

# **Application Packet for Annexation & Annexation Agreements**



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## Application Requirements for Annexation & Annexation Agreements

- A completed and signed copy of the application form, attached hereto as Exhibit A. **(1 copy)**
- A nonrefundable application fee in the amount of five hundred dollars (\$500.00). The Planning and Zoning Commission review process is designed to allow for two (2) iterations of staff review comments. An additional fee of one hundred dollars (\$100.00) shall be required for each subsequent review.
- A deposit in the amount of five hundred dollars (\$500.00) to cover third party costs such as publication of legal notices, preparation of meeting minutes, preparation of public hearing transcripts, and final document recordation. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount. Any remaining balance on a deposit will be refunded in a timely manner once all fees have been paid.
- Applications including an annexation agreement are also required to submit a one thousand dollar (\$1000.00) deposit to cover legal costs. Administrative and legal costs incurred by the City during the negotiation and preparation of an annexation agreement will be deducted from said deposit. Checks may be made payable to the City of Geneva and must have the word "Annexation" written in the memo line.
- A typed narrative description of the request including a petition for annexation. **(3 hard copies and 1 electronic copy submitted in PDF format)**
- A draft annexation agreement. Please refer to the annexation agreement template, attached hereto as Exhibit B. **(3 hard copies and 1 electronic copy submitted in PDF format)**
- The legal description, as well as the address and Permanent Index Number(s) (P.I.N.), of the subject property submitted electronically in Microsoft WORD format. They may be submitted on a compact disc, USB flash drive, or by email to the City Planner.
- Proof of ownership of the subject property, a purchase agreement, or authorization letter from the property owner. An authorization letter shall specifically state the annexation being requested and exactly what is intended to be done with the subject property. The letter shall also specifically indicate that consent is being granted to the applicant to pursue the annexation. The letter shall be dated, signed by the property owner and include the mailing address of the property owner. The original copy of the letter shall be submitted with the application. **(1 copy)**
- A list containing the name and mailing address of the taxpayer of record and Permanent Index Number (P.I.N.) of all properties within five hundred (500) feet of the subject property, including all properties that are separated by a public right-of-way. See Exhibit C. **(1 copy)**
- An affidavit of accuracy signed by the person that created the list of property owners' addresses within five hundred (500) feet of the subject property. Please use Exhibit D as an example or feel free to use Exhibit D itself. The City of Geneva employs a Notary Public at City Hall for your convenience. **(1 copy)**

- Two sets of unsealed, unstuffed, stamped self-adhesive envelopes addressed to the "Current Property Owner" for each property within five hundred (500) feet of the subject property. The envelopes shall list the City of Geneva as the return address, not the applicant.

Return address: City of Geneva  
22 South First Street  
Geneva, IL 60134

- A plat of annexation prepared by a registered land surveyor. **(3 folded 24" x 36" copies and 1 electronic copy submitted in PDF format)**
- A preliminary plat of subdivision and/or preliminary planned unit development (PUD) plan drawn to scale and large enough to clearly show all the applicable information required to determine compliance with the Zoning Ordinance. Please refer to the preliminary plat of subdivision and preliminary PUD plan checklist, attached hereto as Exhibit E. **(3 folded 24" x 36" copies and 1 electronic copy submitted in PDF format)**
- A preliminary landscape plan prepared by a state of Illinois registered landscape architect, drawn to scale and large enough to clearly show all of the applicable information required by Chapter 10 of the Zoning Ordinance. Please refer to the landscape plan checklist, attached hereto as Exhibit F. **(3 folded 24" x 36" copies and 1 electronic copy submitted in PDF format)**
- A completed Stormwater Permit Application, attached hereto as Exhibit G, including an application fee of \$50.00 made payable to the City of Geneva.
- A deposit in the amount of \$2,500.00 for professional assistance retained by the City in the review of information submitted. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount, and staff review shall cease until such time as the deposit is replenished. Any remaining balance on a deposit shall be refunded in a timely manner once all fees have been paid.
- Preliminary engineering plans stamped by a licensed professional engineer and drawn to scale, large enough to clearly show all of the applicable information required to determine compliance with the City of Geneva's development regulations. Please refer to the general notes, standard details, and special details, attached hereto as Exhibit H. **(3 folded 24" x 36" copies signed and sealed by a registered professional engineer and 1 electronic copy submitted in PDF format)**
- A copy of a completed Land/Cash worksheet if the project includes residential units. **Please contact the City Planner to request an electronic copy of the worksheet.**

\*\*\*\*\*  
**All required items shall be submitted together. Staff review shall not begin until staff has determined that all required items have been submitted and are complete. All documents shall be folded to fit into a legal size folder. It is strongly suggested that the applicant schedule an appointment with the City Planner prior to and at the time of submittal so that the submittal documents can be reviewed for accuracy and completeness.**  
\*\*\*\*\*

Questions may be directed to the City Planner at (630) 845-9654.

Community Development  
22 South First Street  
Geneva, Illinois 60134



Phone: (630) 845-9654  
Fax: (630) 232-1494

## ***EXHIBIT A***

### **APPLICATION FOR ANNEXATION & ANNEXATION AGREEMENTS City of Geneva**

#### **Applicant Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Applicant Proprietary Interest in Property (Documentation Required)

\_\_\_\_\_ Owner \_\_\_\_\_ Lessee

\_\_\_\_\_ Contract Purchaser \_\_\_\_\_ Other(explain) \_\_\_\_\_

#### **Property Owner Information (if different from the applicant)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

#### **Attorney Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

#### **Property Information**

Common Address or General Location \_\_\_\_\_

Property Index Number (PIN) \_\_\_\_\_

**Applicant Certification**

I certify that I have received a copy of the submittal requirements, review procedures, and meeting dates as they relate to this annexation request. I have reviewed the Geneva City Code requirements which relate to this petition and I certify that this application submittal is in conformance with such ordinance(s). I further certify that all the information provided above and the information contained in any documents submitted herewith is true and accurate.

I consent to the entry in or upon the property described in this application by any authorized official of the City of Geneva for the purposes of inspection or review of the site in order to provide information for the formal determination of the annexation request.

In addition to the application fee of five hundred dollars (\$500.00) and five hundred dollar (\$500.00) deposit, I agree to reimburse the City of Geneva for any professional services or costs, including but not limited to, attorneys, engineers, planners, architects, surveyors, or other consultant fees that are incurred by the City which are associated with the City of Geneva providing a formal determination on this annexation request.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner, if different from the applicant

\_\_\_\_\_  
Date



## Legal Description

***EXHIBIT B***

**ANNEXATION AGREEMENT**

**THIS AGREEMENT** made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the **CITY OF GENEVA**, an Illinois municipal corporation located in Kane County, Illinois (hereinafter referred to as "**CITY**"), and \_\_\_\_\_ (hereafter referred to as "**OWNERS**").

**WITNESSETH:**

**WHEREAS**, the OWNERS are the OWNERS of record of certain separate parcels of real estate, the legal descriptions of which is set forth in Exhibit "A" attached hereto (hereinafter sometimes referred to as "Subject Realty"); and

**WHEREAS**, the OWNERS have agreed to develop Subject Realty and jointly and severally assume full responsibility and liability for the development of the Subject Realty in accordance with the terms and conditions of this Agreement, and will carry out the duties and obligations of the OWNERS as hereinafter provided; and

**WHEREAS**, the Subject Realty constitutes territory which is contiguous to and may be annexed to the CITY as provided in Article VII of the Illinois Municipal Code (Chapter 65, Illinois Compiled Statutes, Par. 5/7-1-1 (1998), as amended); and

**WHEREAS**, a Petition for Annexation for the Subject Realty has been filed by OWNERS with the CITY in accordance with law; and

**WHEREAS**, the annexation and development of the Subject Realty for the uses and purposes provided herein will promote sound planning, will aid in developing the CITY as a balanced community, and will assist the CITY in realizing the intent of the Comprehensive Plan of the CITY of Geneva; and

**WHEREAS**, the OWNERS desire to have the Annexing Parcel annexed to the CITY OF GENEVA upon the terms and conditions hereinafter set forth; and

**WHEREAS**, this Agreement is made pursuant to the provisions of paragraphs 11-15.1-1 through 11-15.1-5 of the Illinois Municipal Code [Chapter 65, Illinois Compiled Statutes, Pars. 5/11-15.1-1 through 5/11-15.1-5 (1998), as amended]; and

**SAMPLE**

**WHEREAS**, proper legal notice has heretofore been provided pursuant to the provisions of 11-15.1-3 of the Illinois Municipal Code [Chapter 65, Illinois Compiled Statutes, Par. 5/1-15.1-3 (1998), as amended];

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants and agreements herein contained, IT IS HEREBY AGREED BY AND BETWEEN THE CITY and OWNERS, as follows:

1. **ANNEXATION**: OWNERS have made application to the CITY for annexation of the Subject Realty. CITY agrees to annex the Subject Realty subject to the applicable provisions of statutes and the terms and conditions hereinafter set forth, and to further grant the approvals herein provided for the Subject Realty to facilitate the development of the Subject Realty in the manner set forth in this Agreement.
  
2. **ZONING**: Upon annexation of the Subject Realty to the CITY, the Subject Realty shall be classified as \_\_\_\_\_ District with a Special Use as a Planned Unit Development pursuant to the provisions of Appendix D of Geneva Municipal Code, as amended (hereinafter sometimes referred to as the "Zoning Ordinance"), subject to the additional conditions, variations, and restrictions hereinafter set forth, and shall be developed only in accordance with the provisions hereof, of applicable statutes and ordinances, and of Exhibit "B" attached hereto and made a part hereof entitled "An Ordinance Granting a Special Use as an B-1 Business Planned Unit Development for \_\_\_\_\_ Development-Unit \_" (hereinafter sometimes referred to as the "PUD Ordinance"); the parties hereto agreeing and acknowledging that the terms and conditions set forth in the PUD Ordinance are expressly incorporated herein and made a part hereof as if fully set forth herein.
  
3. **PRELIMINARY PLAN FOR PLANNED DEVELOPMENT OF SUBJECT REALTY**: Attached hereto as Exhibit "C" which is also affixed to the PUD Ordinance as Exhibit III are the Preliminary Plat and Preliminary Engineering Plan (hereinafter sometimes referred to as the "Preliminary Plan"). The Preliminary Plan has been reviewed by the corporate authorities of the CITY, and is hereby approved as the Preliminary Plan for planned unit development for the Subject Realty. Said approval of the Preliminary Plan, and DEVELOPER's right and authority to develop the Subject Realty in substantial conformity with the Preliminary Plan and the terms and provisions of the PUD Ordinance shall continue in full force and effect throughout the term of this Agreement, subject to the provisions of Sections 1003.7 and 1003.11 of the Zoning Ordinance. For the purposes of this Agreement, the provisions of Section 1003.11(A) are hereby modified to provide that the City Council shall consider the planned unit development subject to revocation if

construction falls more than five (5) years behind the schedule filed with the final plan.

- a. **Final Plat Approval:** Subject to the provisions of Section 9 of the PUD Ordinance, OWNERS shall not be required to submit for review or obtain approval of any additional preliminary plan or plat in order to obtain approval by the CITY of a final plat or plats of subdivision of the Subject Realty which are in substantial conformity with the Preliminary Plan. Upon the submission of a final plat of subdivision, accompanied by final engineering plans, for any portion of the Subject Realty, and provided such final plat and final engineering plans comply with applicable Ordinances of the CITY (unless modified herein), this Agreement, and the PUD Ordinance, the CITY shall approve such final plat and final engineering plans within the time period provided pursuant to Section 5/11-12-8 of Chapter 65 of the Illinois Compiled Statutes, 1996 Edition. Such final approval shall be deemed to have satisfied the Final Plan Stage provisions of Section 1003 of the Zoning Ordinance, except for such Site Plan Review required under Section 1004 of the Zoning Ordinance. In any event, review of any plan or plat, whether preliminary, final, or a combined preliminary and final as provided for under the PUD Ordinance, by the Planning and Zoning Commission shall have for its purpose to provide the City Council with a recommendation only (not a decision) as to the review described in said Section 5/11-12-8, and a negative recommendation by the Planning and Zoning Commission shall not prevent the City Council from approving such plan or plat over the objection or negative recommendation of the Planning and Zoning Commission.
  - b. **Compliance:** The CITY shall in all respects comply with the provisions and requirements of Section 5/11-12-8 of Chapter 65 of the Illinois Compiled Statutes, 1998 Edition, with respect to the Subject Realty, and OWNERS shall be entitled to all rights and remedies provided it thereunder, and otherwise available at law or in equity, in the event of the CITY'S failure to comply therewith. OWNERS approve of and agree to abide by all of the provisions of the PUD Ordinance as set forth in Exhibit "B" attached hereto.
4. **F.P.A. BOUNDARIES:** As of the date of this Agreement, all of the Subject Realty is within the Geneva Facilities Planning Area (FPA) for purposes of sanitary sewer service, as shown in Exhibit "D" attached hereto.

