

Submission Guidelines

Riley Township Planning Commission

Riley Township Hall
9312 Riley Road

Having developed and adopted the Riley Land Use Plan, and in order to carry out the goals and intentions of that plan, as well as to provide guidance for the orderly development of Riley Township, the Riley Township Board of Trustees has established the Riley Township Planning Commission for the purpose of advising the trustees on matters of zoning and development.

By the authority of the Riley Township Board of Trustees, dated March 9, 2004, the following guidelines are hereby established to facilitate review of proposed zoning changes, conditional use permit applications, and proposed subdivision developments within Riley Township.

Submissions — Zoning Matters

Each petitioner or applicant for a zoning change or conditional use permit shall submit the following, as a minimum, for the consideration of the Riley Township Planning Commission and Trustees:

1. A copy of the petition filed with the county along with all supporting documents.
2. A plat of survey, indicating existing utility easements, waterways, flood plain boundaries, and general topographical information
3. A Natural Resources Information Report as prepared by the McHenry County Soil & Water Conservation District
4. A description of development intentions including, where applicable, information on proposed number and size of lots, drainage provisions, building restrictions or covenants, roadway access, and general arrangement of site roadways. Conditional use permit submissions shall also include the proposed arrangement of buildings and equipment, and other pertinent information as required by McHenry County authorities.

5. A report from the McHenry County Conservation District as to the effect, if any, of the proposed development on its plans or intentions for development of adjacent MCCD properties.

Submissions — Proposed Subdivisions

Each subdivision developer shall submit the following, as a minimum, for the consideration of the Riley Township Planning Commission and Trustees:

1. A plat of survey, indicating existing waterways, flood plain boundaries, wetlands information (where applicable), and general topographical information
2. A Natural Resources Information Report as prepared by the McHenry County Soil & Water Conservation District
3. A description of development intentions including drawing(s) showing proposed arrangement, number, and size of lots, open areas or greenways, utility easements, storm water drainage provisions, roadway access, and general arrangement of site roadways. Information provided shall include description of proposed building restrictions or covenants, if any.
4. A report from the McHenry County Conservation District as to the effect, if any, of the proposed subdivision on its plans or intentions for development of adjacent MCCD properties.

Submission of Required Information

Each submission shall consist of seven (7) copies of the above and shall be delivered to the Riley Township Supervisor at least fourteen (14) days prior to the next Riley Township Planning Commission meeting, usually scheduled for the first Monday of the month per posted schedule.

Submissions relating to zoning matters shall be submitted in time to allow consideration of the information by the Riley Township Planning Commission at a regularly scheduled meeting prior to any scheduled hearing by the McHenry County Zoning Board of Appeals.

Submission Review

Each petitioner, applicant, or developer shall provide a representative to be available to answer questions and otherwise provide clarification as necessary for the purposes of the Riley Township Planning Commission during the meeting at which the petition is considered.

In addition, each petitioner, applicant, or developer shall provide a representative to be available to answer questions and otherwise provide clarification as necessary for the purposes of the Riley Township Board of Trustees during the meeting at which the petition is considered.

The Riley Township Planning Commission will consider each submission on its merits and as it affects development within Riley Township in the context of the Riley Land Use Plan. The Riley Township Planning Commission may offer suggestions or request changes, where deemed appropriate, for consideration and incorporation by the petitioner. The Riley Township Planning Commission shall provide a timely recommendation to the Riley Township Board of Trustees as to the merits of each submission, recommending an appropriate course of action by the trustees.