

# **Application Packet for a Preliminary Plat of Subdivision**



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## Application Requirements for a Preliminary Plat of Subdivision

- ☐ 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 Plan 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 and a statement indicating, in detail, the different features of the development and how each feature will benefit the development, the surrounding community, and the City as a whole. **(3 hard copies and 1 electronic copy 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 plat of subdivision 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 plat of subdivision. 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 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 preliminary plat of subdivision drawn to scale and large enough to clearly show all the applicable information required to determine compliance with the Zoning and Subdivision Ordinances. Please refer to the preliminary plat of subdivision checklist, attached hereto as Exhibit D. **(3 folded 24" x 36" copies and 1 electronic copy 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 E. **(3 folded 24" x 36" copies and 1 electronic copy submitted in PDF format)**
- ☐ A tree preservation plan prepared by an ISA certified arborist or state of Illinois registered landscape architect, drawn to scale and large enough to clearly show all of the applicable information required by Chapter 10A of the Zoning Ordinance. **(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 F. 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 a plat of subdivision. Send all communications to [contact@kanedupageswcd.org](mailto:contact@kanedupageswcd.org). **(1 copy)**
- ☐ Any proposed agreements, provisions, or covenants which will govern the use, maintenance and continued protection of subdivision and any of its common open space. **(3 hard copies and 1 electronic copy submitted in PDF format)**
- ☐ A development schedule indicating stages in which the project will be built with emphasis on area, density, use, and public facilities such as open space to be developed with each stage. Overall design of each stage shall be shown on the plans and supporting graphic material. Approximate dates for the beginning and completion of each stage shall be included. **(3 hard copies and 1 electronic copy submitted in PDF format)**
- ☐ A traffic impact analysis, if required by City staff. If required, it is strongly recommended that the applicant schedule a pre-application meeting with City staff to outline the scope of the study. **(3 hard copies and 1 electronic copy submitted in PDF format)**
- ☐ A fiscal impact study, if required by staff, including an analysis of the current and expected market trends and the impact the development will have on the market, and analysis of the taxes to be generated by the proposed development and the cost to the various taxing bodies to provide the necessary services to the development. **(3 hard 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 Kane County Road Improvement Impact Fee application, attached hereto as Exhibit I. All applicants are required to submit a Kane County Road Improvement Impact Fee application with the Department of Transportation. It is the responsibility of the applicant to file the required application prior to or at the time of submittal for this application. **(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 A PRELIMINARY PLAT OF SUBDIVISION 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 \_\_\_\_\_

#### **Professional Engineer Information**

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

Address \_\_\_\_\_

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

#### **Attorney Information**

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

Address \_\_\_\_\_

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

**Property Information**

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

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

Current Zoning \_\_\_\_\_ Current Use \_\_\_\_\_

Current Zoning of Surrounding Properties:      North \_\_\_\_\_      South \_\_\_\_\_

East \_\_\_\_\_      West \_\_\_\_\_

Current Use of Surrounding Properties:      North \_\_\_\_\_      South \_\_\_\_\_

East \_\_\_\_\_      West \_\_\_\_\_

Proposed Use \_\_\_\_\_

Proposed Development Name \_\_\_\_\_

Proposed Number of Lots \_\_\_\_\_

**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 a preliminary plat of subdivision. 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 preliminary plat of subdivision.

In addition to the application fee and 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 a preliminary plat of subdivision.

\_\_\_\_\_  
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***

### **PRELIMINARY PLAT OF SUBDIVISION CHECKLIST City of Geneva**

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

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

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

**The following information must be shown on all preliminary PUD plans:**

#### **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
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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 E***

## **PRELIMINARY 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 F***

**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)

- |                                                      |                                            |                                               |                                            |
|------------------------------------------------------|--------------------------------------------|-----------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Dwellings with Basements    | <input type="checkbox"/> Parking Lots      | <input type="checkbox"/> Commercial Buildings | <input type="checkbox"/> Common Open Space |
| <input type="checkbox"/> Dwellings without Basements | <input type="checkbox"/> Roads and Streets | <input type="checkbox"/> Utility Structures   | <input type="checkbox"/> Other _____       |

## Stormwater Treatment

- |                                                     |                                               |                                                           |
|-----------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Drainage Ditches or Swales | <input type="checkbox"/> Dry Detention Basins | <input type="checkbox"/> No Detention Facilities Proposed |
| <input type="checkbox"/> Storm Sewers               | <input type="checkbox"/> Wet Detention Basins | <input type="checkbox"/> 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 delineation, 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.