5. **FEES AND CONTRIBUTIONS:** The OWNERS shall comply in all respects with the requirements of the Geneva Municipal Code, as modified, altered or varied by this Agreement and the PUD Ordinance, in constructing, completing and dedicating public improvements required for the development of the Subject Realty, and the necessary fees and connection charges that may be applicable. In addition thereto, the following contributions have been agreed to by the parties hereto and the OWNERS shall pay same as a condition to the approval of a final plat or the issuance of a building permit, as the case may be:
- a. Owner shall pay to the CITY at the time of and as a condition to the issuance of each applicable building permit, during calendar year \_\_\_\_\_, on the Subject Realty an amount equal to 66 cents per square foot multiplied by the total gross square feet of building proposed to be constructed by Owner as and for a contribution for the construction of fire department facilities or acquisition of fire fighting equipment or apparatus to service the Subject Realty and other property within the fire protection service area of the CITY. For building permits issued in any calendar year subsequent to \_\_\_\_\_, the fee shall be based scale established by ordinance of the CITY.
  - b. All contributions provided for in this Paragraph shall be nonrefundable. In the event the Subject Realty is not developed in accordance with this Agreement and the PUD Ordinance, all contributions paid hereunder shall be credited towards any alternative development of the Subject Realty subsequently approved by the CITY.
6. **RESPONSIBILITY FOR CITY REVIEW EXPENSES:** OWNERS agree to pay all CITY expenses for the review, preparation of documents and plans, hearings and approvals of this Annexation Agreement and the attached PUD Ordinance, incurred by the CITY's legal counsel, consulting engineers, the City Administrator, Finance Officer, Director of Planning, Director of Public Works, and City Engineer, plus 10% for legislative costs incurred with respect to this Agreement and Ordinance. Said expenses shall be billed to the OWNERS and shall be paid in full as a condition to the CITY's execution of this Agreement.
7. **APPLICABILITY OF CITY CODE:** Other than set forth herein or in Exhibit "B", attached hereto and made a part hereof, OWNER shall comply in all respects with the

**SAMPLE**

applicable provisions of Geneva Municipal Code, as amended from time to time, including Appendices B, C, and D and other CITY ordinances pertaining to development in effect at the time OWNER makes application to the CITY for a preliminary plat, final plat, building permit or permits in connection with the construction of buildings or structures on the Subject Realty, whether or not any of such ordinances are amended after the date hereof.

8. **CONSTRUCTION TRAILER:** Subject to the provisions of the PUD Ordinance, OWNERS shall be permitted to locate a construction office trailer on the Subject Realty during the construction of the public improvements. Said trailer shall be removed upon completion of all public improvements. All such storage trailers shall be set back a minimum of twenty-five (25) feet from the nearest perimeter lot line of the Subject Realty.
  
9. **OBLIGATION FOR EXISTING REIMBURSEMENT AGREEMENTS:** OWNERS hereby agree to abide by any and all existing reimbursement agreements recorded with the Kane County Recorder as of the date of this Agreement, identifying the Subject Realty as a "Benefitted Property".
  
10. **NO CITY RESPONSIBILITY FOR UTILITIES:** The CITY shall not be held responsible for its inability to install any utility, or for any loss or damage including consequential damage, or delay in installation, caused by strikes, riots, elements, embargoes, failure of carriers, inability to obtain material, or other acts of God, or any other cause beyond CITY'S reasonable control, including but not limited to the acquisition of easements, modifications of Facilities Planning Area boundaries, and Illinois Environmental Protection Agency permits.
  
11. **OVERSIZING OF IMPROVEMENTS:** In the event the CITY requests the OWNERS to oversize certain water mains or sanitary sewers, such oversizing shall take place on the following basis: The City Engineer and the OWNERS's engineer shall have prepared and shall have agreed upon cost estimates indicating the cost for oversizing consideration. Such actual cost difference shall be assumed by the CITY. The CITY shall reimburse the OWNERS in an amount equal to the cost of oversizing within thirty (30) days of the issuance of a Certificate of Completion Resolution by the City Council covering the subject improvements.
  
12. **REQUIREMENTS OF OTHER JURISDICTIONS:** It is agreed that the CITY is

**SAMPLE**

not liable or responsible for any restrictions on CITY'S obligations under this Agreement that may be required or imposed by any other governmental bodies or agencies having jurisdiction over the Subject Realty, CITY, OWNERS, including but not limited to county, state and federal regulatory bodies.

13. **APPLICABILITY OF CITY CODES:** Except as otherwise provided herein or in Exhibit B, attached hereto and made a part hereof, OWNER shall comply in all respects with the applicable provisions of Appendices B, C, and D of the Geneva Municipal Code and other CITY ordinances pertaining to the development, in effect at the time OWNER makes application to the CITY for a preliminary plan, final plat, building permit or permits in connection with the construction of buildings or structures on the Subject Realty, whether or not any of such ordinances are amended after the date hereof.
14. **BINDING EFFECT, SUCCESSION IN INTEREST, AND TERM:** This Agreement shall constitute a covenant running with the land and be binding upon and inure to the benefit of the parties hereto, successors in interest, assignees, lessees, and upon any successor municipal authorities of the CITY and successor municipalities for a period of twenty (20) years from the date hereof. Upon the conveyance by OWNERS of joint and separable interest in the Subject Realty to any successor, assign, or nominee, OWNER shall be released from any and all further liability or responsibility under this Agreement, and the CITY shall thereafter look only to the OWNERS successor, assign, or nominee, as the case may be, concerning the performance of such duties and obligations of OWNER hereby undertaken.
15. **JOINT AND SEVERAL OBLIGATIONS:** The obligations of those parties herein designated as OWNER shall be and are joint and several.
16. **NOTIFICATION REGARDING SALE:** Within thirty (30) days after the sale, transfer or assignment of all or any part of the Subject Realty or of the Assignment of the beneficial interest in a land trust holding title to the Subject Realty, OWNER shall notify CITY thereof.
17. **DISCONNECTION:** Once the Subject Realty has been annexed to CITY and a final plat and collateral approval granted for any part of the Subject Realty, OWNERS agree not to petition for disconnection of any part of the Subject Realty from CITY without CITY approval under any statutory provision and agrees that if the Subject Realty were disconnected from the CITY (a) the growth prospects and

**SAMPLE**

plan and zoning ordinances of the CITY would be unreasonably disrupted; (b) if disconnected, substantial disruption will result to existing municipal service facilities, such as, but not limited to, sewer systems, street lighting, water mains, garbage collection and fire protection; and (c) if disconnected, the CITY would be unduly harmed through loss of tax revenue in the future. However, subject to the provisions of paragraph 4 hereof, CITY may disconnect the Subject Realty with the written consent of OWNERS.

18. **HOLD HARMLESS AND INDEMNIFICATION:** In the event a claim is made against the CITY, its officers, other officials, agents and employees or any of them or if the CITY is made a party-defendant in any proceeding arising out of or in connection with this Agreement or the annexation of the Subject Realty, the approval and issuance of a Special Use Permit for a Planned Development for the Subject Realty, or the development of the Subject Realty including, but not limited to, issues relating to storm water drainage upstream or downstream of Subject Realty, the OWNERS, to the extent permitted by law, shall defend and hold the CITY and such officers, other officials, agents and employees, past, present and future, harmless from all claims, liabilities, losses, taxes, judgments, costs, and fees, including expenses and reasonable attorney's fees, in connection therewith. Any such indemnified person may obtain separate counsel to participate in the defense thereof at his own expense; however, if the Canons of Legal Ethics require such indemnified person to be separately defended where there is no consent to a conflict of interest, then OWNERS shall bear such expense. The CITY and such officers, other officials, agents and employees shall reasonably cooperate in the defense of such proceedings. Said indemnification shall not include claims, liabilities, losses, judgments, costs, and fees arising from the negligent or wilfully wrongful acts or omissions of the CITY, its officers, other officials, agents and employees.
  
19. **ENFORCEMENT:** In the event any monies are due CITY pursuant to any provisions hereof the City Council may by resolution determine that no further approvals or building permits be issued for the Subject Realty until after such monies have been paid. Such resolution may be recorded in the Recorder of Deeds office. Such resolution shall not be effectuated until after the CITY has given OWNERS not less than ten (10) business days prior written notice of such indebtedness, and OWNERS fails to pay such amount in fact due to CITY within said ten day period.
  
20. **SEVERABILITY:** The provisions hereof shall be deemed to be severable; and if any section, paragraph, clause, provision or item herein shall be held invalid, the invalidity of such section, paragraph, clause, provision, or item shall not affect any

**SAMPLE**

other provision hereof, provided, however, CITY shall under no circumstances be required to incur any liability, loss or incur any expense for any reason in the event that any such section, paragraph, clause, provision or item is held invalid.

21. **NOTICE**: Unless otherwise notified in writing, all notices, requests and demands shall be in writing and shall be delivered to or be mailed by certified mail, return receipt requested, as follows:

If to the CITY: Mayor, City of Geneva  
22 South First Street  
Geneva, Illinois 60134

With copies to: City Clerk  
City of Geneva  
22 South First Street  
Geneva, Illinois 60134

City Attorney  
City of Geneva  
22 South First Street  
Geneva, Illinois 60134

Community Development Director  
City of Geneva  
22 South First Street  
Geneva, Illinois 60134

If to the OWNERS:

The names and addresses provided in this Paragraph may be changed from time to time by notice duly given in compliance with the provisions of this Paragraph.

22. **AMENDMENT**: This Agreement, and any exhibits or attachments hereto, may be amended from time to time in writing with the consent of the parties hereto, pursuant to applicable provisions of the Geneva Municipal Code and the Illinois Compiled Statutes. Except for “technical changes” provided under Section 9 of the PUD

**SAMPLE**

Ordinance, this Agreement may be amended from time to time by written agreement between the CITY and the then legal owner of fee title to that portion of the Subject Realty which is subject to and affected by such amendment; provided, that such amendment, if not executed by the then legal owner or OWNERS of any other portion of the Subject Realty, shall in no manner alter, amend, or modify any of the rights, duties or obligations as set forth in this Agreement as they pertain to such other portions of the Subject Realty.

23. **CONVEYANCES:** Nothing contained in this Agreement shall be construed to restrict or limit the right of the OWNER to sell or convey all or any portion of the Subject Realty, whether improved or unimproved.
  
24. **NECESSARY ORDINANCES AND RESOLUTIONS:** The CITY shall pass all ordinances and resolutions necessary to permit the OWNERS to develop the Subject Realty in accordance with the provisions of this Agreement, provided said ordinances and/or resolutions are not contrary to law.
  
25. **TERM OF AGREEMENT:** This Agreement shall remain in force and effect for a period of twenty (20) years. The provisions of Section 1003.11 of Zoning Ordinance under Appendix D of the Geneva Municipal Code to the contrary notwithstanding, the special use for planned development created and adopted pursuant to the Planned Development Ordinance attached hereto as Exhibit "B" shall remain in force and effect throughout the term of this Agreement unless otherwise mutually agreed by OWNERS and the CITY.
  
26. **CAPTIONS AND PARAGRAPH HEADINGS:** The captions and paragraph headings used herein are for convenience only and shall not be used in construing any term or provision of this Agreement.
  
27. **RECORDING:** This Agreement shall be recorded in the Office of the Recorder of Deeds, Kane County, Illinois, at OWNERS expense.
  
28. **PREAMBLES AND EXHIBITS:** The preambles set forth at the beginning of this Agreement, and the exhibits attached hereto, are incorporated herein by this reference and shall constitute substantive provisions of this Agreement.

29. **GOVERNING LAW:** This Agreement, and the terms and provisions contained herein, shall be construed and governed under the laws of the State of Illinois.

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**IN WITNESS WHEREOF**, the parties have hereunto placed their hands and seals the date first above written.

**CITY**  
CITY OF GENEVA, a Municipal  
Corporation,

ATTEST:

By: \_\_\_\_\_ By:  
Title: City Clerk

Title: Mayor

**OWNER**

\_\_\_\_\_

Attest By: \_\_\_\_\_  
Title: \_\_\_\_\_

By:  
Title:

Trustee's Exculpation clause or rider  
to be affixed here or on following page.

