

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. **(10 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 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. **(1 copy)**
- An affidavit of accuracy signed by the person that created the list of property owners within five hundred (500) feet of the subject property. Please use Exhibit B as an example or feel free to use Exhibit B itself. The City of Geneva employs a Notary Public at City Hall for your convenience. **(1 copy)**
- Two sets of unsealed, unstuffed, stamped envelopes addressed to each of the property owners 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. **(6 folded full size copies, 4 folded 11" x 17" copies, and 1 electronic copy submitted in PDF format)**
- A copy of a completed Land Use Opinion Application, attached hereto as Exhibit C. All applicants are required to submit a Land Use Opinion Application 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. **(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

EXHIBIT B

STATE OF ILLINOIS)
)
COUNTY OF _____) SS

AFFIDAVIT

The undersigned, being duly sworn on oath, deposes and says that the attached list of property owners comprises, to the best of the Affiant's knowledge, a true and complete list containing the names and 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 C

LAND USE OPINION APPLICATION

LAND USE OPINION APPLICATION

Kane-DuPage Soil and Water Conservation District
2315 Dean Street, Suite 100, St. Charles, IL 60175-4823
(630) 584-7961 Ext. 3

Send report to:

PETITIONER: _____

ADDRESS: _____

EMAIL: _____

CONTACT PERSON: _____

TELEPHONE: _____

Please allow 30 days for inspection and processing.

FOR OFFICE USE ONLY

LUO# _____ Date Due _____

Date initially rec'd _____

Date all rec'd _____ Date completed _____

Fee Paid _____ Refund Due _____

By _____ Overpayment _____

_____ No Report Nec _____

_____ Gov't Agency _____

Location:

Township _____

Section(s) _____

Township(s) _____ N Range(s) _____ E

TYPE OF PROPOSAL: Change in Zoning from _____ to _____ Project or Subdivision Name _____

Subdivision or Planned Unit Development (PUD)

Variance-Please describe fully on separate sheet

Special Use Permit-Please describe fully on separate sheet

Unit of Government Responsible for Permits _____ Date of Public Hearing _____

Current Use of Site _____ Proposed Use _____

Surrounding Land Use _____ Number of Acres _____

Location address (or nearest intersection) _____

PROPOSED IMPROVEMENTS: (check all applicable items)

Planned Structures:

Dwellings w/o Basements

Dwellings with Basements

Commercial Buildings

Other _____

Open Space:

Park/Playground Areas

Common Open Space Areas

Other _____

Water Supply:

Individual Wells

Community Water

Wastewater Treatment:

Septic System

Sanitary Sewers

Other _____

Stormwater Treatment:

Drainage Ditches or Swales

Storm Sewers

Dry Detention Basin

Wet Retention Basin

No Detention Facilities Proposed

Other _____

EXISTING SITE CHARACTERISTICS: (check all applicable items)

Ponds or Lakes

Floodplain

Woodland

Drainage Tiles

Stream(s)

Wetland(s)

Floodway

Cropland

Disturbed Land

Other _____

REQUIRED: INCLUDE ONE COPY EACH OF THE FOLLOWING-Processing will not begin without the following:

APPLICATION completed and signed

FEE according to schedule below

PLAT OF SURVEY/SITE PLAN showing legal description, legal measurements

SITE /CONCEPT PLAN showing lots, streets, storm water detention areas, open areas, etc.

LOCATION MAP (if not on maps above)-include distances from major roadways or tax parcel number

IF AVAILABLE – NOT REQUIRED:

ZONING or LAND USE PETITION filed with unit of government (if relevant)

TOPOGRAPHY MAP OR WETLANDS DELINEATIONS

FEE AMOUNTS: last updated November 1, 2013

\$423.00 for 1 - 3 acres or fraction thereof

\$459.00 for 4 - 5 acres or fraction thereof

For 5 - 200 acres see chart

> 200 acres: ADD \$14.00 for each additional acre or fraction thereof over the 200 acre amount.

\$65.00 processing fee if no report is required

***If there is more than one parcel in question and they are non-contiguous please contact KDSWCD for fee amount. ***

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

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** _____

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

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 Statues, 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.”
 Added by Act approved December 3, 1971.

The amendment is designed to assist the unit of government considering the proposal. The natural resources and the environment are the main concerns in the development of the Land Use Opinion.

