

Application Packet for an Amendment to the Comprehensive Plan



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Application Requirements for an Amendment to the Comprehensive Plan

- 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.
- A typed narrative description of the request. **(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 amendment to the Comprehensive Plan 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 amendment to the Comprehensive Plan. 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 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 B **(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 C as an example or feel free to use Exhibit C itself. The City of Geneva employs a Notary Public at City Hall for your convenience. **(1 copy)**
- Two sets of unsealed, unstuffed, and 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 site plan or plat of survey stamped by a licensed professional surveyor, drawn to scale and large enough to clearly show the locations and dimensions of the lot(s), principal and accessory structure(s), driveway(s), and off street parking spaces. **(3 folded 24" x 36" copies and 1 electronic copy submitted in PDF format)**
- A copy of a completed Natural Resources Inventory, attached hereto as Exhibit D. All applicants are required to submit a Natural Resources Inventory with the Kane-DuPage Soil and Water Conservation District. It is the responsibility of the applicant to file the required application prior to or at the time of submittal for an amendment to the Comprehensive Plan. Send all communications to contact@kanedupageswcd.org. **(1 copy)**

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 AN AMENDMENT TO THE COMPREHENSIVE PLAN 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) _____

Current Land-Use Designation _____

Proposed Land-Use Designation _____

Applicant Certification

I certify that I have received a copy of the submittal requirements, review procedures, and meeting dates as they relate to this request for an amendment to the Comprehensive Plan. 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 request for an amendment to the Comprehensive Plan.

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 the request for an amendment to the Comprehensive Plan.

Signature of Applicant

Date

Signature of Owner, if different from the applicant

Date

Community Development
22 South First Street
Geneva, Illinois 60134



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

EXHIBIT B

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 C

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 D

NATURAL RESOURCES INVENTORY

Natural Resources Inventory (NRI) Application

Petitioner: _____
 Contact Person: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Email: _____

Owner: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Email: _____

Please select: How would you like to receive a copy of the NRI Report? Email Mail

Site Location

Address: _____
 City, State, Zip: _____
 Township(s) _____ N Range(s) _____ E Section(s) _____
 Parcel Index Number(s): _____

Type of Request

- Change in Zoning from _____ to _____
- Subdivision or Planned Unit Development (PUD)
- Variance (Please describe fully on a separate sheet)
- Special Use Permit (Please describe on separate sheet)

Site Information

Municipality/Permitting Unit of Government: _____ Acres of Disturbance: _____
 Project or Subdivision Name: _____ Total Acres: _____
 Current Use of Site: _____ Proposed Use: _____
 Surrounding Land Use: _____ Hearing Date: _____

Proposed Improvements (Check all that apply)

- Dwellings with Basements
- Dwellings without Basements
- Parking Lots
- Roads and Streets
- Commercial Buildings
- Utility Structures
- Common Open Space
- Other _____

Stormwater Treatment

- Drainage Ditches or Swales
- Storm Sewers
- Dry Detention Basins
- Wet Detention Basins
- No Detention Facilities Proposed
- Other _____

Water Supply

- Individual Wells
- Community Water

Wastewater Treatment

- Septic System
- Sewers
- Other _____

Required: Include One Copy of Each of the Following (Processing will not begin until all items are received)

- Application** (completed and signed)
- Fee** (according to fee schedule on back)
- Make Checks payable to Kane-DuPage Soil and Water Conservation District
- Plat of Survey** showing legal description, legal measurements
- Site Plan/Drawings** showing lots, storm water detention areas, open areas, streets etc.
- Project Narrative** with additional details on the proposed use, including total area of ground disturbance
- Location Map** (if not on maps above) include distances from major roadways or tax parcel numbers

If Available- Not Required:

Any applicable surveys including wetland deliniation, detailed soil survey, topographic survey etc.

I (we) understand the filing of this application allows the authorized representative of the Kane-DuPage Soil and Water Conservation District to visit and conduct an evaluation of the site.

Petitioner or Authorized Agent _____ **Date** _____

FOR OFFICE USE ONLY

NRI # _____ Natural Resource Review Letter _____ Date Initially rec'd _____ Date all rec'd _____