**SAMPLE**

STATE OF ILLINOIS        )  
                                      ) SS  
COUNTY OF KANE         )

City

I, \_\_\_\_\_, a Notary Public, in and for the County and State aforesaid, do hereby certify, that Kevin Burns, personally known to me to be the Mayor of the City of Geneva, Kane County, Illinois, a municipal corporation, and \_\_\_\_\_, personally known to me to be the City Clerk of said corporation, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such Mayor and City Clerk, they signed and delivered the said instrument and caused the corporate seal of said corporation to be affixed thereto, pursuant to authority given by the City Council of said corporation, as the free and voluntary act, and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

GIVEN under by hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**SAMPLE**

STATE OF ILLINOIS        )  
                                  ) SS  
COUNTY OF KANE        )

Owner

I, \_\_\_\_\_, a Notary Public, in and for the County and State aforesaid, do hereby certify, that \_\_\_\_\_ personally known to me to be the \_\_\_\_\_ of the \_\_\_\_\_, a \_\_\_\_\_ corporation, and \_\_\_\_\_, personally known to me to be the \_\_\_\_\_ of said corporation, and personally known to me to be the same persons whose names a subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such \_\_\_\_\_ and \_\_\_\_\_, they signed and delivered the said instrument and caused the corporate seal of said corporation to be affixed thereto, pursuant to authority given by the \_\_\_\_\_ of said corporation, as the free and voluntary act, and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

GIVEN under by hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**SAMPLE**

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF KANE            )

Owner

I, \_\_\_\_\_, a Notary Public, in and for the County and State aforesaid, do hereby certify, that \_\_\_\_\_ personally known to me to be the \_\_\_\_\_ of the \_\_\_\_\_, a \_\_\_\_\_ corporation, and \_\_\_\_\_, personally known to me to be the \_\_\_\_\_ of said corporation, and personally known to me to be the same persons whose names a subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such \_\_\_\_\_ and \_\_\_\_\_, they signed and delivered the said instrument and caused the corporate seal of said corporation to be affixed thereto, pursuant to authority given by the \_\_\_\_\_ of said corporation, as the free and voluntary act, and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

GIVEN under by hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**SAMPLE**

**SCHEDULE OF EXHIBITS**

Community Development  
22 South First Street  
Geneva, Illinois 60134



Phone: (630) 232-0814  
Fax: (630) 232-1494

## ***EXHIBIT C***

### **PROPERTY OWNER NOTIFICATION**

#### **Petitioner's instructions for preparing envelopes to property owners within five hundred (500) feet of the subject property.**

1. A list must be submitted containing the mailing addresses and respective parcel numbers of all property owners who own property within five hundred (500) feet of the subject property. Please see the link below and follow the instructions provided.

<https://www.kanecountyassessments.org/Pages/Buffer.aspx>

2. Provide staff with two (2) sets of unsealed, unstuffed, self-adhesive envelopes addressed to the "Current Property Owner" and stamped with current postage. PLEASE DO NOT RUN THROUGH A POSTAGE METER.
3. The envelopes shall list the City of Geneva as the return address, not the applicant.

Return Address: City of Geneva  
22 South First Street  
Geneva, IL 60134

4. The City will write the legal notices regarding the application and mail them to the property owners using the supplied envelopes. The notices will be mailed within five (5) working days after a completed application is filed and again at least fifteen (15) and no more than thirty (30) days prior to the public hearing.

***EXHIBIT D***

STATE OF ILLINOIS        )  
  )  
COUNTY OF \_\_\_\_\_ )       SS

**AFFIDAVIT**

The undersigned, being duly sworn on oath, deposes and says that the attached list of property owners' addresses comprises, to the best of the Affiant's knowledge, a true and complete list containing the addresses of the persons to whom the current real estate tax bills are sent for those premises lying within 500 feet in all directions of the property lines of the Subject Property.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

## EXHIBIT E

### SITE PLAN/PRELIMINARY PLAT REVIEW

City of Geneva

Name of Project: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Review Complete by: \_\_\_\_\_

The following information must be shown on all site plans/preliminary plats.

#### PROJECT INFORMATION

\_\_\_\_\_ Proposed name of development

\_\_\_\_\_ Legal description of parcel

\_\_\_\_\_ Names, addresses and telephone numbers of owner and applicant

\_\_\_\_\_ Names, addresses and telephone numbers of person or firm who prepared the plans

\_\_\_\_\_ Scale and north arrow

\_\_\_\_\_ Location map (1" – 1000')

\_\_\_\_\_ Date of preparation and revision dates

\_\_\_\_\_ Name and seal of registered engineer or surveyor (Preliminary Plat only)

\_\_\_\_\_ Written approval of County/State Highway Official (if necessary)

#### EXISTING CONDITIONS

\_\_\_\_\_ Dimensions of all property lines

\_\_\_\_\_ Existing building setback lines, easements, covenants, reservations and right-of-way

\_\_\_\_\_ Building and structures

\_\_\_\_\_ Sidewalks, streets, alleys, driveways, parking areas, etc.

\_\_\_\_\_ Street or parking lot lighting

\_\_\_\_\_ Existing utilities including water, sewer, electric, wells and septic

\_\_\_\_\_ Existing fences

\_\_\_\_\_ Natural or man-made watercourses and bodies of water and wetlands, if any

\_\_\_\_\_ Limits of Flood plan, if any

\_\_\_\_\_ Existing topography at one (1) foot contour intervals

## PROPOSED CONDITIONS

- \_\_\_\_\_ Layout and dimension of all proposed lots including area
- \_\_\_\_\_ Proposed building setback lines, easements, covenants, reservations and right-of-ways
- \_\_\_\_\_ Lot lines, zoning classifications, and building footprints on all adjoining lots
- \_\_\_\_\_ Existing buildings and structures to remain or be removed
- \_\_\_\_\_ Proposed new buildings and structures (identify entries and exists)
- \_\_\_\_\_ Any locations intended for the outdoor display or storage of goods and merchandise
- \_\_\_\_\_ Architectural elevations of all proposed buildings and structures including additions or alterations to existing buildings, and including screening of roof-top mechanical equipment. Elevations shall identify building materials and color scheme to be used. (Photographs may be substituted for existing buildings)
- \_\_\_\_\_ Existing sidewalks, streets, alleys, driveways, parking areas, etc., to remain or be removed
- \_\_\_\_\_ Proposed new sidewalks, streets, alleys, driveways, parking areas, etc.
- \_\_\_\_\_ Pavement markings, circulation signage
- \_\_\_\_\_ Location and method of screening outdoor refuse containers (provide details of screening)
- \_\_\_\_\_ Proposed fences
- \_\_\_\_\_ Proposed exterior building mounted or freestanding lighting, including details for light standards, lamps and luminaries, and a statement that such lighting will meet the requirements of Chapter 11(4-4-1) of the *Zoning Ordinance*.
- \_\_\_\_\_ Location and elevations of all proposed flush-mounted and freestanding signage
- \_\_\_\_\_ Proposed utilities including water, sewer and electric
- \_\_\_\_\_ Slopes, terraces or retaining walls
- \_\_\_\_\_ Proposed retention/detention facilities
- \_\_\_\_\_ Plans to protect or alter wetlands, if any
- \_\_\_\_\_ Proposed grading and drainage one (1) foot contour intervals
- \_\_\_\_\_ Site data table, to include:
  - Total area of site in square feet and acres
  - Number of proposed dwelling units (residential)
  - Dwelling units per acre (residential)
  - Total square footage of buildings (commercial)
  - Floor area ratio
  - Lot coverage ratio
  - Total number of required parking spaces (per Chapter 11 of the *Zoning Ordinance*)
  - Total number of proposed parking spaces

# EXHIBIT F

## LANDSCAPE PLAN CHECKLIST City of Geneva

Name of Project: \_\_\_\_\_

Names of Applicant: \_\_\_\_\_

Review Completed by: \_\_\_\_\_

### The following information must be shown on all landscape plans:

- \_\_\_\_\_ Proposed perimeter yard and transitional yard setback lines.
- \_\_\_\_\_ Existing and proposed easements, covenants, reservations, and rights-of-way.
- \_\_\_\_\_ Proposed new buildings and structures (identify entries and exits).
- \_\_\_\_\_ Any locations intended for the outdoor display or storage of goods and merchandise.
- \_\_\_\_\_ Proposed sidewalks, streets, alleys, driveways, parking areas, etc.
- \_\_\_\_\_ Location of proposed underground and above ground utilities.
- \_\_\_\_\_ Location and method of screening outdoor refuse containers (provide detail of screening).
- \_\_\_\_\_ Proposed fences.
- \_\_\_\_\_ Location and topography of all proposed berms.
- \_\_\_\_\_ Slopes, terraces, or retaining walls.
- \_\_\_\_\_ Proposed retention/detention facilities.
- \_\_\_\_\_ Plans to protect or alter wetlands, if any.
- \_\_\_\_\_ Location of all off-street loading areas and method of screening.
- \_\_\_\_\_ Location of all proposed water lines and sprinkler heads associated with irrigation system.
- \_\_\_\_\_ Species, planting size, and location of proposed plant material required under *Chapter 10* of the *Zoning Ordinance*.
- \_\_\_\_\_ Proposed exterior building mounted or freestanding lighting, including details for light standards, lamps and luminaries, and a statement that such lighting will meet the requirements of *Chapter 11* of the *Zoning Ordinance*.
- \_\_\_\_\_ Proposed screening of rooftop mechanical equipment and above ground utility equipment.
- \_\_\_\_\_ Landscape data table, to include:
  - Total area of site in square feet and acres.
  - Total area devoted to off-street parking.
  - Total area of interior parking lot landscaping (defined per ordinance).
  - Total area of internal landscaping (defined per ordinance).
- \_\_\_\_\_ As a separate drawing, an existing tree survey and preservation plan required under *Chapter 10A* of the *Zoning Ordinance*.

***EXHIBIT G***

**STORMWATER PERMIT APPLICATION**  
**City of Geneva**

SEE ATTACHED

## **PART 2 – FORMS**

## **PART 2 – FORMS**

### **FORMS**

The following sheets contain forms that are meant to be copied and used by either the developer/applicant, community official or review engineer. The forms contained in this section are listed below.

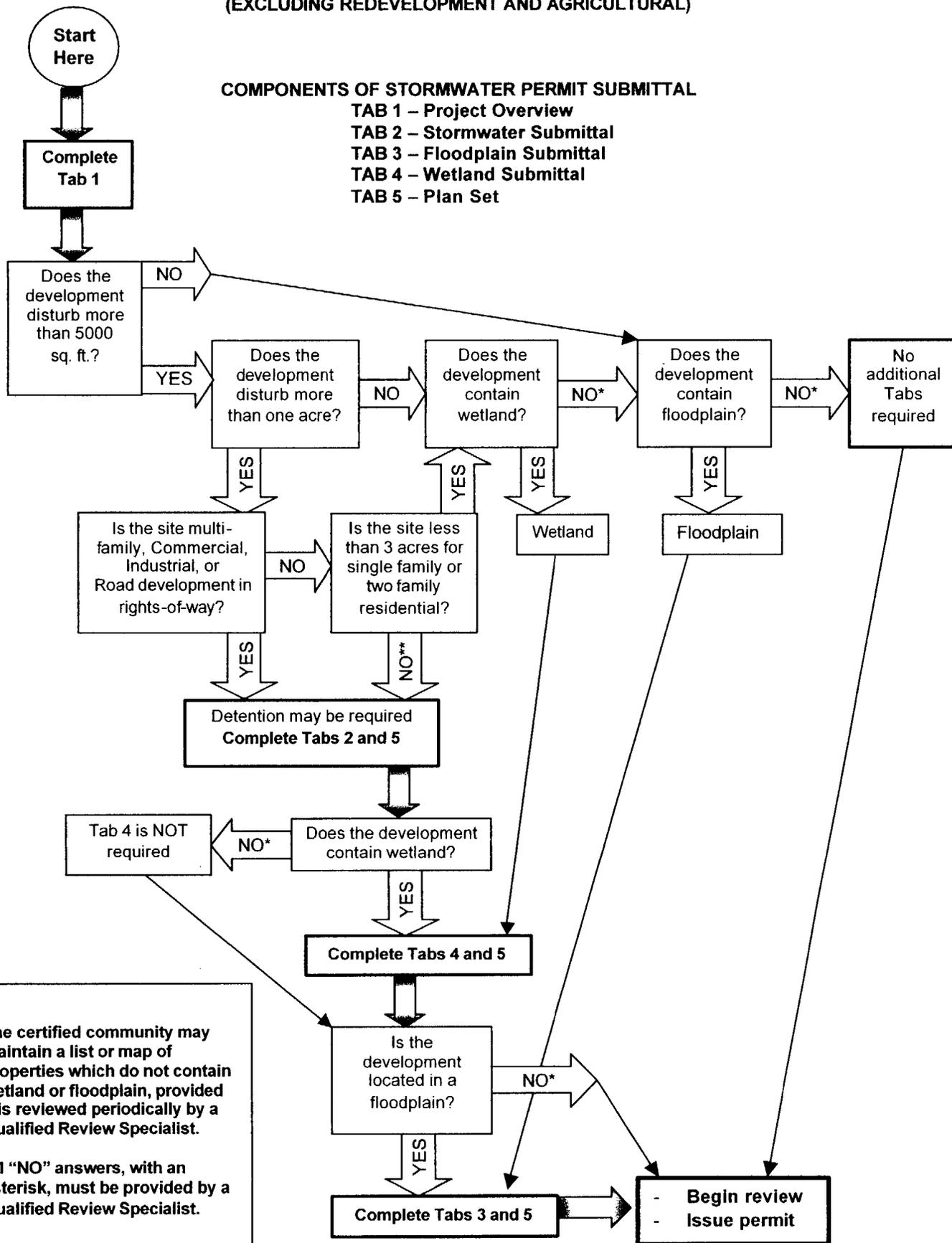
### **FORM NO.**

1. Kane County Stormwater Management Typical Permit Submittal Flowchart
2. Kane County Stormwater Management Permit Application
3. Kane County Stormwater Management Submittal Checklist
4. Community Certification Status Report
5. Community Contact For Stormwater Management Questions
6. Certified Community Form For Exempt Project
7. Certified Community Annual Form For Project Status
8. Inspection Checklist During Construction
9. Inspection Checklist After Construction
10. Developers Statements – Right to Draw on Securities
11. FEMA Community Acknowledgement Form
12. Erosion and Sediment Control Inspection Report

CITY OF GENEVA STORMWATER MANAGEMENT TYPICAL PERMIT SUBMITTAL FLOWCHART  
(EXCLUDING REDEVELOPMENT AND AGRICULTURAL)

COMPONENTS OF STORMWATER PERMIT SUBMITTAL

- TAB 1 – Project Overview
- TAB 2 – Stormwater Submittal
- TAB 3 – Floodplain Submittal
- TAB 4 – Wetland Submittal
- TAB 5 – Plan Set



**NOTE:**

1. The certified community may maintain a list or map of properties which do not contain wetland or floodplain, provided it is reviewed periodically by a Qualified Review Specialist.
2. All "NO" answers, with an asterisk, must be provided by a Qualified Review Specialist.

