildings owned, operated and occupied by government agencies; (7) Temporary structures; (8) Affordable housing; and (9) Private schools. Even though these uses are exempt, an impact fee application must still be submitted (for specific requirements, see the Procedures Guide).
- If the applicant has previously entered into an Impact Fee Payment Agreement or Improvement Credit Agreement with the County, and desires to apply credits against this application, please so note and identify the agreement number.
- Buildings solely owned and solely occupied by a 501(c)(3) charitable organization may be eligible for a reduction in impact fee, if the subject building qualifies. See the Procedures Guide for documentation requirements.
- If there are existing buildings on the development site that are to be demolished, the development may be eligible for demolition credits. See the Procedures Guide for documentation requirements.
- If the development is a mixed-use development and meets other stringent traffic management requirements, it may qualify for the impact fee discount program. See the Procedures Guide for program requirements.