



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

200 N. Hill Street, Poplar Grove, IL 61065
Phone: (815) 765-3201 – Fax: (815) 765-3571
<https://www.poplargo-ve-il.gov/>

Special Use Application

PART 1: INTRODUCTION

Please complete this Zoning Special Use Permit Application and return it to the Village of Poplar Grove along with the following documentation:

- Written Narrative of the Proposed Request
- Plat of Survey of the Property
- Site Plan of property if changes to the property are proposed
- Floor Plan
- Legal description of the Property
- Any other information required by staff such as hours of operation, number of employees, traffic report, landscape plan, lighting plan, elevation plan.
- List of Adjacent Property Owners within 250 feet, excluding public right-of-way. This may be obtained from the Supervisor of Assessments Office, 1208 Logan Ave. The accuracy of the information is the applicant's responsibility.
- Application Fee
- Natural Resource Information (NRI) – State law requires applicants to request a natural Resource Information Report (NRI) from Boone county Soil and Water Conservation District at 211 North Appleton Road, Belvidere, IL 61008-1983, 815-544-2677, ext 3. This report must be received by the Village of Poplar Grove prior to the Plan Commission public hearing.
- Proof of submittal to IDNR regarding the Endangered Species Act. The applicant shall contact the Illinois Department of Natural Resources (IDNR) via the EcoCat website at <https://dnr@Illinois.gov/EcoPublic/>
- Proof of submittal to the Illinois Historic Preservation Agency at 217-782-4836 if the proposal involves State or Federal Funding.

PART 2: APPLICANT INFORMATION

Applicant	Name:	Cathy Stephens Permit Solutions
	Email:	cstephens@permitsolutionsohio.com
	Address/City:	100 North Ave. Tallmadge 44278
	Phone Number(s):	330.327.1023

Owner of Record	Name:	Bel Air Estates LTD
	Email:	STEVE@POPLARGROVEAIRMOTIVE.COM

Address/City: 11619 IL ROUTE 76 POPLAR GROVE, IL, 61065
Phone Number(s): [REDACTED]

Attorney Name: _____
Email: _____
Address/City: _____
Phone Number(s): _____

PART 3: PROPERTY INFORMATION

Street Address: 13675 Illinois Route 76

Tax Parcel Number (PIN): 03-26-200-010

Legal Description: See Attached
(May be on separate sheet)

Current Use of the Property vacant land

Current Zoning of the property GB

Surrounding Zoning and Land Use

North GB
South GB
East R2
West GB

PART 5: PROPOSED SPECIAL USE

Describe the proposed special use (Attach additional sheets as needed to thoroughly describe the proposed use and/or business)

Construction of a new 4180 s.f. McDonald's restaurant with double drive thru lanes.

PART 6: STANDARDS FOR SPECIAL USE PERMITS

The Plan Commission will make its recommendation to approve or deny the proposed special use based on compliance with the facts listed below. Describe how the proposed use will comply with the minimum standards set forth in the Village of Poplar Grove Zoning Ordinance:

1. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;

The proposed McDonald's will comply with all applicable codes and regulations ensuring safe operations without adverse effects on public health, safety, or general welfare.

2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood;

The restaurant will be designed to maintain consistent aesthetics, and will not diminish property values or impair the use and enjoyment of adjacent sites.

3. The establishment of the special use will not impede the normal or orderly development and improvement of the surrounding property for uses permitted in the district;

The project aligns with the city's development plan and will not hinder the orderly development of surrounding properties.

4. Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided;

All necessary utilities, access roads, drainage, and related facilities are available or will be provided to fully support the site.

5. Adequate measures have been, or will be taken, to provide ingress or egress so designed as to minimize traffic congestion in the public streets; and

Ingress and egress points have been designed to provide safe traffic flow. Adequate measures are included to minimize congestion and maintain accessibility.

6. The special use shall, in all other respects, conform to the applicable regulations of the districts in which it is located.

The project will comply with all applicable zoning district requirements, including setbacks, landscaping signage, and building standards.

PART 7: PROCESS

Once a special use application is submitted with all required documentation it will be reviewed by Village Staff. It is recommended that the proposed use be described in as much detail as possible to avoid delays in processing. Staff may request additional information to complete its review.