**CITY OF GENEVA STORMWATER MANAGEMENT PERMIT APPLICATION**

Date Application Received:	Date Permit Issued:
----------------------------	---------------------

Name & Address of Applicant:      Name & Address of Owner(s):      Name & Address of Developer:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Title: \_\_\_\_\_

Telephone no. during business hours:      Telephone no. during business hours  
A/C(    ) \_\_\_\_\_ - \_\_\_\_\_      A/C(    ) \_\_\_\_\_ - \_\_\_\_\_

Indicate which Submittals apply to application\* (see flowchart):

- ? Stormwater Submittal
  - ? Flood Plain Submittal
  - ? Wetland Submittal
  - ? No special management areas encroach the development
- \*Must be identified by qualified review specialist

Names, addresses and telephone numbers of all adjoining property owners within 250 feet of the development (use additional sheets if necessary):

Common Address of Development:

Legal Description (attach):

Street address \_\_\_\_\_

¼, Section, Township, Range \_\_\_\_\_

Community \_\_\_\_\_

Name of local governing authority \_\_\_\_\_

P.I.N. \_\_\_\_\_

Watershed planning area and tributary \_\_\_\_\_

Is any portion of this project now complete?    Yes    No, If "yes," explain in description portion.

I hereby certify that all information presented in this application is true and accurate to the best of my knowledge. I have read and understand the Kane County Stormwater Management Ordinance, and fully intend to comply with those provisions.

Signature of Developer \_\_\_\_\_

Date \_\_\_\_\_

I have read and understand the Kane County Stormwater Management Ordinance, and fully intend to comply with those provisions.

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

**City of Geneva Stormwater Management Submittal Checklist**

**FORM 3**

Applicant: _____	Reviewer: _____	Stormwater Permit No.: _____
------------------	-----------------	------------------------------

The following tables contain a checklist of the requirements before a review for a Stormwater submittal will be accepted. The flow chart on the previous page shall be completed prior to completing the following tables. The flow chart identifies which Tab(s) need to be completed for a particular submittal. Not all requirements pertain to every stormwater submittal. For those requirements that you believe do not pertain to the this submittal, please give the reasons in the comment box.

**TAB 1 – PROJECT OVERVIEW**

Identifier	Requirement	Section	Comments
1A	Completed Stormwater Permit Application	503(b)	
1B	Copy of a completed Joint Application form with transmittal letters to the appropriate agencies (wetland or floodplain submittal).	503(b)	
1C	Copies of other relevant permits or approvals (include applications if permits have not been issued)	503(b)	
1D	Narrative description of development, existing and proposed conditions, and project planning principles considered, including BMPs utilized.	503(b)	
1E	Subsurface drainage investigation report	503(b)	

Name of Applicant: _____	Name of Reviewer: _____
Signature of Applicant: _____	Signature of Reviewer: _____
Date: _____	Date: _____

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_

Site Location: \_\_\_\_\_

Township, Range: \_\_\_\_\_

Site Area (acres): \_\_\_\_\_

Please check the following activities that apply (from the flow chart):

Type of development:      ? Residential      ? Commercial      ? Industrial      ? Agricultural      ? Other

The site has the following constraints:

Floodplain ? YES _____ ? NO _____ Qualified Review Specialist Signature _____ Print Name	Floodway ? YES _____ ? NO _____ Qualified Review Specialist Signature _____ Print Name	Wetlands ? YES _____ ? NO _____ Qualified Wetland Review Specialist _____ Print Name
---	---	---

**Note:** Please attach a narrative project description to this Tab, if Applicant is not completing Tab 2.

## City of Geneva Stormwater Management Submittal Checklist

### TAB 2 – STORMWATER SUBMITTAL

Identifier	Requirement	Section	Comments
2A	Narrative description of the existing and proposed site conditions. Include description of off-site conditions.		
2B	Schedule for implementation of the site stormwater plan.		
	Site runoff calculations:		
2C	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for sizing major and minor systems.	202.3, 202.4, 202.8	
2D	Cross-section data for open channels.	203.14	
2E	Hydraulic grade line and water surface elevations under design conditions.		
2F	Hydraulic grade line and water surface elevations under base flood conditions		
	Site Runoff and Storage Calculations:		
2G	Calculation of hydraulically connected impervious area and corresponding retention volume.	203.7	
2H	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the allowable release rate.	203.2, 203.4	
2I	Documentation of the procedures/assumptions used to calculate on-site depressional storage.	201.8	
2J	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the storage volume.	203.7, 203.8	
2K	Elevation-area-storage data.		
2L	Elevation-discharge data.	203.5	

## City of Geneva Stormwater Management Submittal Checklist

### TAB 3 – FLOODPLAIN SUBMITTAL

Identifier	Requirement	Section	Comments
3A	Regulatory floodplain boundary determination:	400	
3B	Provide source of flood profile information.	401.1 a, 402.6	
3C	Provide all hydrologic and hydraulic study information for site-specific floodplain studies, unnumbered Zone A area elevation determinations, and floodplain map revisions.	203.9, 203.10, 401.1	
3D	Floodway hydrologic and hydraulic analyses for the following conditions:		
3E	Existing conditions (land use and stream system).		
3F	Proposed conditions (land use and stream system).		
3G	Tabular summary of 100-year flood elevations and discharges for existing and proposed conditions.		
3H	Calculations used for model development.		
3I	Floodplain fill and compensatory storage calculations for below and above 10-year flood elevation:	401.7	
3J	Tabular summary for below and above 10-year flood elevation of fill, compensatory storage, and compensatory storage ratios provided in proposed plan.		
3K	Floodproofing Measures:	401.4	
3L	Narrative discussion of flood proofing measures including material specifications, calculations, design details, operation summary, etc.		
3M	Flood Easements when required by the countywide ordinance or local jurisdiction.		

## City of Geneva Stormwater Management Submittal Checklist

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### TAB 4 – WETLAND SUBMITTAL

Identifier	Requirement	Section	Comments
4A	Wetland Delineation Report (COE format)		
4B	Calculation of required buffer (including width, size and vegetation quality)		
4C	Wetland Delineation Plan View Drawing:		
4C-1	Location of existing and proposed impacted or undisturbed wetlands.		
4C-2	Location of buffers.		
4C-3	Planting plan for buffer area.		
4C-4	Identify all required wetland management activities.		
4C-5	Submittal to the USACOE for permit application.		

## City of Geneva Stormwater Management Submittal Checklist

### TAB 5 – PLAN SET SUBMITTAL

Identifier	Requirement	Section	Comments
5A	All drawings should be signed and sealed by a P.E.		
5B	Site Topographic Map:		
5B-1	Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet.		
5B-2	Existing and proposed contours on-site and within 100 feet of site.		
5B-3	Existing and proposed drainage patterns and watershed boundaries.		
5B-4	Delineation of pre-development regulatory floodplain/floodway limits.		
5B-5	Delineation of post-development regulatory floodplain/floodway limits.		
5B-6	Location of cross-sections and any other modeled features.		
5B-7	Location of drain tiles.		
5B-8	Location of all wetlands, lakes, ponds, etc. with normal water elevation noted.		
5B-9	Location of all buildings on the site.		
5B-10	Nearest base flood elevations.		
5B-11	FEMA and Kane County Survey Control Network benchmark.		
5C	General Plan View Drawing (may be more than one drawing for clarity)		
5C-1	Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet contour interval.		
5C-2	Existing major and minor stormwater systems.		
5C-3	Proposed major and minor stormwater systems.		
5C-4	Design details for stormwater facilities (i.e. structure and outlet work detail drawings, etc.).		
5C-6	Scheduled maintenance program for permanent stormwater facilities including BMP measures.		
5C-7	Planned maintenance tasks and schedule.		
5C-8	Identification of persons responsible for maintenance.		
5C-9	Permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity.		
5D	Sediment/Erosion Control Plan:		
5D-1	Sediment/erosion control installation measures.		
5D-2	Existing and proposed roadways, structures, parking lots, driveways, sidewalks and other impervious surfaces.		

## City of Geneva Stormwater Management Submittal Checklist

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Identifier	Requirement	Section	Comments
5D-3	Limits of clearing and grading.		
5D-4	Wetland location(s).		
5D-5	Proposed buffer location.		
5D-6	Existing soil types, vegetation and land cover conditions.		
5D-7	List of maintenance tasks and schedule for sediment/erosion control measures.		
5E	Vicinity Topographic Map:		
5E-1	Vicinity topographic map covering entire area upstream of the development site and downstream to a suitable hydraulic boundary condition.		
5E-2	A 2' contour map is preferred at a scale readable by the reviewer.		
5E-3	Watershed boundaries for areas draining through or from the development.		
5E-4	Soil types, vegetation and land cover affecting runoff upstream of the site for any area draining through the site.		
5E-5	Location of development site within the major watersheds.		

## City of Geneva Stormwater Management Submittal Checklist

### TAB 6 – SECURITY SUBMITTAL

Identifier	Requirement	Section	Comments
	Estimate of Probable Cost to construct stormwater facilities.		
	Development security:		
	Schedule for the completion of stormwater facilities.		
	Irrevocable letter of credit for 110% of estimated probable cost to construct the stormwater facilities.		
	Right to draw on the security statement - signed by the holder of the security.		
	Right to enter the development site to complete required work that is not completed according to schedule.		
	Indemnification statement - signed by developer.		
	Sediment and erosion control security:		
	Irrevocable letter of credit for 110% of estimated probable cost to install sediment and erosion control facilities.		
	Right to draw on the security statement - signed by the holder of the security.		
	Right to enter the development site to complete required work that is not installed and maintained according to schedule.		
	Letter of Credit Requirements:		
	Statement that indicates that the lending institution capital resources at least \$10,000,000, or as authorized.		
	Lending institution has an office location within the Chicago Metropolitan Area.		
	Lending institution is insured by the Federal Deposit Insurance Corporation.		
	Allows Administrator to withdraw without consent of developer.		
	Allows Administrator to withdraw within 45 days of expiration date.		

## City of Geneva Stormwater Management Submittal Checklist

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### TAB 7 – VARIANCE SUBMITTAL

Identifier	Requirement	Section	Comments
	Completed Stormwater Permit Application and all required submittals.		
	Completed variance petition including all information identified in Section 15-236.7.a.-l.		
	Statement as to how the variance sought satisfies the standards in Section 15-236.10. Address each condition separately.		

**CERTIFIED COMMUNITY FORM FOR EXEMPT PROJECT**

Name of Community/Unincorporated Area applying for exemption \_\_\_\_\_

Name, Address, and Title of Submitter:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Title: \_\_\_\_\_

Indicate reason for exemption:

- ? Substantial Development has commenced
- ? Stormwater Development Plan provides:
  - minimum detention of 0.15 cfs/acre release rate
  - designed conveyance system for flow rates up to base flood with no damage
  - soil erosion and sediment control with Illinois Urban Manual

Description of Proposed Development (Describe in detail, including area of site, drainage area, project purpose and intended use, and estimated time until completion):

Location of Proposed Development:

Legal Description:

\_\_\_\_\_  
 Name of waterway at development

\_\_\_\_\_  
 ¼, Section, Township, and Range

\_\_\_\_\_  
 Street address or other descriptive location

Review of this exemption is hereby made for authorization for the proposed development described herein. I certify that the information in this submission is true, complete, and accurate.