Revised January 10, 2025

# 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.**

Revised January 10, 2025

***EXHIBIT G***

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

SEE ATTACHED

## **PART 2 – FORMS**

## **PART 2 – FORMS**

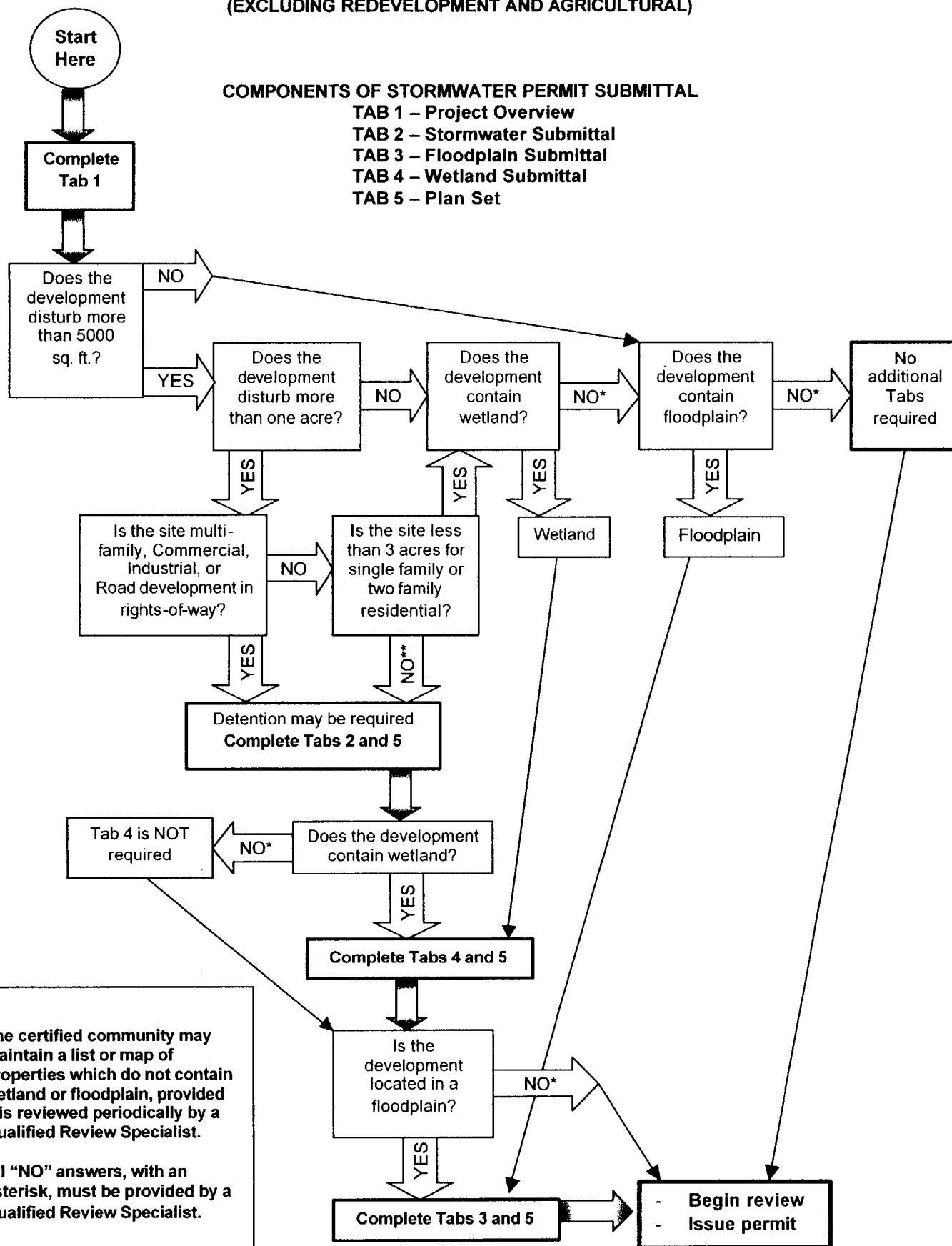
### **FORMS**

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)**



## 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                            | Floodway                              | Wetlands                            |
| ? YES                                 | ? YES                                 | ? YES                               |
| ? NO _____                            | ? NO _____                            | ? NO _____                          |
| Qualified Review Specialist Signature | Qualified Review Specialist Signature | Qualified Wetland Review Specialist |
| _____                                 | _____                                 | _____                               |
| Print Name                            | Print Name                            | 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,<br>202.4,<br>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,<br>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,<br>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,<br>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,<br>203.10,<br>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:

|  |
|--|
|  |
|--|

Please Describe 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?<br>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.

### City of Geneva Approved Details and Applicable Specifications

### Use of Geneva Approved Details and Specifications

Any changes to these standard details or the addition of details not listed will need to be noted and listed in the space provided for Supplemental Details. Any unauthorized changes to the approved standard details will cause the detail to be deemed null and void.

The below City of Geneva standard details shall be used for improvements that are:

- 1) Public improvements within the City Right-of-Way
- 2) Public improvements within a proposed or existing City easement
- 3) Improvements relevant to the City Stormwater Ordinance

The following Details and specification references indicated by an "x" are applicable to this plan set and are included by reference.

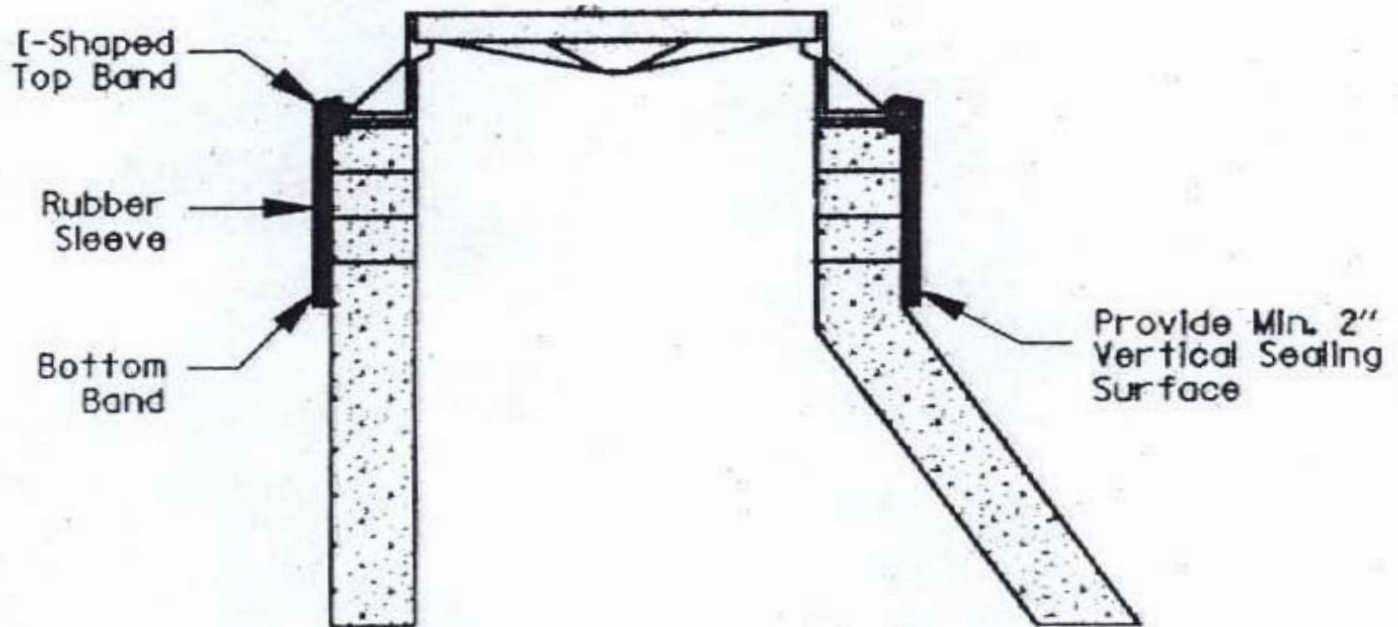
W&S = Standard Specifications for Water and Sewer Construction in Illinois, current edition