To facilitate compliance with the Act by land developers and others, Kane-DuPage Soil and Water Conservation District has formulated a set of guidelines and a standardized set of fees, as provided for in section 22.09 of this Act:

“The District may charge fees to any person who makes a request for services or receives benefits rendered by the District, or who causes or undertakes to cause the District to perform a function prescribed by this Act, including but not limited to any function prescribed by Section 22.02a of this Act, provided that such charges are uniform. The Directors shall maintain a uniform schedule for such fees and may from time to time revise such schedule. The charging of any such fees is uniformly charged and in accordance with a uniform schedule by any District to any person for such service or benefits or performance of any such functions prior to the effective date of this amendatory Act of 1975 is ratified.”

LAND USE OPINION FEE SCHEDULE

EFFECTIVE NOVEMBER 1, 2013

\$423.00 for **1-3 acres** or fraction thereof

\$459.00 for **4-5 acres** or fraction thereof

For **5 - 200 acres** see chart

For over 200 acres: ADD \$14.00 for each additional acre or fraction there of over the 200 acre amount.

\$65.00 processing fee if no report is required

Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee
1	423	21	769	41	1160	61	1558	81	1942	101	2333	121	2738	141	3128	161	3519	181	3911
2	423	22	788	42	1187	62	1577	82	1962	102	2360	122	2757	142	3148	162	3539	182	3930
3	423	23	809	43	1206	63	1597	83	1982	103	2379	123	2776	143	3167	163	3558	183	3949
4	459	24	828	44	1225	64	1616	84	2001	104	2398	124	2796	144	3188	164	3579	184	3969
5	459	25	847	45	1244	65	1636	85	2020	105	2418	125	2815	145	3207	165	3598	185	3989
6	483	26	866	46	1264	66	1656	86	2039	106	2438	126	2835	146	3226	166	3617	186	4008
7	495	27	885	47	1284	67	1675	87	2059	107	2458	127	2855	147	3245	167	3637	187	4028
8	513	28	907	48	1304	68	1694	88	2080	108	2477	128	2874	148	3264	168	3655	188	4047
9	537	29	926	49	1323	69	1713	89	2099	109	2496	129	2894	149	3286	169	3676	189	4068
10	555	30	945	50	1342	70	1734	90	2118	110	2515	130	2914	150	3305	170	3695	190	4087
11	573	31	964	51	1363	71	1754	91	2138	111	2536	131	2933	151	3324	171	3715	191	4106
12	592	32	984	52	1382	72	1773	92	2157	112	2555	132	2952	152	3343	172	3735	192	4125
13	614	33	1004	53	1401	73	1792	93	2177	113	2574	133	2971	153	3363	173	3754	193	4144
14	633	34	1023	54	1420	74	1812	94	2196	114	2593	134	2993	154	3383	174	3784	194	4166
15	638	35	1042	55	1440	75	1831	95	2216	115	2620	135	3012	155	3402	175	3793	195	4185
16	671	36	1063	56	1461	76	1851	96	2236	116	2640	136	3031	156	3421	176	3813	196	4204
17	690	37	1082	57	1480	77	1863	97	2255	117	2659	137	3050	157	3442	177	3832	197	4223
18	711	38	1102	58	1499	78	1884	98	2275	118	2678	138	3069	158	3461	178	3851	198	4242
19	730	39	1121	59	1522	79	1903	99	2294	119	2699	139	3090	159	3481	179	3872	199	4263
20	749	40	1140	60	1537	80	1923	100	2313	120	2718	140	3109	160	3500	180	3895	200	4282



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 twelve (12) 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

2019
PLANNING AND ZONING COMMISSION
MEETING SCHEDULE

Second Thursday

January 10, 2019
February 14, 2019
March 14, 2019
April 11, 2019
May 9, 2019
June 13, 2019
July 11, 2019
August 8, 2019
September 12, 2019
October 10, 2019
November 14, 2019
December 12, 2019
January 9, 2020
February 13, 2020
March 12, 2020

Fourth Thursday

January 24, 2019
February 28, 2019
March 28, 2019
April 25, 2019
May 23, 2019
June 27, 2019
July 25, 2019
August 22, 2019
September 26, 2019
October 24, 2019
No Meeting (Thanksgiving)
December 26, 2019
January 23, 2020
February 27, 2020
March 26, 2020

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.