\_\_\_\_\_  
 Signature of Submitter

\_\_\_\_\_  
 Date

**Office Use Only**

Municipal Approval	Date	Signature
Approved by Village/Council Board		
Final Approval	Date	Signature
Director of Environmental Management		
Special Conditions of Exemption:		

**CERTIFIED COMMUNITY ANNUAL FORM FOR PROJECT STATUS**

(This form shall be completed for each project)

Community \_\_\_\_\_

Date \_\_\_\_\_

Name, Address and Title of Submitter:

Telephone no. during business hours:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A/C ( ) \_\_\_\_\_ - \_\_\_\_\_  
Fax no. (if applicable)  
A/C ( ) \_\_\_\_\_ - \_\_\_\_\_

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_

Site Location: \_\_\_\_\_

Section/Township/Range: \_\_\_\_\_

Check components that affect project:

? stormwater                      ? floodplain                      ? wetlands

Check Phase of Construction:

? pre-construction                      ? during construction                      ? post-construction

Please Describe Tasks completed during year:

[Empty rectangular box for describing tasks completed during the year]

Please Describe Tasks to be completed in the following year:

[Empty rectangular box for describing tasks to be completed in the following year]

I hereby certify that all tasks completed during this year comply with the Kane County Stormwater Management Ordinance, and that all information presented in this submittal is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Submitter

\_\_\_\_\_  
Date

*\* A copy of every stormwater permit application (Form 2) shall be included with this form.*

**INSPECTION CHECKLIST DURING CONSTRUCTION**

1. Is the sediment an erosion control system as depicted on the plans installed?
2. Has the developer been maintaining the system after rain fall events?
3. Is there evidence of sediment being carried down stream from the development site at the project boundaries? If so, this is an indicator of an inadequate sediment erosion control plan and corrective action must be taken.
4. As construction progresses are there provisions for handling off site flows into the construction site without increasing upstream water surface elevations?
5. Is there adequate stormwater storage provided in sedimentation basins? Is there functional detention storage being provided for the development as it is being constructed? (In general some sort of detention basin must be in place prior to the construction of impervious surfaces).
6. Are existing wetlands to be preserved adequately protected during construction with fencing and other appropriate sediment and erosion control measures to limit both vehicle access and the impact of sediment from the construction site?
7. Is any required culvert or bridge being constructed in a manner to provide the least disturbance of the aquatic resource?
8. Are buffers delineated in the field and protected from intrusion by construction vehicles and other construction activities?
9. Are any required restrictor structures installed as soon as practicable on the conveyance system?
10. Are sediments being removed from basins and disposed of properly on site in a manner that does not promote their reintroduction into the stream system?
11. Are the limitations to the amount of area that can be worked being followed?

**INSPECTION CHECKLIST AFTER CONSTRUCTION**

1. Are required storm water detention/retention facilities in place and generally as they appear on the as-builts from the permitted plans?
2. Are any required restrictors in place and is the outlet control structure generally "clean"?
3. Are any required on site buffers around wetlands in place and free from prohibited activities?
4. Are there signs of failed construction?
  - a. Settlement of berms.
  - b. Slope instability.
  - c. Accumulated sediment in detention/retention facilities.
  - d. Questionable conditions at facilities related to retaining walls.
  - e. Adequate stabilization of surfaces – i.e., stand of grass or other stabilizing means.
5. Have "record drawings" been submitted?

DEVELOPER'S STATEMENT

Right to Draw on Securities  
Section 1201.1 (c & d) & 1202.1.b

I, \_\_\_\_\_, do hereby grant to the Administrator of \_\_\_\_\_  
Developers Name County/Municipality  
The right to draw on performance security posted in accordance with the Storm  
Water Permit \_\_\_\_\_ for the purpose of completing any and all  
(Number/Description)  
Stormwater Facilities and completing or maintaining Sediment and Erosion Control  
Measures included in the referenced permit. The decision to draw on the security  
shall be at the discretion of the Administrator. I further grant the right to enter the  
property for the purpose of performing the work to whoever the Administrator  
designates and agree to identify \_\_\_\_\_ against any increased costs  
County/Community  
attributable to concurrent activities or conflicts between the Administrators design's  
and any other contractors on site. I further warrant that I am a duly authorized  
representative of the developer with the authority to make this statement, and that  
this statement shall remain binding until final inspection and acceptance of all  
permitted Stormwater Facilities.

STATEMENT FOR: \_\_\_\_\_  
Developer

BY: \_\_\_\_\_  
Name and Signature

TITLE: \_\_\_\_\_

RELEASED BY FINAL ACCEPTANCE

FOR: \_\_\_\_\_  
County/Community

BY: \_\_\_\_\_  
Administrator

DATE: \_\_\_\_\_

**EROSION AND SEDIMENT CONTROL INSPECTION REPORT**

Project Name: \_\_\_\_\_ File No.: \_\_\_\_\_  
 Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_ Inspected By: \_\_\_\_\_

**Stage of Construction**

\_\_\_ Pre-Construction Mtg. \_\_\_ Rough Grading \_\_\_ Finish Grading  
 \_\_\_ Clearing & Grubbing \_\_\_ Building Construction \_\_\_ Final Stabilization

**YES NO N/A    Inspection Checklist**

- \_\_\_ \_\_\_ \_\_\_ 1. Have all disturbed areas requiring temporary or permanent stabilization been stabilized? Seeded? Mulched? Graveled?
- \_\_\_ \_\_\_ \_\_\_ 2. Are soil stockpiles adequately stabilized with seeding and/or sediment trapping measures?
- \_\_\_ \_\_\_ \_\_\_ 3. Does permanent vegetation provide adequate stabilization?
- \_\_\_ \_\_\_ \_\_\_ 4. Have sediment trapping facilities been constructed as a first step in disturbance activity?
- \_\_\_ \_\_\_ \_\_\_ 5. For perimeter sediment trapping measures, are earthen structures stabilized?
- \_\_\_ \_\_\_ \_\_\_ 6. Are sediment basins installed where needed?
- \_\_\_ \_\_\_ \_\_\_ 7. Are finished cut and fill slopes adequately stabilized?
- \_\_\_ \_\_\_ \_\_\_ 8. Are on-site channels and outlets adequately stabilized?
- \_\_\_ \_\_\_ \_\_\_ 9. Do all operational storm sewer inlets have adequate inlet protection?
- \_\_\_ \_\_\_ \_\_\_ 10. Are stormwater conveyance channels adequately stabilized with channel lining and/or outlet protection?
- \_\_\_ \_\_\_ \_\_\_ 11. Is in-stream construction conducted using measures to minimize channel damage?
- \_\_\_ \_\_\_ \_\_\_ 12. Are temporary stream crossings of non-erodible material installed where applicable?
- \_\_\_ \_\_\_ \_\_\_ 13. Is necessary restabilization of in-stream construction complete?
- \_\_\_ \_\_\_ \_\_\_ 14. Are utility trenches stabilized properly?
- \_\_\_ \_\_\_ \_\_\_ 15. Are soil and mud kept off public roadways at intersections with site access roads?
- \_\_\_ \_\_\_ \_\_\_ 16. Have all temporary control structures that are no longer needed been removed? Have all control structure repairs and sediment removal been performed?
- \_\_\_ \_\_\_ \_\_\_ 17. Are properties and waterways downstream from development adequately protected from soil erosion and sediment deposition due to increases in peak stormwater runoff?

***EXHIBIT H***

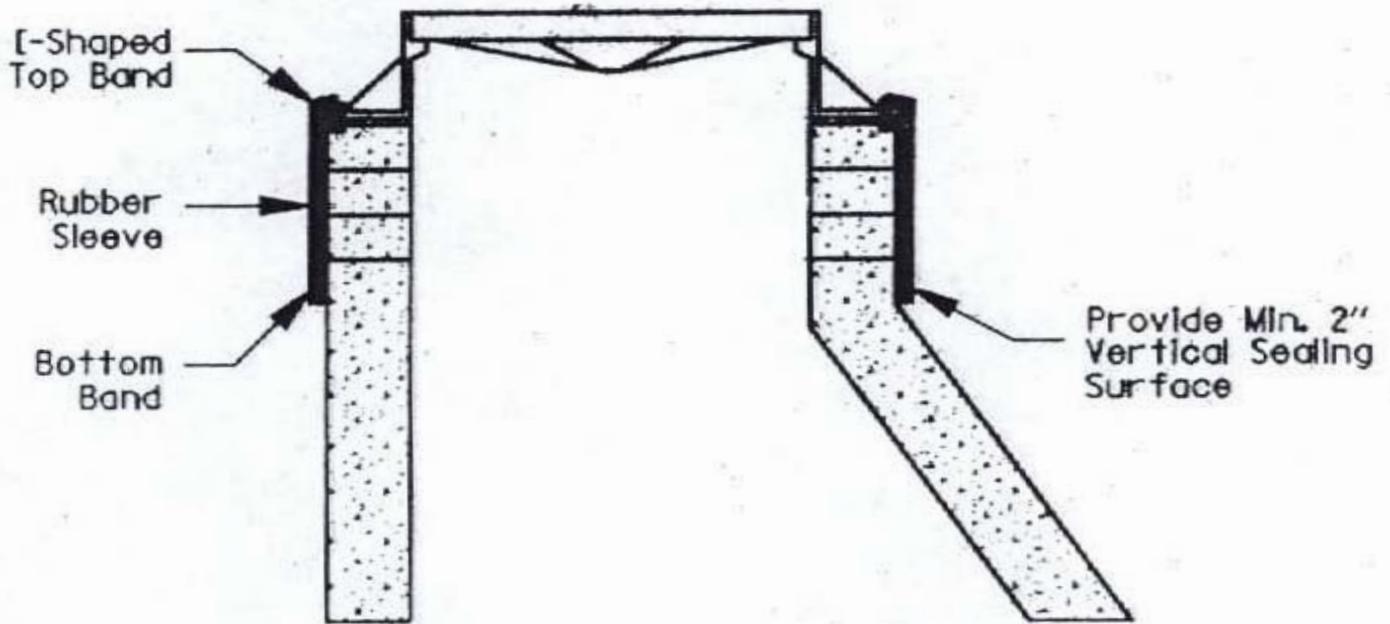
**GENERAL NOTES, STANDARD DETAILS, & SPECIAL DETAILS  
FOR ENGINEERING PLANS**

SEE ATTACHED

## **Required City of Geneva General Notes:**

1. **Applicable Specifications:** All Construction shall be performed in accordance with the applicable portions of: the “Standard Specifications for Water and Sewer Construction in Illinois”, the “Illinois Department of Transportation Standard Specifications for Road and Bridge Construction”, the “Manual on Uniform Traffic Control Devices”, latest editions unless modified by the special provisions.
2. **IEPA:** It shall be the responsibility of the Owner to apply for all required IEPA permits and comply with all IEPA rules and regulations.
3. **Operating Valves or Hydrants:** The Contractor shall not be permitted to operate water valves or hydrants. The Contractor shall call the City of Geneva Public Works Department (630) 232-1501 24 hours in advance of the need to operate valves or hydrants.
4. **Erosion Control:** In accordance with NPDES, the Contractor shall be responsible for maintaining erosion control protection during construction as well as providing protection to adjoining streets from mud and polluted runoff as well as keeping existing pavement clean of mud and debris. Pavement sweeping of City roads shall be performed as necessary or at the direction of the City Engineer. All erosion control measures shall be inspected and cleaned or otherwise maintained on a weekly basis, and within 24 hours after any significant rainfall (0.5 inches or greater) to insure that any damage that may have occurred is repaired. All erosion control installation shall be approved by City of Geneva Engineering Division personnel before construction is allowed to begin.
5. **Preconstruction Conference:** At least 2 working days before commencement of any work activities, the Contractor will be required to attend an on-site Preconstruction Conference. At this conference, the Contractor will be required to furnish and discuss including but not limited to the following:
  - 5.1 Written progress schedule and beginning of work
  - 5.2 Names of Project Manager, Field Superintendent and the name and phone number of a responsible individual who can be reached 24 hours a day.
6. **Existing Utilities:** The Contractor shall contact JULIE at 811 to have certain utilities field located. A minimum of 2 full working days notice are required for a field location.
7. **USGS Benchmark:** The Owner shall be required to provide 1 permanent USGS benchmark in the adjacent public right of way of the project.
8. **Record Drawings:** The Owner shall provide a full and complete civil engineering record drawing plan set in hard copy and Microstation at the completion of the project. The record drawings shall include any changes from the original civil engineering plans. Current elevations shall be shown for the following, at a minimum:
  - 8.1 All rim and inverts
  - 8.2 Grade inflection points with periodic grades shots in level areas.
  - 8.3 Detention pond grades with volume calculation. Add note comparing actual to required pond volume.
9. **Easements:** The Owner shall obtain recorded easements and permits necessary to facilitate construction of proposed work.
10. **City Inspections (in addition to Applicable Specifications):**
  - 10.1 **Work in Right of Way:** No work shall be done in the City right-of-way until approval to proceed has been granted by the City Engineer. A certificate of insurance naming the City of Geneva as additionally insured shall be provided for every contractor performing work within the right-of-way.
  - 10.2 **Underground:** No underground work shall be covered until it has been approved by the City Engineer.
  - 10.3 **Pavement:** Within the City right of way, the strength of the pavement subbase shall be tested by proof rolling after the subbase has been compacted and prior to the placement of the pavement. The City engineering staff must be present to witness the proof roll. The truck used for testing shall be a fully loaded tandem truck. All other pavement inspections within the City right of way shall be per the IDOT Standard Specifications.