IDOT = Standard Specifications for Road and Bridge Construction, current edition

NRCS = Natural Resource Conservation Service

Geneva = Special Geneva Detail

[illegible]



## EXTERNAL CHIMNEY SEAL DETAIL

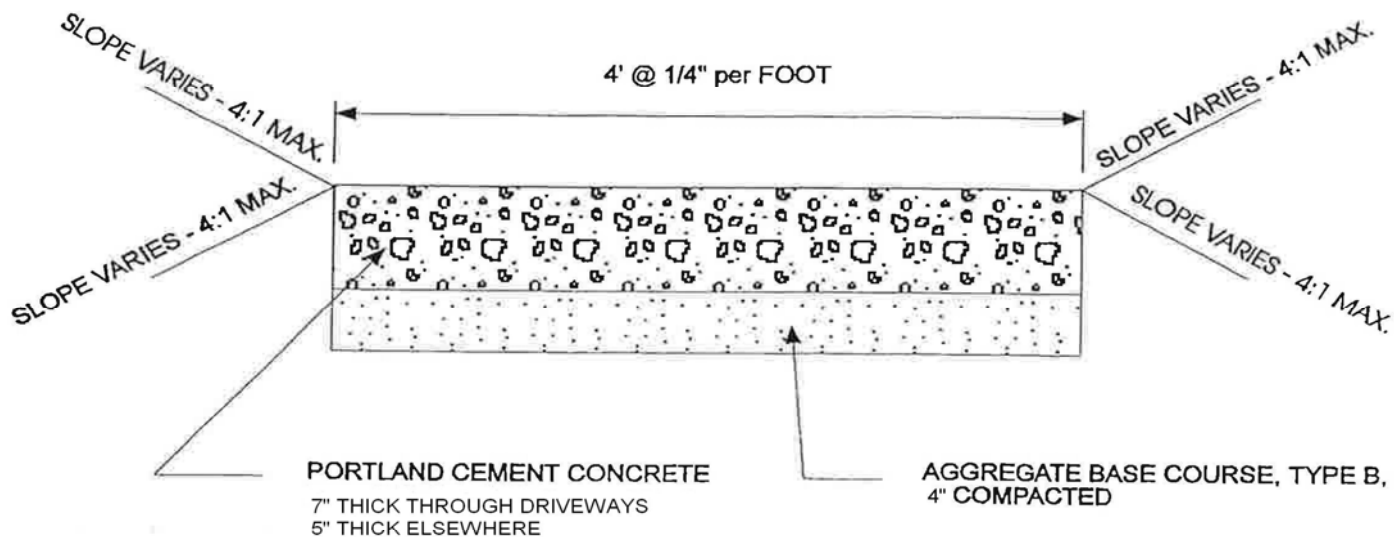
NTS



EXTERNAL CHIMNEY SEAL

2/10/2011

City of Geneva Standard Detail



NTS

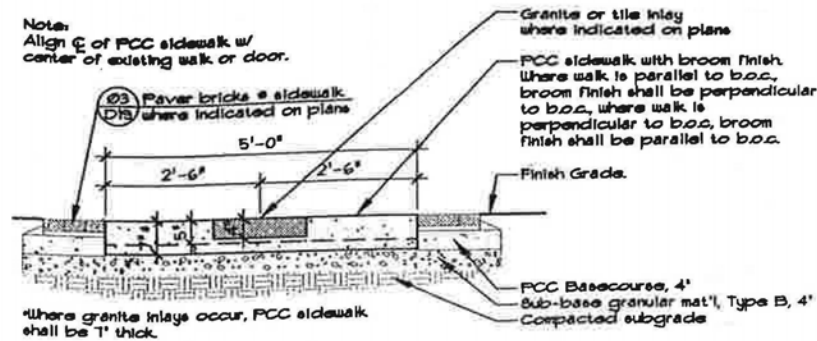


SIDEWALK

2/10/2011

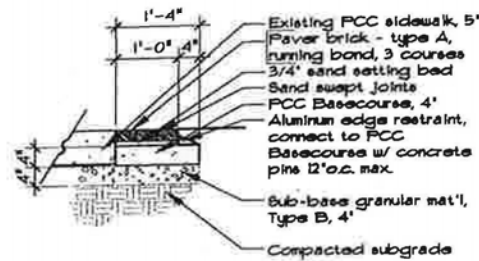
City of Geneva Standard Detail

Note:  
Align C of PCC sidewalk w/  
center of existing walk or door.



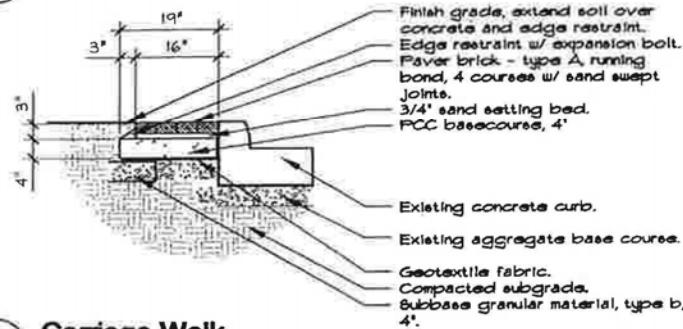
### PCC Sidewalk

SW-section  
3/4" = 1'-0"



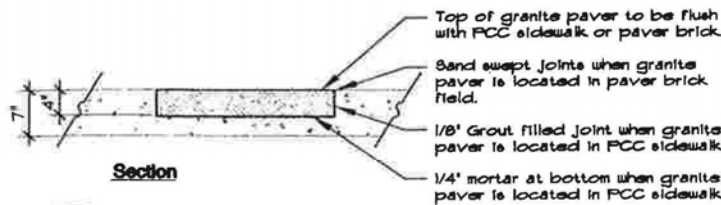
### Paver Brick @ Sidewalk

SW-Pav&Band  
3/4" = 1'-0"