When the review is complete, a public hearing before the Plan Commission will be scheduled. The public hearing will be conducted no less than 15 days or more than 30 days after public notice is sent

to adjacent property owners within 250 feet by certified mail. The notice form will be provided to the applicant by Village staff, but the applicant shall send the notices and provide proof of service to the Village prior to the hearing. The Village will place a legal notice in a newspaper of general circulation. The cost of the newspaper notification shall be paid by the applicant.

The Plan Commission may make a recommendation after the public hearing, or continue the case to a future date for additional information.

The Plan Commission will forward its recommendation, along with its Findings of Fact to the Village Board, which will make the final determination on the proposed special use.

PART 8: ACKNOWLEDGEMENT

Payment of Fees. Fees shall be payable at the time applications are filed with the Village Clerk and are not refundable.

Reimbursable Costs. The Village may expend time in the investigation and processing of zoning procedures and site plan review. In addition to Village involvement, the Village may retain the services of professional consultants including, but not limited to engineers, landscape architects, architects, attorneys, environmental specialists, and recreation specialists in the administration, investigation and processing of such matters. Any person, firm or corporation requesting action by the Village on zoning procedures shall reimburse the Village for staff time expended in the administration, investigation and processing of applications for such permits or amendments and the cost to the Village charged by any professional consultant retained by the Village on any such matter. Notice shall be sent to the property owner or representative of the property owner informing them of the Village policy on reimbursement costs prior to the costs being incurred.

Fees for Public Hearing Notification. Applicants for all zoning matters (special uses, variations, map amendments, etc.) shall pay all expenses incurred for notification of all public hearings and other notices; including, but not limited to, publication, first class mail, certified mail, etc.

Any person who shall knowingly make or cause to be made, conspire, combine, aid, assist in, agree to, arrange for, or in any way procure the making of a false or fraudulent application affidavit, certificate or statement, shall be guilty of a misdemeanor as provided by statute by the State of Illinois. I hereby acknowledge that the information provided in this application is true and correct and that I understand that I am responsible for costs incurred.

Name of applicant: Cathy Stephens Signature: Cathy Stephens Date: 9/8/25

Name of property owner: BELAIR ESTATES, LTD. Signature: [Redacted] Date: 9/11/25

APPLICATION FOR PLAT OF SUBDIVISION APPROVAL

VILLAGE OF POPLAR GROVE

Poplar Grove Village Hall
200 North Hill Street
Poplar Grove, IL 61065

FOR OFFICE USE ONLY

_____ Preliminary _____ Final _____ Replat

Case Number _____ PZC Date _____
Filing Date _____ Admin Date _____
Zone District _____ VB Date _____

PLEASE PRINT IN BLACK INK OR TYPE

- 1) **Applicant Name:** Cathy Stephens Permit Solutions
Mailing Address: 100 North Ave. Tallmadge 44278 Zip: _____
Daytime Phone: 330.327.1023 Fax: _____ Email: cstephens@permitsolutionsohio.com
- 2) **Property Owner Name:** Bel Air Estates LTD
Mailing Address: 11619 IL Route 76 Poplar Grove, IL Zip: 61065
Daytime Phone: [REDACTED] Fax: 815-544-8900
- 3) **Surveyor/Engineer Name:** Atwell LLC/ Kyle Wood
Mailing Address: _____ Zip: _____
Daytime Phone: 770- 615-2881 Fax: _____
- 4) **Attorney Name:** _____
Mailing Address: _____ Zip: _____
Daytime Phone: _____ Fax: _____
- 5) **Project Manager:** In order to reduce confusion, planning staff requests one contact person be designated to discuss issues concerning this petition.
Name: Cathy Stephens Permit Solutions
Mailing Address: 100 North Ave. Tallmadge 44278 Zip: _____
Daytime Phone: 330-327-1023 Fax: _____ Email: cstephens@permitsolutionsohio.com

6) Proposed Name of Subdivision: _____

7) Property Location: 13675 Illinois Route 76

Parcel Identification Number: 03-26-200-010 Section: _____ Twp: _____
Range: _____ Other (attached) _____ Twp. Name: _____

8) Proposed Use(s): McDonald's Restaurant Present Zoning: GB
Proposed Zoning: GB # of Lots: 1 Area of Parcel: 1.67 ac

9) Are you proposing deed restrictions? _____ Yes ☒ No _____ If yes, please attach copy.