**EXTERNAL CHIMNEY SEAL DETAIL**

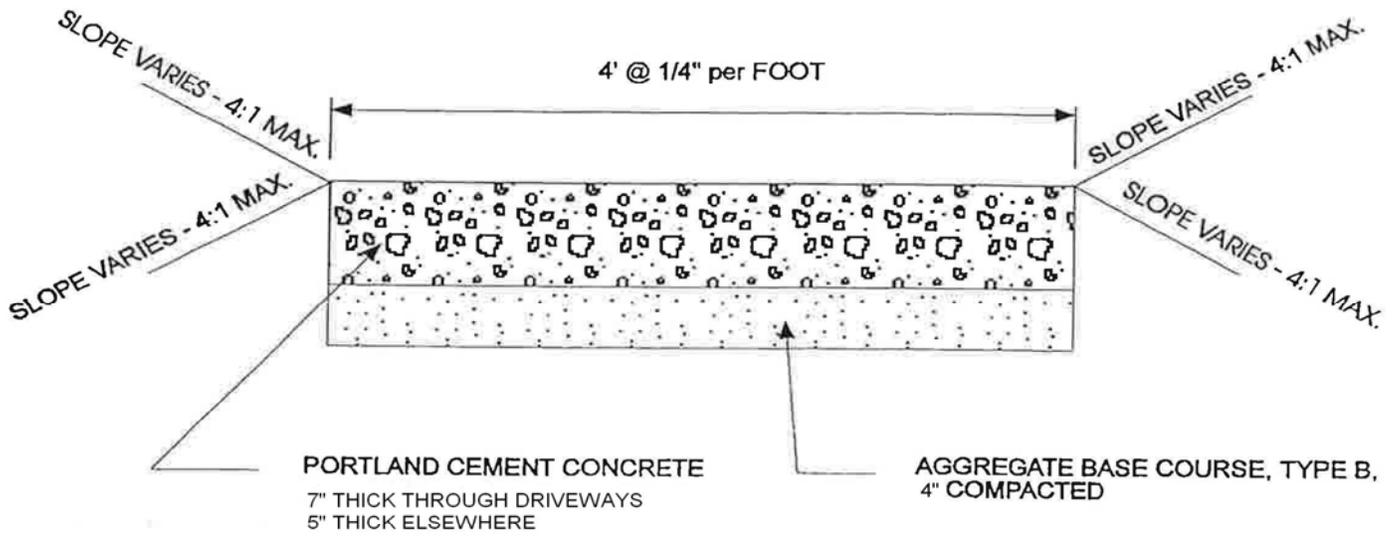
NTS



EXTERNAL CHIMNEY SEAL

2/10/2011

City of Geneva Standard Detail



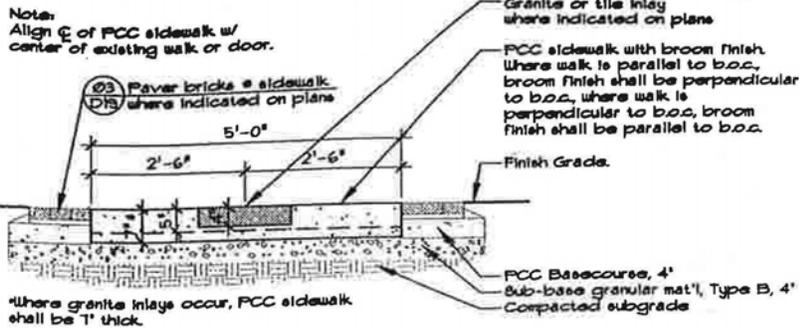
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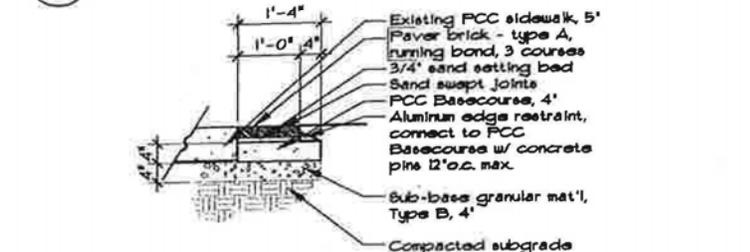
SIDEWALK

2/10/2011

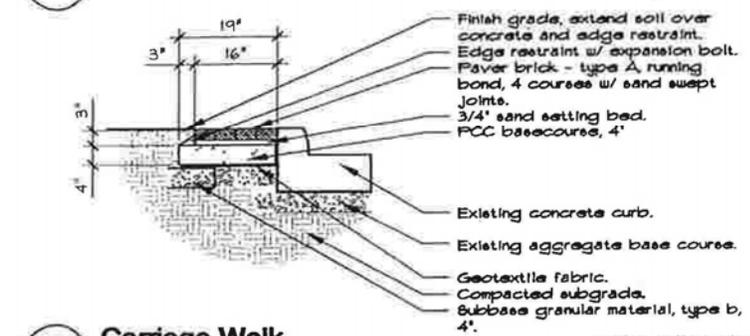
City of Geneva Standard Detail



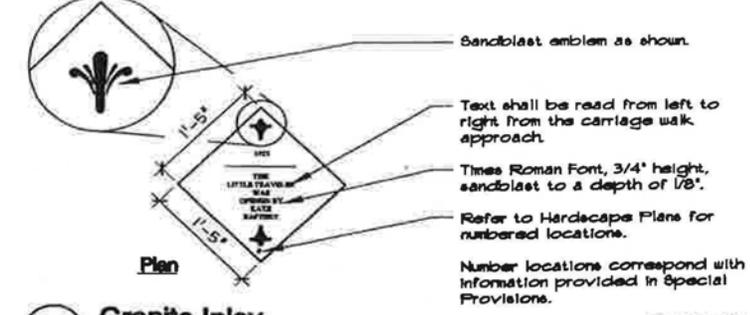
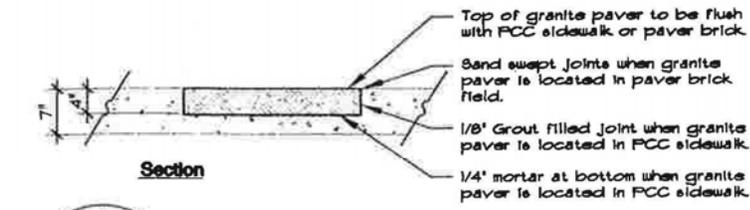
**PCC Sidewalk** SW-section  
3/4" = 1'-0"