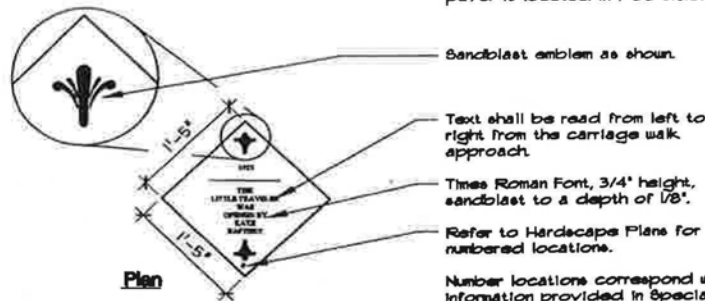


### Carriage Walk

carriage walk section  
3/4" = 1'-0"



### Section



### Granite Inlay

Granite inlay  
1" = 1'-0"

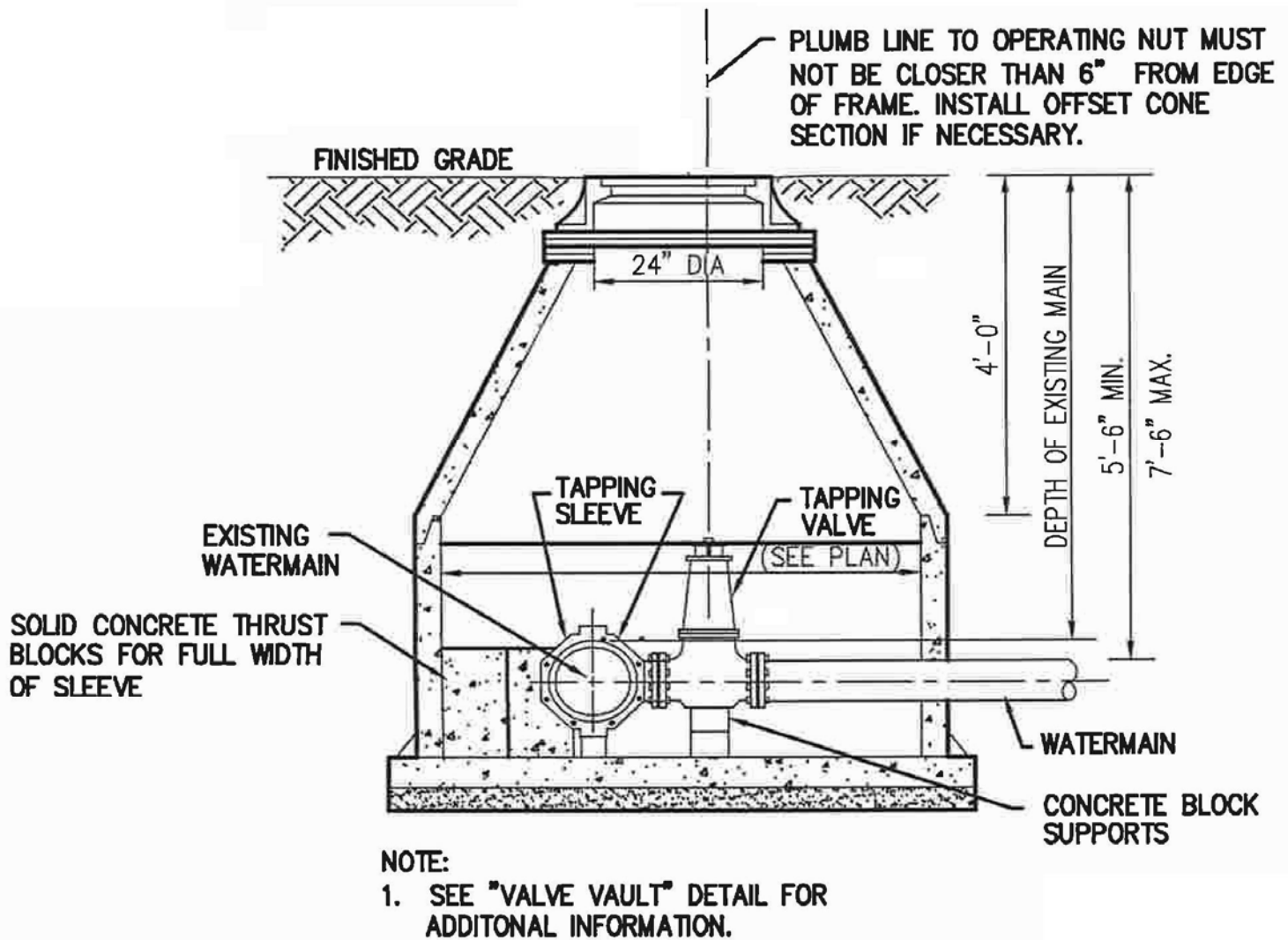