10) For residential subdivisions, indicate total number of proposed: n/a

Single-Family: _____ Two-Family: _____ Multi-Family: _____
Indicate total dwelling units of all Multi-Family: _____

11) Your proposed single-family, multi-family, or mobile home plat must comply with the Land/Cash Ordinance adopted by Poplar Grove. Please indicate when you plan to pay the required fee.

n/a

_____ At time of final plat approval.

_____ At time of securing building permit for each residential unit. (Applicant must sign "Exhibit B, Agreement", attached to this application)

12) What type of sewage disposal do you propose? _____

13) List all proposed improvements and utilities. State your intention to install or post a guarantee prior to actual installation.

	Improvement	Installation	Guarantee
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

14) List other materials submitted with this application.

	Item	Number
a.	_____	_____
b.	_____	_____
c.	_____	_____

NOTE: The "Endangered Species Act" entitles the Illinois Department of Natural Resources (IDNR) to review all platting applications for their impact on endangered or protected species. Illinois law allows thirty (30) days for their response. The Applicant is responsible for contacting the IDNR, via the EcoCAT website at DNR.EcoCAT@illinois.gov.

The "National Historic Preservation Act" entitles the Illinois Historic Preservation Agency to review all platting applications for their impact on cultural or historical resources if the proposed development involves State or Federal funding. Illinois law allows thirty (30) days for their response. The applicant is responsible for contacting the Illinois Historic Preservation Agency at (1-217-782-4836).

DECLARATION

I, the applicant, of the above legally described property on which the plat of subdivision is proposed, has provided answers to the questions herein that are true to the best of my knowledge. I have been granted permission by the property owner(s) of the above legally described property to apply for a plat of subdivision on said property.

By virtue of my application for a plat of subdivision, I do hereby declare that the appropriate appointed and elected officials responsible for the review of my application are given permission to visit and inspect the property proposed for plat of subdivision in order to determine the suitability of the request.

Applicant Signature: Cathy Stephens Date Signed: 9/8/25

Owner(s) Signature: [REDACTED] Date Signed: 9/11/25

Date Signed: _____

STAFF SIGNATURE: _____ Date Signed: _____

Filing Fee - Amount Paid: _____ Check Number: _____

FILING PROCEDURE

- A. This form, ten (10) full size copies, and one (1) 11" x 17" copy of each page of the plat shall be filed with this application. Reduction must be readable. All plats must be filed in the Clerk's Office at the time of application submittal.
- B. Submit this form and supporting information accompanied by an application fee (make check payable to the Village of Poplar Grove). See the attached fee schedule.
- C. Applicants must appear before the Village's Planning and Zoning Commission, Administrative Committee and the Village Board.

Checks for *subdivision filing fees* for village plats are to be made out to the *Village of Poplar Grove* and shall be submitted to the Village Clerk. Checks for *Village Engineering Review fees* are to be made out to the Village of Poplar Grove and shall be submitted to the Village Clerk.



Written Narrative

The applicant seeks a Special Use Permit to construct and operate a McDonald's restaurant in the Village of Poplar G. The restaurant will provide dine-in and drive-thru service, with site access and utilities designed to meet Village standards. The project will comply with all applicable zoning regulations.



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PROFESSIONAL SERVICES FEE AGREEMENT

Date: 9/8/25

PRIMARY CONTACT (for Escrow): Name of Contact: Cathy Stephens Permit Solutions

Address: 100 North Ave. Suite 103-164 Tallmadge, OH 44278

Phone Number: 330.327.1023 Facsimile Number: _____

E-mail: cstephens@permitsolutionsohio.com

OWNER: Name of Property Owner: BEL AIR ESTATES LTD 11619 IL Route 76 Poplar Grove, IL Owner's

Address: _____ Telephone _____

Number: 815-494-0443 Facsimile Number: 815-544-8900

E-mail: STEVE@POPLARGROVEAIRMOTIVE.COM

PETITIONER: Name of Petitioner: Amy Switzer- McDonald's Area Construction Manager

Petitioner's Address: 110 N. Carpenter St. Chicago, IL 60607

Telephone Number: 913.660.2205 Facsimile Number: _____

E-mail: amy.switzer@us.mcd.com

LOCATION OF PROPERTY (General Location, attach more pages if necessary):

13675 Illinois Route 76

Total Acreage: 1.67 ac PIN(S): 03-26-200-010

LEGAL DESCRIPTION: (attach as an Exhibit)

DESCRIPTION OF PROJECT OR APPROVAL SOUGHT (attach more pages if necessary):

Construction of a new 4180 s.f. McDonald's restaurant with double drive thru lanes.