Date Due _____ Fee Due \$ _____ Refund Due _____ Check # _____

The report will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

Natural Resources Inventory (NRI) Fees

FEE AMOUNTS FOR TOTAL ACRES OF PARCEL*: Effective February 01, 2025

¼ acre or less= \$100

¼ acre-5 acres or fraction thereof= \$500

6 acres or fraction thereof = \$520

ADD \$20 for each additional acre or fraction thereof OVER 6

Please contact KDSWCD for non-contiguous parcels

MAKE CHECKS PAYABLE TO: Kane DuPage Soil and Water Conservation District

Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee
1	500	21	820	41	1220	61	1620	81	2020	101	2400	121	2820	141	3220	161	3620	181	4020
2	500	22	840	42	1240	62	1640	82	2040	102	2440	122	2840	142	3240	162	3640	182	4040
3	500	23	860	43	1260	63	1660	83	2060	103	2460	123	2860	143	3260	163	3660	183	4060
4	500	24	880	44	1280	64	1680	84	2080	104	2480	124	2880	144	3280	164	3680	184	4080
5	500	25	900	45	1300	65	1700	85	2100	105	2500	125	2900	145	3300	165	3700	185	4100
6	520	26	920	46	1320	66	1720	86	2120	106	2520	126	2920	146	3320	166	3720	186	4120
7	540	27	940	47	1340	67	1740	87	2140	107	2540	127	2940	147	3340	167	3740	187	4140
8	560	28	960	48	1360	68	1760	88	2160	108	2560	128	2960	148	3360	168	3760	188	4160
9	580	29	980	49	1380	69	1780	89	2180	109	2580	129	2980	149	3380	169	3780	189	4180
10	600	30	1000	50	1400	70	1800	90	2200	110	2600	130	3000	150	3400	170	3800	190	4200
11	620	31	1020	51	1420	71	1820	91	2220	111	2620	131	3020	151	3420	171	3820	191	4220
12	640	32	1040	52	1440	72	1840	92	2240	112	2640	132	3040	152	3440	172	3840	192	4240
13	660	33	1060	53	1460	73	1860	93	2260	113	2660	133	3060	153	3460	173	3860	193	4260
14	680	34	1080	54	1480	74	1880	94	2280	114	2680	134	3080	154	3480	174	3880	194	4280
15	700	35	1100	55	1500	75	1900	95	2300	115	2700	135	3100	155	3500	175	3900	195	4300
16	720	36	1120	56	1520	76	1920	96	2320	116	2720	136	3120	156	3520	176	3920	196	4320
17	740	37	1140	57	1540	77	1940	97	2340	117	2740	137	3140	157	3540	177	3940	197	4340
18	760	38	1160	58	1560	78	1960	98	2360	118	2760	138	3160	158	3560	178	3960	198	4360
19	780	39	1180	59	1580	79	1980	99	2380	119	2780	139	3180	159	3580	179	3980	199	4380
20	800	40	1200	60	1600	80	2000	100	2400	120	2800	140	3200	160	3600	180	4000	200	4400

For the convenience of those who must comply with the provisions of the Illinois Soil and Water Conservation District Act, Section 22.02a (Illinois Compiled Statutes, Chapter 70, Paragraph 405, Section 22.02a), enacted December 3, 1971, effective July 1, 1972, we quote this section:

“The Soil and Water Conservation District shall make all-natural resource information available to the appropriate county agency or municipality in the promulgation of zoning ordinances or variances. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from that municipality’s or county’s zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the Soil and Water Conservation District. The Soil and Water Conservation District shall be given not more than 30 days from the time of receipt of the petition or proposal to issue its written opinion concerning the petition or proposal and submit the same to the appropriate county agency or municipality for further action.”

***Fees may be adjusted based on size of disturbance and adjacent natural resources which may be impacted.**



Procedure for Determination of an Amendment to the Comprehensive Plan

1. Applicant submits a complete application for an amendment to the Comprehensive Plan (*see Application Requirements for an Amendment to the Comprehensive Plan*).
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.
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 any additional comments the Development Staff may have. If the application documents are in order, the request will be scheduled for Planning and Zoning Commission consideration. If additional revisions are required, the applicant submittal and staff review process will continue until the documents are deemed sufficient for the Planning and Zoning Commission 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, the posting of a sign on the subject property, and the mailing of such notice to the owners of property within five hundred (500) feet of the subject property. 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 applicant submits three (3) folded copies of the revised plans addressing all of staff's review comments. The copies shall be provided to the Community Development Department no less than ten (10) days prior to the scheduled Planning and Zoning Commission hearing date.
8. The Planning and Zoning Commission will conduct the public hearing, at which all interested parties shall have an opportunity to be heard.
9. The Planning and Zoning Commission will hold a second meeting, two (2) weeks from the hearing date, at which the Commissioners will vote to recommend approval or denial of the request.
10. City staff will forward the request to the City Council for approval or denial. The City Council meeting is not a public hearing but it is open to the public.



CITY OF GENEVA

2026
PLANNING AND ZONING COMMISSION
MEETING SCHEDULE

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)

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

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



APPLICANT SUBMITTAL DEADLINE	REVIEW COMMENTS	APPLICANT SUBMITTAL DEADLINE	REVIEW COMMENTS	PUBLIC NOTICE SENT	APPLICANT SUBMITTAL DEADLINE	PLANNING & ZONING COMMISSION MEETING	CITY COUNCIL MEETING
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.