NTS



SIDEWALK BRICK PAVER  
RIBBON

2/10/2011

City of Geneva Standard Detail



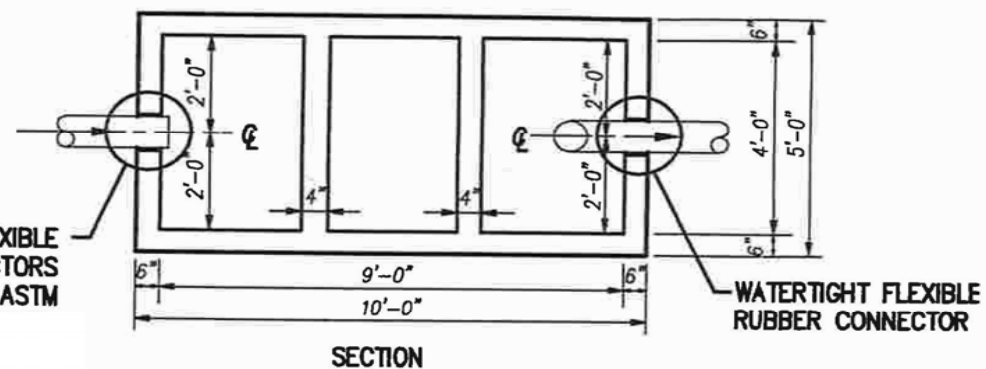
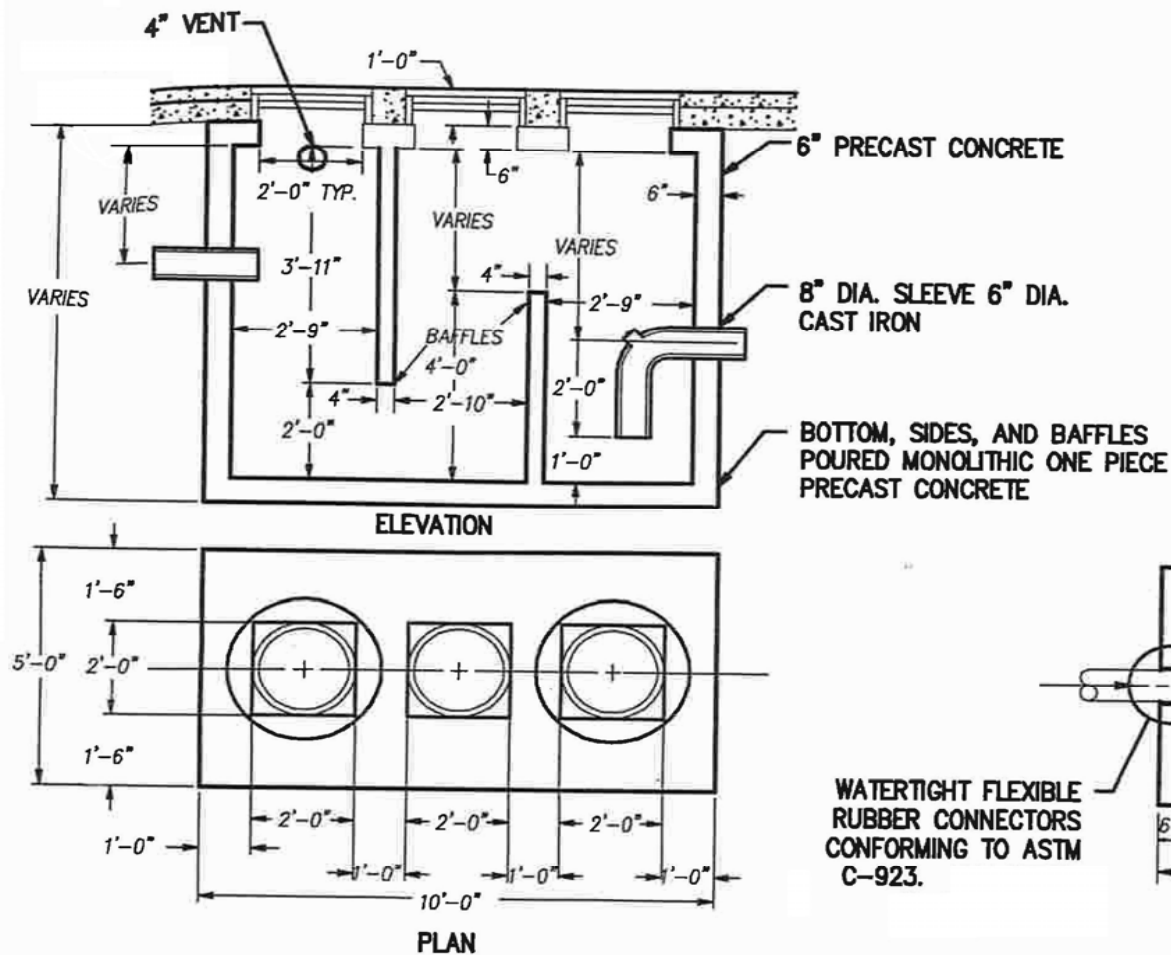
NTS