**Paver Brick @ Sidewalk** SW-PavBand  
3/4" = 1'-0"



**Carriage Walk** carriagewalksection  
3/4" = 1'-0"



**Granite Inlay** GraniteInlay  
1" = 1'-0"

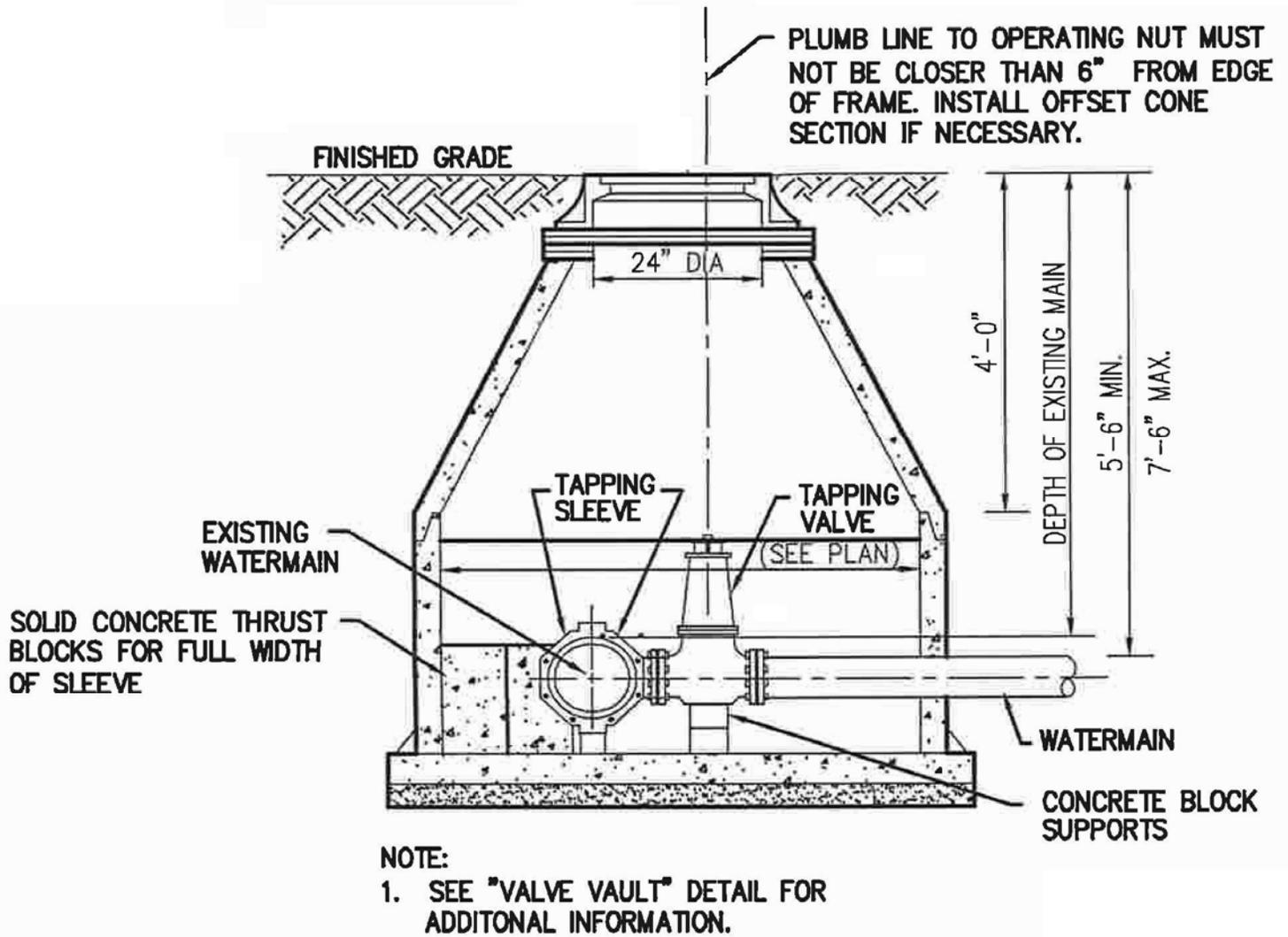
**NTS**



**SIDEWALK BRICK PAVER RIBBON**

2/10/2011

City of Geneva Standard Detail



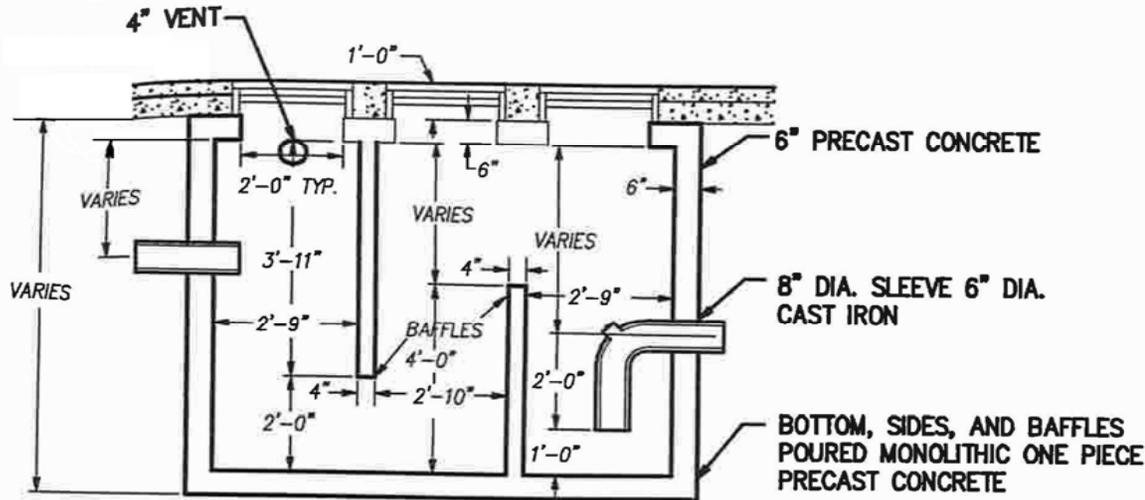
NTS



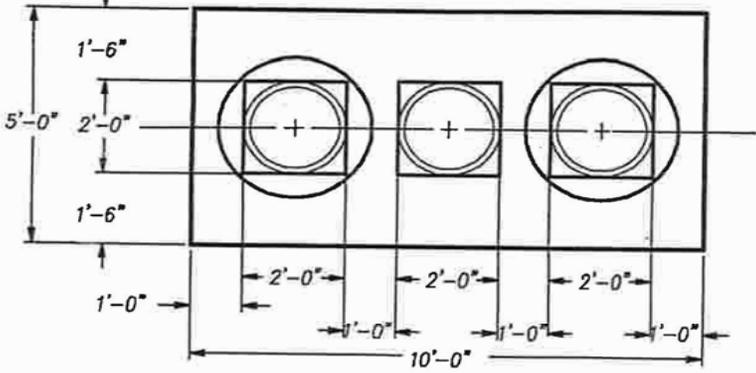
WATERMAIN PRESSURE CONNECTION

2/10/2011

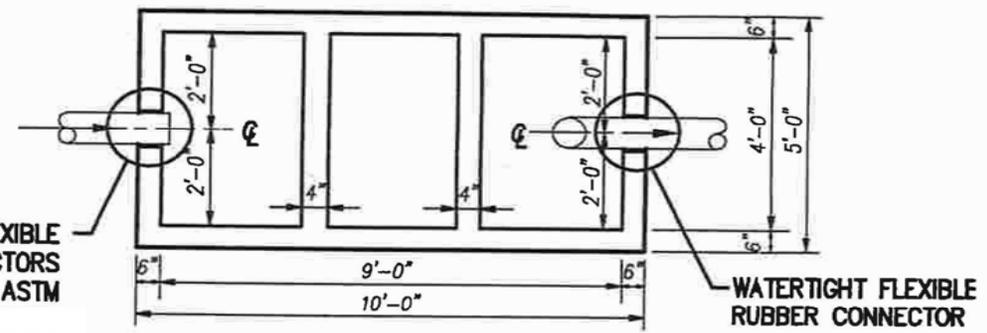
City of Geneva Standard Detail



ELEVATION



PLAN



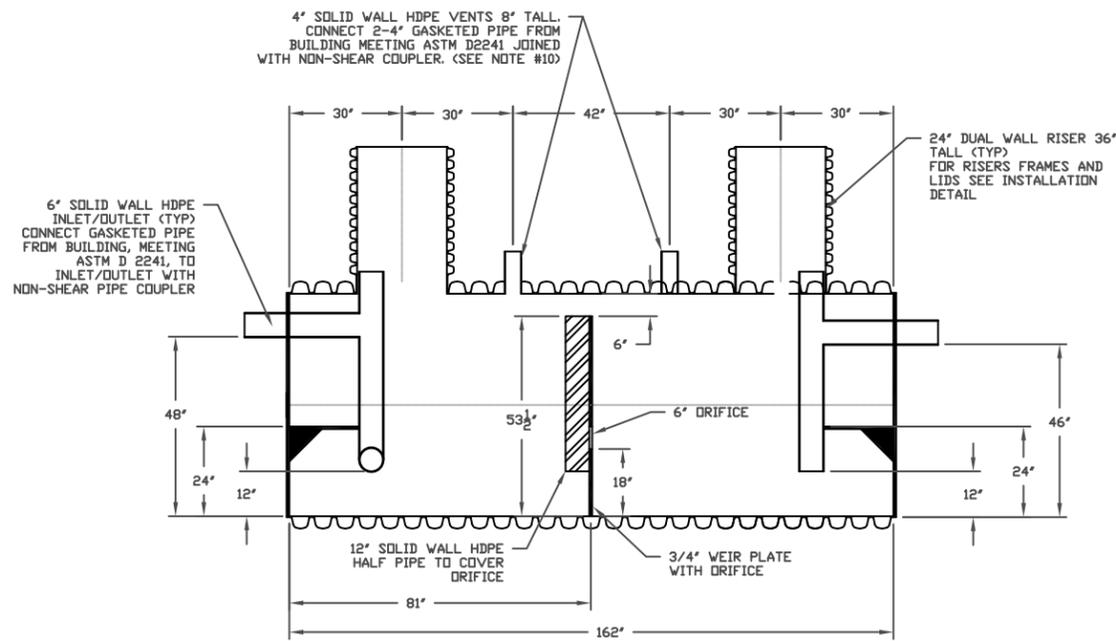
SECTION



PRECAST GREASE TRAP 1500 GAL

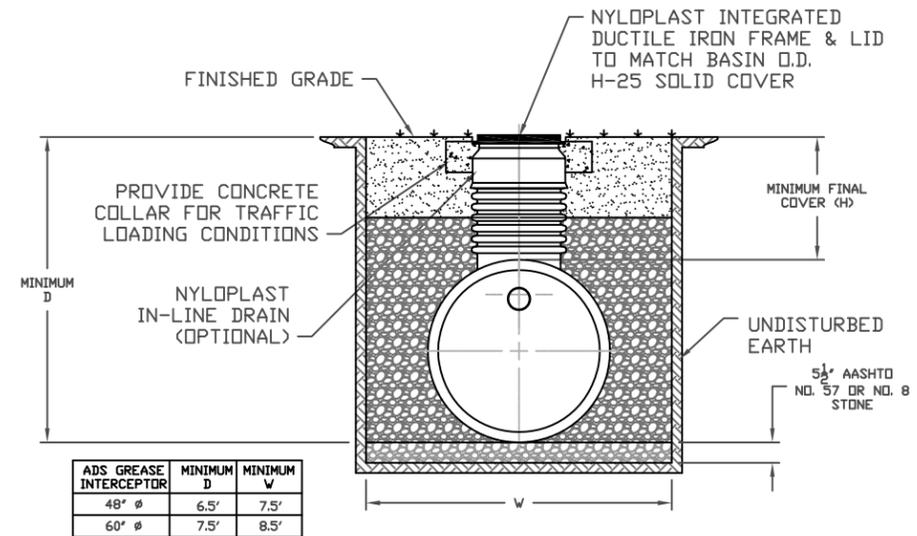
2/10/2011

City of Geneva Standard Detail



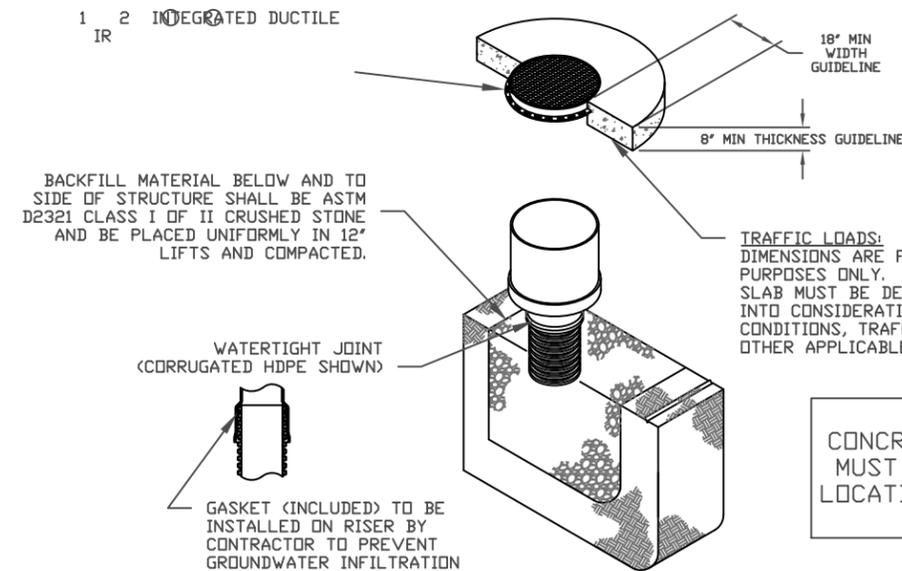
60" DIAMETER - 1500 GALLON GREASE INTERCEPTOR

- NOTES:
- FOR GRAVITY FLOW APPLICATIONS ONLY.
  - ALL ADS GREASE INTERCEPTOR UNITS ARE TO BE INSTALLED PER THE MANUFACTURES INSTALLATION INSTRUCTIONS
  - MANUFACTURER'S INSTALLATION INSTRUCTIONS PROVIDE AN H-25 TRAFFIC RATING. CONTACT MANUFACTURE'S REPRESENTATIVE FOR OTHER LOADING CONDITIONS
  - ALL ADS UNITS COME WITH 6-INCH INLETS AND OUTLETS. CONTACT MANUFACTURES REPRESENTATIVE FOR CUSTOM APPLICATIONS.
  - ADDITIONAL PIPE CAN BE ORDERED TO EXTEND RISERS, WHICH CAN BE FIELD CUT TO FINAL GRADE IN FIELD.
  - INLINE DRAINS SHOWN ON INSTALLATION INSTRUCTIONS WILL PROVIDE H-25 TRAFFIC RATING WHEN INSTALLED WITH AN H-25 TRAFFIC RATED LOAD BEARING CONCRETE COLLAR. SEE INSTALLATION INSTRUCTIONS.
  - CUSTOM SIZES AVAILABLE. CONTACT LOCAL ADS REPRESENTATIVE.
  - PROUDLY MADE IN MENDOTA, ILLINOIS.
  - CONTACT CUSTOMER SERVICE AT 1-800-733-4110 FOR PRICING AND DELIVERY INFORMATION.
  - ALL VENT PIPING SHALL BE 4-INCH GASKETED PIPES CONFORMING TO ASTM D2241 (NO GLUE FITTINGS ALLOWED). 2-4-INCH VENTS SHALL BE TAKEN SEPARATELY INSIDE OF THE BUILDING TO 1-FOOT ABOVE FINISHED FLOOR, THEN, BOTH CONNECTED AND VENTED TO THE ROOF, USING SCHEDULE 40 FROM 5-FEET OUTSIDE OF THE BUILDING TO INSIDE OF BUILDING.



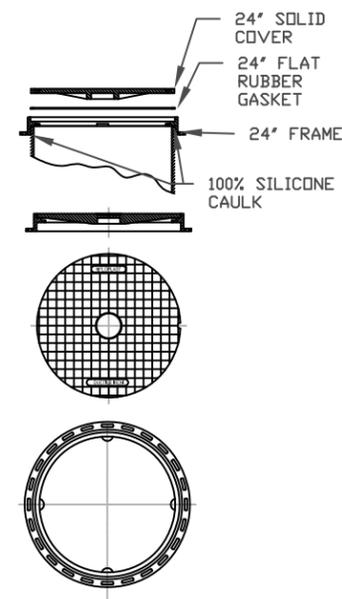
ADS GREASE INTERCEPTOR	MINIMUM D	MINIMUM W
48" Ø	6.5'	7.5'
60" Ø	7.5'	8.5'

- NOTES:
- PLEASE FOLLOW THE INSTALLATION GUIDELINES AS FOUND IN THE INSTALLATION SECTION OF THE ADS DRAINAGE HANDBOOK, AND ASTM D 2321.
  - AVOID EXCESSIVE GROUND WATER IN THE TRENCH DE-WATER AS NECESSARY. APPROPRIATE MEASURES SHALL BE TAKEN TO PREVENT MIGRATION OF FINES, SEE ASTM D2321.
  - PROVIDE SHEETING OR SHORING AS REQUIRED.
  - UTILIZE CARE WHEN LOWERING UNIT INTO THE TRENCH. HANDLE USING NYLON SLINGS AND TWO PICK POINTS. DO NOT USE SLING AROUND RISERS.
  - PLACE AASHTO NO. 57 OR NO. 8 STONE BACKFILL AROUND THE UNIT IN UNIFORM 8"-12" LIFTS, AND COMPACTED TO 90% SPD. CONTINUE BACKFILL WITH AASHTO NO. 57 OR NO. 8 STONE TO 12" ABOVE GREASE INTERCEPTOR.
  - FILL UNIT WITH WATER TO THE INVERT OF THE OUTLET PIPE ONCE BACKFILL IS PLACED AND COMPACTED 12" ABOVE THE UNIT.
  - FOR NON-TRAFFIC LOADING: H = 12" COVER FOR ALL UNITS MEASURED FROM THE TOP OF THE PIPE TO GROUND SURFACE. FOR TRAFFIC LOADING CONDITIONS: H=24" COVER FOR ALL UNITS MEASURED FROM THE TOP OF THE PIPE TO THE BOTTOM OF BITUMINOUS PAVEMENT OR TOP OF RIGID PAVEMENT. FOR TRAFFIC LOADING ALL INSPECTION RISERS SHALL HAVE A TRAFFIC RATED FRAME AND LID WITH A TRAFFIC RATED LOAD BEARING CONCRETE COLLAR. MAXIMUM COVER HEIGHT MEASURED FROM THE TOP OF THE UNIT TO FINAL GRADE SHALL NOT EXCEED 8 FEET.
  - ALL RISER EXTENSIONS TO GRADE SHOULD BE COORDINATED THROUGH YOUR LOCAL ADS REPRESENTATIVE.



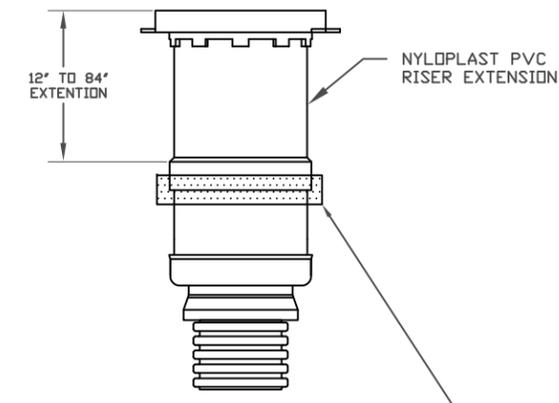
TRAFFIC LOADS: CONCRETE SLAB DIMENSIONS ARE FOR GUIDELINE PURPOSES ONLY. ACTUAL CONCRETE SLAB MUST BE DESIGNED TAKING INTO CONSIDERATION LOCAL SOIL CONDITIONS, TRAFFIC LOADING, & OTHER APPLICABLE DESIGN FACTORS.

\*\*\*NOTE\*\*\*  
CONCRETE TRAFFIC RING MUST BE INSTALLED IN LOCATIONS WITH TRAFFIC LOADING



70-50-05  
PAINT: CASTINGS ARE FURNISHED WITH A BLACK PAINT LOCKING DEVICE AVAILABLE UPON REQUEST SEE DRAWING NO. 7001-110-025

RISER EXTENSION  
TYPICALLY REQUIRED WHEN DISTANCE FROM FINISHED GRADE TO INVERT OF SEWER LATERAL IS GREATER THAN 4 FEET



THE RISER SECTION JOINT SHALL ALSO BE EXTERNALLY SEALED WITH A \*6" OR \*\*9" WIDE (MIN.) SEALING BAND OF RUBBER AND MASTIC. THE BAND SHALL HAVE AN OUTER LAYER OF RUBBER OR POLYETHYLENE WITH AN UNDER LAYER OF RUBBERIZED MASTIC (WITH A PROTECTIVE FILM), MEETING THE REQUIREMENTS OF ASTM C-877, \*\*TYPE II or \*TYPE III.

