



# Village of Spring Grove

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## Variance Procedures for a Solar Energy System

### INTRODUCTION

The following instructions are presented to help you in preparing your application in the most complete form possible for presentation at a public meeting before the Architectural Review Commission. Failure to supply the required information or consult with village staff may result in unnecessary delays.

In preparing the application, the applicant should consult with the Village's Solar Energy System, Chapter 14 - Appendix H of the Building Code. Questions regarding these documents or any requirements contained therein should be directed to the Building and Zoning Officer.

Requests follow a three-step process that first requires staff review, followed by an Architectural Review Commission public meeting and recommendation, and ultimately the Village Board of Trustees decision. This process generally takes 45 to 90 days to complete.

This packet contains a description and schedule of fees, description of the variance process and procedural checklist. The application form and supplemental forms are available from village staff or can be downloaded separately.

This packet is intended to assist an applicant and is for **informational purposes only**. Failure to comply with such requirements may result in delays, invalidation, or denial of specific requests. Overall, it is the applicant's responsibility to ensure the accuracy and sufficiency of the application.

If you have any questions, please contact the Building and Zoning Officer at 815-675-2121 or [bwalczak@springgrovevillage.com](mailto:bwalczak@springgrovevillage.com).

## Fee Schedule

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A non-refundable filing fee and sign fee are required upon application for any variance:

\$200 Non-refundable Application Fee

\$15 Sign Fee Paid Based on Number of Signs

## Review Process

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A public meeting must be held by the Architectural Review Commission on any variance request. The Commission is a group of citizens who make recommendations to the Village Board on variance-related matters. The Commission meets in the Village of Spring Grove Municipal Centre located at 7401 Meyer Road. All meetings begin promptly at 6:00 p.m. in the Council Chambers on the first and third Mondays as needed.

When village staff receives your application and required originals, they will check the materials for completeness. If complete, the applicant will then be required to submit 13 copies, at least 30 days but no less than 14 calendar days prior to the meeting date. The request will be scheduled for the next available Architectural Review Commission agenda. You will be notified of this date as soon as it is determined.

**Certified Letter Notification.** The applicant is required to send by First Class and Certified Mail (with return receipt) to all owners (taxpayers) of all properties that are adjoining the subject property, excluding rights-of-way the following information:

- Legal Notice
- Map showing the approximate location of the subject property and all surrounding properties within ½ mile of the subject property

Names and addresses of surrounding property owners can be obtained from 1) McHenry County GIS, available at <http://www.mchenrycountygis.org/Athena/>; or 2) the McHenry County Assessor's Office, 667 Ware Road, Woodstock, IL 60098, (815) 334-4290. If you have never used the McHenry County Assessor's Office, they are very helpful. All you need is your PIN (Property Identification Number) or tax number taken directly off of your tax bill. They will show you how to use the maps and the computer in this office.

Multi-Tenants. If the applicant is the owner of a property with multiple tenants, notice shall be provided to all tenants of the applicant upon or adjacent to the subject property.

A list of these owners is required with the application, and must be approved by Village Staff prior to mailing. The list should include the tax parcel index number, property address, and the taxpayer name and address for each property. A Letter to Contiguous Property Owners template has been provided to serve as a guide. The return receipts must be submitted to Village Staff no later than two calendar days before the public meeting.

**Sign Posting.** The applicant is required to post a "Notice" sign on the subject property so that is clearly visible from a public street and within 10 feet of the property line nearest to a public street. Properties with more than one frontage are required to post more than one sign. The posting of the "Notice" sign(s) must be done no more than thirty (30) nor less than fifteen (15) days prior to the scheduled Architectural Review

Commission meeting (do not count the date of the meeting). The sign must remain in place until the public meeting is concluded, and should be removed immediately thereafter. The sign(s) are provided by the Village.

**Signed and Notarized Affidavit.** A signed and notarized affidavit verifying that the letter has been mailed to property owners via first-class and certified mail and the “Notice” sign (s) has been posted must be submitted to Village Staff no later than two calendar days before the public meeting. An Affidavit template has been provided to serve as a guide.

**Public Meeting.** At the public meeting, the Chairman of the Architectural Review Commission will ask you to describe your request. After your presentation, the chairman will ask the Commission and Building and Zoning Officer if they have any questions or comments. The meeting is then opened up for public comment. After all interested parties have spoken; the chairman will call for a motion and vote on the matter. The recommendation will then be forwarded to the Village Board for consideration.

**Village Board Meeting.** Village Staff will notify you at the public meeting, the date your application along with the commission’s recommendation will be heard before the Village Board. You are required to attend this meeting. All meetings begin promptly at 6:00 p.m. in the Council Chambers on the first and third Tuesdays. If the Village Board approves the requested action, a motion is made and approved including any conditions.

## Applicant's Checklist – Required Application Material

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One copy of each of the following is required. Additional copies of some documents will be required after it has been reviewed by Village Staff for completeness.

- Solar Energy Systems Application - original signatures required.
- Plat of Survey or Site Plan drawn to scale indicating the location of structure(s), septic lines and tank, easements, setback lines and proposed system for ground-mounted solar
- Color photo of solar panels and electrical components superimposed on the building/property
- Solar panel product brochure with color photos of product and mounting hardware
- Letter from architect or structural engineer stating the structure can support the additional weight and wind loads for roof-mounted solar
- Photograph of property from street
- Aerial photograph of the property showing all adjacent properties
- Screening Plan for ground-mounted solar
- Application and Sign Fees – one check can be written for all fees made payable to the “Village of Spring Grove”
- Letter to contiguous property owners
- List of all Contiguous Property Owners (excluding rights-of-way) – list name, address, and PIN #
- Affidavit