WATERMAIN PRESSURE  
CONNECTION

2/10/2011

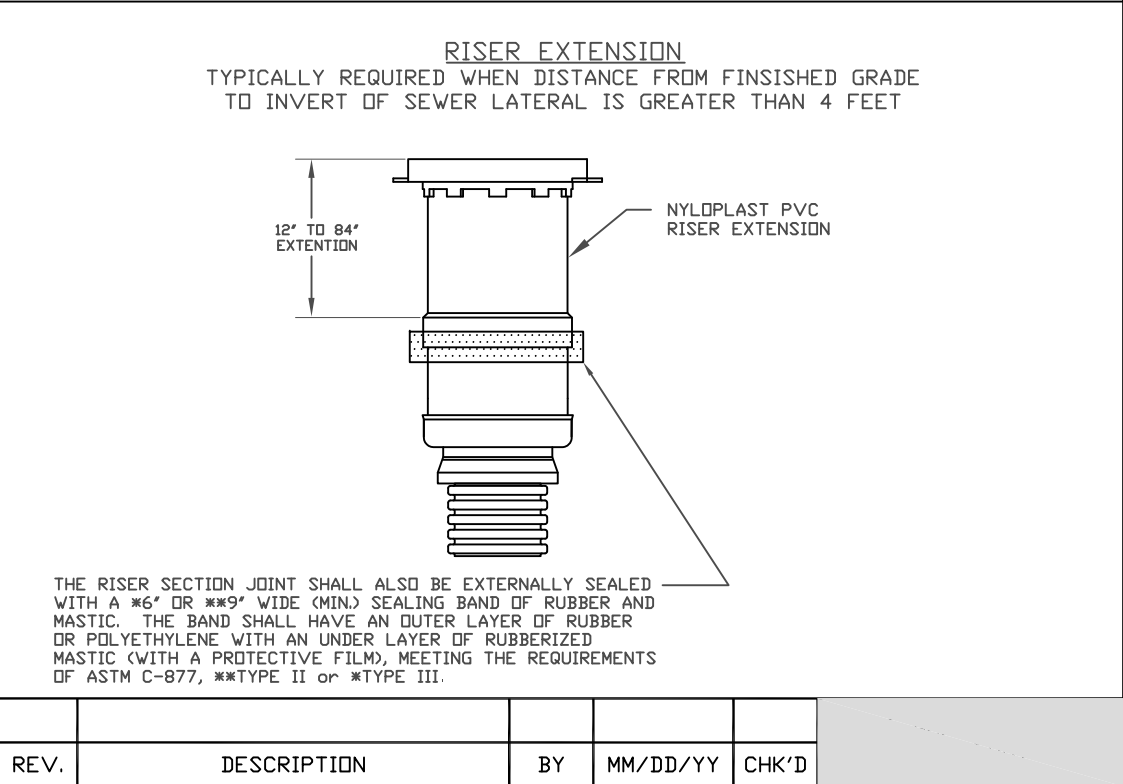
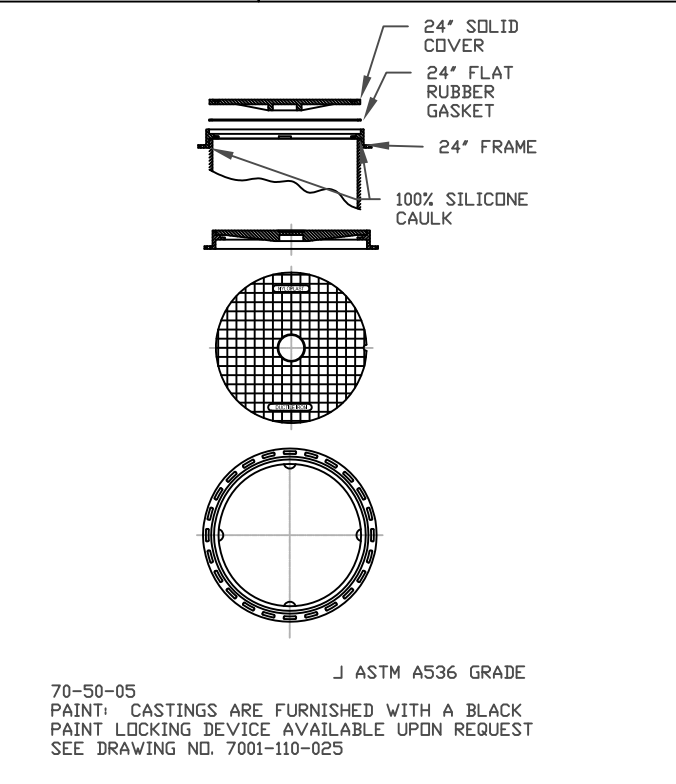