REV.	DESCRIPTION	BY	MM/DD/YY	CHK'D

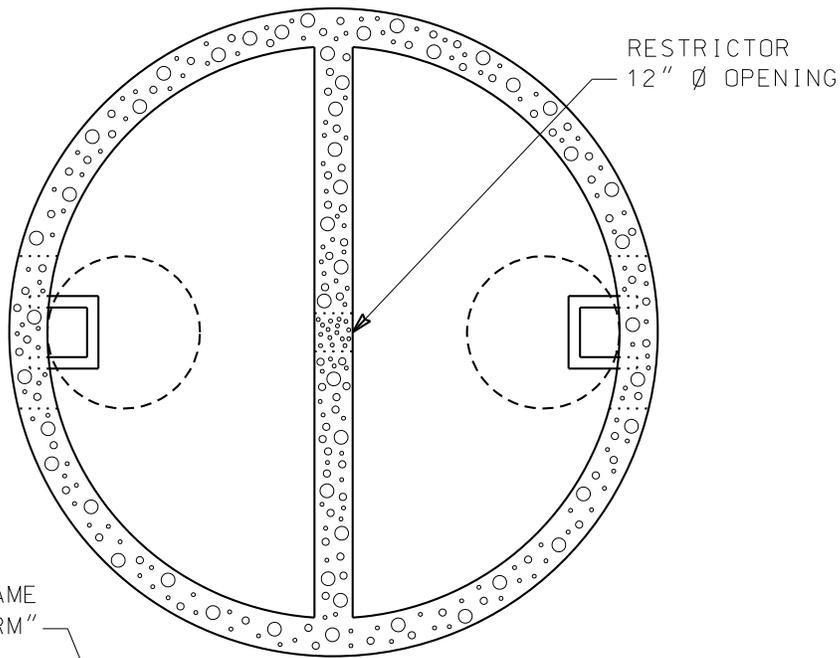
ADVANCED DRAINAGE SYSTEMS, INC. ("ADS") HAS PREPARED THIS DETAIL BASED ON INFORMATION PROVIDED TO ADS. THIS DRAWING IS INTENDED TO DEPICT THE COMPONENTS AS REQUESTED. ADS HAS NOT PERFORMED ANY ENGINEERING OR DESIGN SERVICES FOR THIS PROJECT, NOR HAS ADS INDEPENDENTLY VERIFIED THE INFORMATION SUPPLIED. THE INSTALLATION DETAILS PROVIDED HEREIN ARE GENERAL RECOMMENDATIONS AND ARE NOT SPECIFIC FOR THIS PROJECT. THE DESIGN ENGINEER SHALL REVIEW THESE DETAILS PRIOR TO CONSTRUCTION. IT IS THE DESIGN ENGINEERS RESPONSIBILITY TO ENSURE THE DETAILS PROVIDED HEREIN MEETS OR EXCEEDS THE APPLICABLE NATIONAL, STATE, OR LOCAL REQUIREMENTS AND TO ENSURE THAT THE DETAILS PROVIDED HEREIN ARE ACCEPTABLE FOR THIS PROJECT.

1500 GAL GREASE INTERCEPTOR  
FOX METRO, IL

**ADS**  
ADVANCED DRAINAGE SYSTEMS, INC.  
4640 TRUEMAN BLVD  
HILLIARD, OHIO 43026

DRAWN BY: CKS  
DATE: 8/13/08  
CHK'D BY:  
SCALE: NTS  
SHEET

DRAWING NUMBER:



TWIN NEENAH R-1700-A FRAME  
AND LIDS IMPRINTED "STORM"  
731.33

RIM ELEVATION 731.33

FINISHED GRADE

100 YEAR HIGH WATER LEVEL

72" MINIMUM DIA. PRECAST  
CONCRETE CATCH BASIN WITH  
6" REINFORCED CONCRETE  
BAFFLE WALL

STEPS AT 12-16  
ON CENTER BOTH  
SIDES

EMERGENCY OVERFLOW  
ELEV. = 732.33

24"  $\varnothing$  INLET PIPE

24"  $\varnothing$  OUTLET PIPE

FLOW →

FLOW →

INVERT  
ELEV. = 724.50

INVERT  
ELEV. = 724.44

ELEV. = 723.50

3" COMPACTED CA-6

UNDISTURBED EARTH

# RESTRICTOR DETAIL

NOT TO SCALE



## **Procedure for Determination of Annexation**

1. Applicant submits a complete application for annexation (*see Application Requirements for Annexation and Annexation Agreements*).
2. The City Planner will send notice of a filed application within five (5) working days, in writing and by standard mail, to all owners of record within five hundred (500) feet of the subject property.
3. The City Planner routes the complete application to the City's Development Staff for review. The Development Staff is a 14 member team representing the City's Community Development, Economic Development, Administrative Services, Public Works, Fire, and Police departments. The City Planner will forward a single review letter incorporating all of Development Staff's comments to the applicant approximately four (4) weeks after the original submittal.
4. The applicant responds to the City's comments by submitting revised plans and a response letter addressing each review comment. The number of copies required for resubmitted documents shall be the same as the number of copies required for the initial submittal. The response letter shall include the City's original review comments. Answers such as "to be provided by others" or "to be submitted separately" are unacceptable.
5. The resubmitted documents are reviewed by the City's Development Staff. The City Planner will forward a single review letter incorporating all of Development Staff's comments to the applicant approximately three (3) weeks after the second submittal. If the application documents are in order, the request will be scheduled for consideration by the City Council. If an annexation agreement is proposed, a City Council public hearing will be required. If the application documents are in order, the request will be scheduled for a public hearing. If additional revisions are required, the applicant submittal and staff review process will continue until the documents are deemed sufficient for City Council consideration.
6. The City Planner will coordinate the completion of the public hearing notification procedures required by the State of Illinois, including the publication of such notice in the Daily Herald, and the mailing of such notice to public entities that may be potentially impact by the pending annexation. All notifications will be completed no sooner than thirty (30) days and no later than fifteen (15) days prior to the public hearing meeting date.
7. The City Council will conduct the public hearing, at which all interested parties shall have an opportunity to be heard.
8. The City Council will hold a second meeting, two (2) weeks from the hearing date, at which the Council will vote to approve or deny the request.



CITY OF GENEVA

**2026**  
**PLANNING AND ZONING COMMISSION**  
**MEETING SCHEDULE**

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Second Thursday

January 8, 2026

February 12, 2026

March 12, 2026

April 9, 2026

May 14, 2026

June 11, 2026

July 9, 2026

August 13, 2026

September 10, 2026

October 8, 2026

November 12, 2026

December 10, 2026

Fourth Thursday

January 22, 2026

February 26, 2026

March 26, 2026

April 23, 2026

May 28, 2026

June 25, 2026

July 23, 2026

August 27, 2026

September 24, 2026

October 22, 2026

*No Meeting (Thanksgiving)*

*No Meeting (Christmas Eve)*

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Meetings take place on the second and fourth Thursday of each month at 7 p.m. in  
City Council Chambers, 109 James St., Geneva, Illinois 60134.



## Requirements for the Display of Plans at Planning and Zoning Commission Meetings

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All applicants for Project Review are required to make a presentation regarding their development requests to the Planning and Zoning Commission *and* members of the public in attendance at Planning and Zoning Commission meetings. Planning and Zoning Commission members will have the full-size paper copies of all development plans in their packets, as provided by the applicant. However, the applicant is responsible for making the necessary arrangements to ensure that members of the public will also be able to view the plans that are included in the Planning and Zoning Commission packets. Listed below are the options that the applicant has for ensuring that members of the public will be able to view the development plans.

- 1. Provide additional hard copies of plans** – The applicant may bring additional paper copies of all plans to the Planning and Zoning Commission meeting, for review by members of the public. The applicant can work with Planning Division staff to determine the number of sets of plans that need to be brought to the meeting.
- 2. Display electronic images of the plans using the City's equipment** – The applicant will provide Planning Division staff with electronic PDF files (email, USB flash drive, or CD-Rom) of all development plans one week in advance of the Planning and Zoning Commission meeting. The applicant or his/her assistant will use the City's equipment to select and display the various plan sheets during the applicant's presentation.
- 3. Display plans using their own equipment** – The applicant may use their own laptop computer and projector to display images of the plans on the City's projector screen. The applicant should work with Planning Division staff in advance of the Planning and Zoning Commission meeting to allow adequate time for equipment set-up and testing.

The applicant must confirm the method of plan display that they will elect to use prior to Planning Division staff scheduling the matter for review on a Planning and Zoning Commission agenda. Please do not hesitate to contact the Planning Division with any questions.

**PLANNING AND ZONING COMMISSION SUBMITTAL DEADLINES & MEETING DATES**



<b>APPLICANT SUBMITTAL DEADLINE</b>	<b>REVIEW COMMENTS</b>	<b>APPLICANT SUBMITTAL DEADLINE</b>	<b>REVIEW COMMENTS</b>	<b>PUBLIC NOTICE SENT</b>	<b>APPLICANT SUBMITTAL DEADLINE</b>	<b>PLANNING &amp; ZONING COMMISSION MEETING</b>	<b>CITY COUNCIL MEETING</b>
1st Submittal for Staff Review Due	1st Comments Sent to Applicant	2nd Submittal for Staff Review Due	2nd Comments Sent to Applicant	For Public Hearings Only	For Planning & Zoning Commission Review	Public Hearing	Final Action*
10/15/2025	11/12/2025	11/26/2025	12/17/2025	12/24/2025	1/2/2026	1/8/2026	1/20/2026
10/29/2025	11/26/2025	12/10/2025	12/31/2025	1/7/2026	1/16/2026	1/22/2026	2/2/2026
11/19/2025	12/17/2025	12/31/2025	1/21/2026	1/28/2026	2/6/2026	2/12/2026	3/2/2026
12/3/2025	12/31/2025	1/14/2026	2/4/2026	2/11/2026	2/20/2026	2/26/2026	3/16/2026
12/17/2025	1/14/2026	1/28/2026	2/18/2026	2/25/2026	3/6/2026	3/12/2026	4/6/2026
12/30/2025	1/28/2026	2/11/2026	3/4/2026	3/11/2026	3/20/2026	3/26/2026	4/6/2026
1/14/2026	2/11/2026	2/25/2026	3/18/2026	3/25/2026	4/2/2026	4/9/2026	4/20/2026
1/28/2026	2/25/2026	3/11/2026	4/1/2026	4/8/2026	4/17/2026	4/23/2026	5/4/2026
2/18/2026	3/18/2026	4/1/2026	4/22/2026	4/29/2026	5/8/2026	5/14/2026	6/1/2026
3/4/2026	4/1/2026	4/15/2026	5/6/2026	5/13/2026	5/22/2026	5/28/2026	6/15/2026
3/18/2026	4/15/2026	4/29/2026	5/20/2026	5/27/2026	6/5/2026	6/11/2026	7/6/2026
4/1/2026	4/29/2026	5/13/2026	6/3/2026	6/10/2026	6/19/2026	6/25/2026	7/6/2026
4/15/2026	5/13/2026	5/27/2026	6/17/2026	6/24/2026	7/2/2026	7/9/2026	7/20/2026
4/29/2026	5/27/2026	6/10/2026	7/1/2026	7/8/2026	7/17/2026	7/23/2026	8/3/2026
5/20/2026	6/17/2026	7/1/2026	7/22/2026	7/29/2026	8/7/2026	8/13/2026	9/8/2026
6/3/2026	7/1/2026	7/15/2026	8/5/2026	8/12/2026	8/21/2026	8/27/2026	9/8/2026
6/17/2026	7/15/2026	7/29/2026	8/19/2026	8/26/2026	9/4/2026	9/10/2026	10/21/2026
7/1/2026	7/29/2026	8/12/2026	9/2/2026	9/9/2026	9/18/2026	9/24/2026	10/5/2026
7/15/2026	8/12/2026	8/26/2026	9/16/2026	9/23/2026	10/2/2026	10/8/2026	10/19/2026
7/29/2026	8/26/2026	9/9/2026	9/30/2026	10/7/2026	10/16/2026	10/22/2026	11/2/2026
8/19/2026	9/16/2026	9/30/2026	10/21/2026	10/28/2026	11/6/2026	11/12/2026	12/7/2026
9/16/2026	10/14/2026	10/28/2026	11/18/2026	11/25/2026	12/4/2026	12/10/2026	12/21/2026

*This timeline is provided for informational purposes only, exact dates are subject to change. Timely, well-prepared and code compliant submittals help to maintain the desired schedule.*

\*Final Action by the City Council is for the application requiring Planning and Zoning Commission review only. Building Permit Applications and Final Engineering Plans are reviewed and approved separately.