The undersigned(s) do hereby agree to pay for all professional services fees and costs incurred by the Village in connection with the above-described project or approval sought. The undersigned(s) agree that such payment shall be made in accordance with the provisions of Title 11 of the Village of Poplar Grove Code of Ordinances, a copy of which is attached hereto and incorporated herein, and that the undersigned(s) agree to comply with all applicable provisions of said Title 11.

WITHDRAWALS OR DENIALS OF PETITION OR APPLICATION: In the event the undersigned(s) withdraws their petition or application, the undersigned(s) may apply in writing to the Village for a refund of the escrow account balance. The Village Administrator may, in his/her sole discretion, approve the refund less any actual fees and expenses which the Village has already incurred associated with the project or request. In the event the petition or application is denied by the Village, the undersigned(s) shall remain liable for all Professional Services Fee and costs which the Village has incurred, and no refund of the escrow account balance shall occur until all such Professional Services Fee and costs have been paid. Should the escrow account fund balance be insufficient to cover all of the Professional Services Fee and costs, the undersigned(s) shall remain liable to pay for any remaining balance of Professional Services Fee and costs.

DEFAULT: Upon the failure of the undersigned(s) to pay for Professional Services Fee incurred by the Village associated with the project or request in accordance with Title 11 of the Village of Poplar Grove Code of Ordinances and the provisions of this Agreement, the undersigned(s) shall be deemed to be in Default of this Agreement and the Village shall have any and all remedies available to it in equity or at law to obtain payment of the unpaid Professional Services Fee and costs. Further, the Village shall have the right to refrain from taking any further action whatsoever with regards to the project or request and that the same shall remain in abeyance until the escrow is in good standing. The undersigned(s) further agree to extensions of any statutory timelines that may be necessary until such time as the escrow account has been replenished in accordance with said Title 11, and upon such happening, the Village agrees to proceed promptly and with due diligence thereafter. The undersigned(s) agree that the Village may withhold any other action, legislative or ministerial, which may include the issuance of permits, licenses, approval and/or execution of any development agreements, economic development agreements, economic incentive agreements, or recording of plats, approval of zoning actions, code amendments, contracts, or any other Village action for, on or upon the subject property, until the Default is cured. Upon any Default, interest in the amount of one percent (1%) per month shall accrue on all sums outstanding for thirty (30) days or more, plus any legal expenses and five percent (5%) of the outstanding amount due in order to cover administration expenses. The Village shall have the right, but not the obligation, in its sole discretion, to pursue any remedy it may have at law or in equity in the event of Default, including, but not limited to, pursuing collection via the State of Illinois Local Debt Recovery Program and/or electing to place a lien against any real property associated with the undersigned(s)'s project or request, for the amount of expenses, including administrative costs and reasonable attorney fees, that have been outstanding for thirty (30) days or more.

REMEDIES: The remedies available to the Village as set forth herein are non-exclusive and nothing herein shall be construed to limit or waive the Village's right to proceed against any or all parties in a court of law or equity in competent jurisdiction.

PLANNING, ZONING, DEVELOPMENT FEES (Petition or Application Fees): The undersigned(s) agrees that the payment of Professional Services Fee in accordance with this Agreement and Title 11 of the Village of Poplar Grove Code of Ordinance shall be in addition to any other customary Village fees which may be applicable to the project or request.

TERMINATION OF PETITION OR APPLICATION: In the event the undersigned(s) fails to replenish the escrow account within thirty (30) days of a request by the Village to do so, the undersigned(s) agree that the Village, shall the right, in its sole discretion, to terminate and render null and void the pending application/petition for the project or request, upon providing written notice of the same to the undersigned.