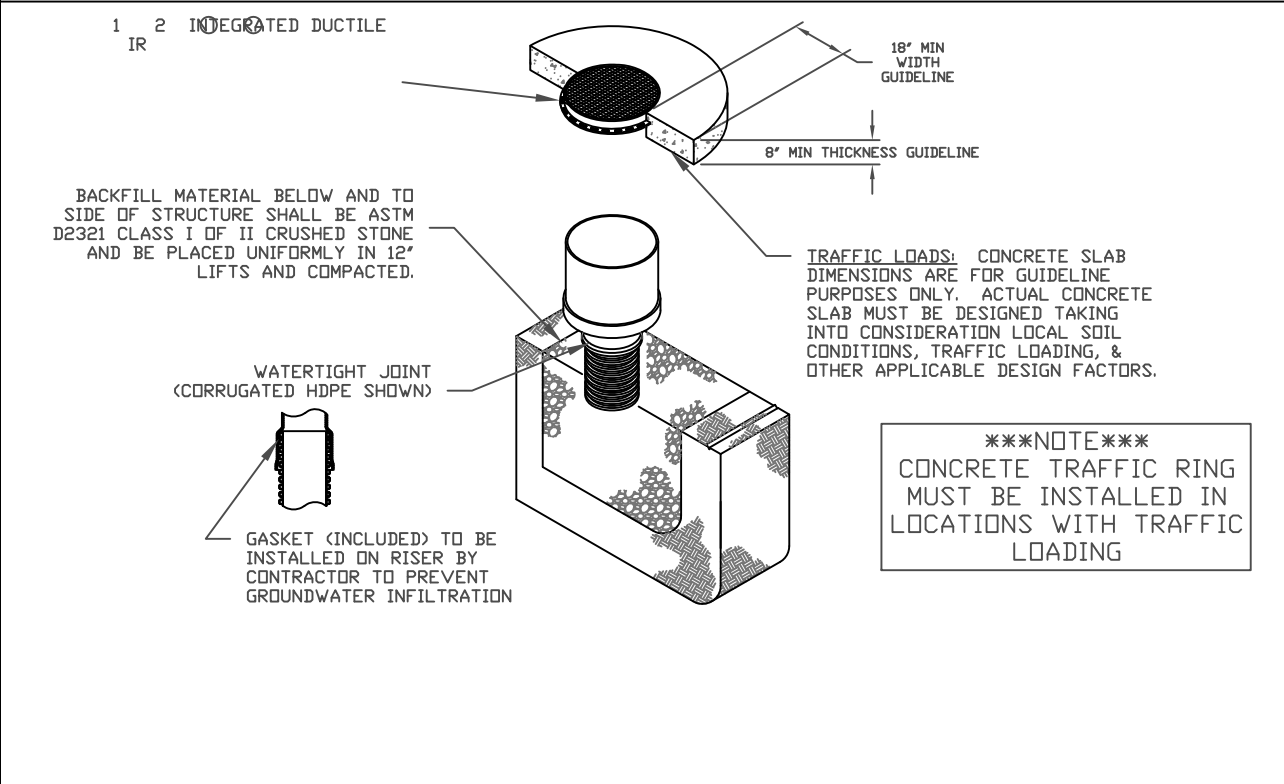
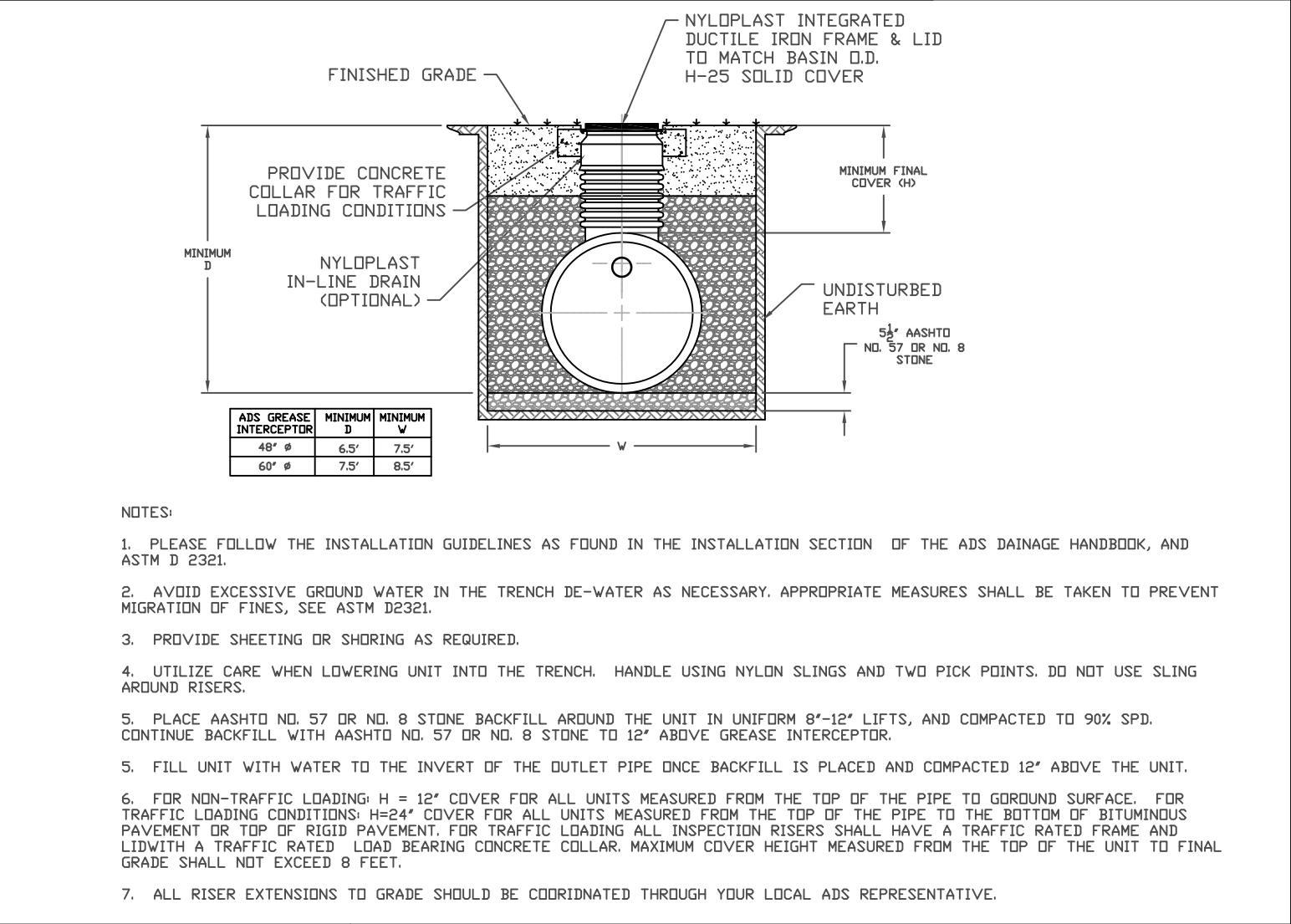
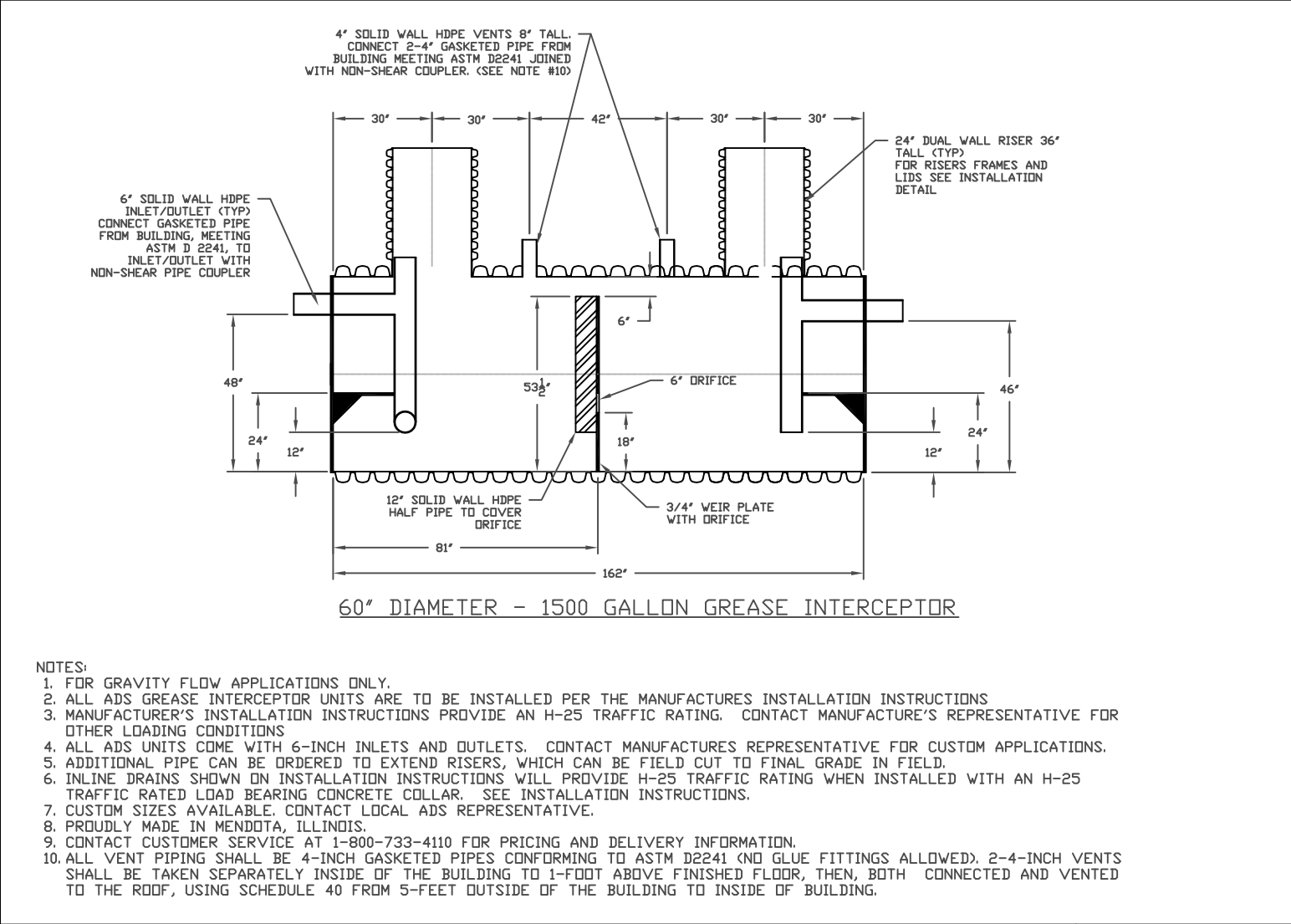
City of Geneva Standard Detail

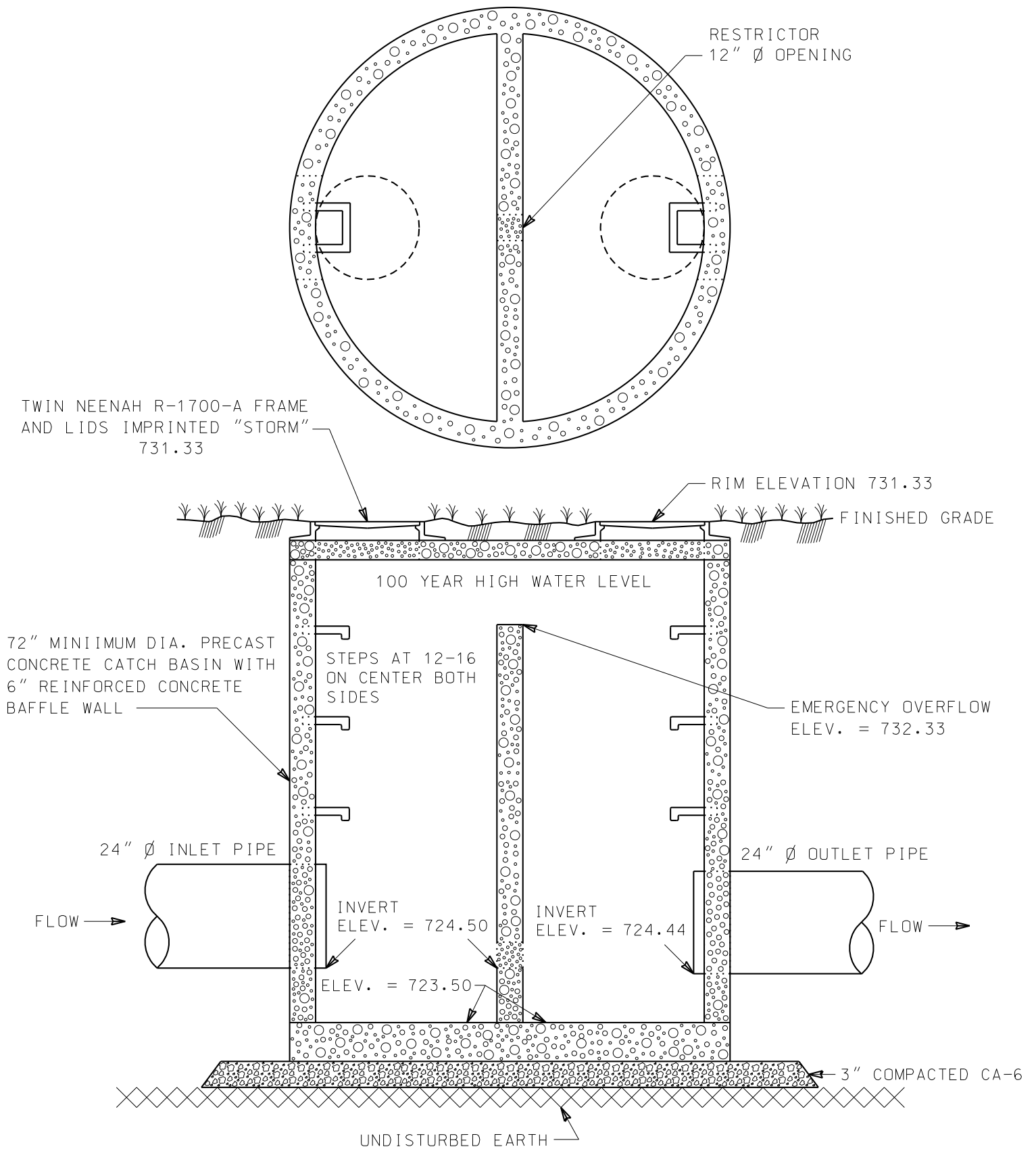


PRECAST GREASE TRAP 1500  
GAL

2/10/2011

City of Geneva Standard Detail





# RESTRICTOR DETAIL

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NOT TO SCALE

***EXHIBIT I***

**KANE COUNTY ROAD IMPROVEMENT IMPACT FEE**

SEE ATTACHED

# ROAD IMPACT FEE APPLICATION

## Instructions

In accordance with Kane County Ordinance No. 22-27, a road impact fee is assessed for all new development in Kane County. Through the Impact Fee Program, new development pays a fair share of the cost of County highway improvements as defined in the [\*Comprehensive Road Improvement Program \(CRIP\)\*](#).

All new development is required to complete this Road Impact Fee Application. The completed Application should be submitted to the Kane County Division of Transportation. DO NOT SEND PAYMENT. Upon receipt of the completed Application, the County will assess the impact fee and respond to the contact person identified on the Application. Additional information can be found in the Impact Fee Procedures Manual available on the County's website

### I. APPLICANT INFORMATION

- Please complete all fields.
- The Applicant is the person or organization who owns the development. The contact (if different from the Applicant) should be a person who can answer questions regarding the Application.
- Please provide an email address to facilitate communications regarding the Application.

### II. PROPERTY INFORMATION

- Provide the lot number, subdivision name and unit/phase/neighborhood number as applicable for recorded subdivisions or Planned Unit Developments (PUD's). Also include the original plat or plat number recorded with the County. Provide a copy of the municipal ordinance approving the subdivision or PUD.
- Section, township and range information can be found on the plat of survey. A copy of the plat of survey must be included with submittal of the Application.
- New development shall be assessed an impact fee under the Ordinance in effect at the time site specific development approval was received. Additional information regarding site specific development approval is provided in Section 2 of the Impact Fee Procedures Manual.

### III. PRINCIPAL BUILDING USE

- Unless a building has both residential and non-residential areas, please check only one box.
- The principal use of the building should be identified. For example, an industrial building with a nominal amount of office space would be considered industrial, and the office portion should be included in the gross square footage of the building. A multi-unit retail building that could include a restaurant would be considered general retail. Buildings located on outlots in a retail center should be identified by the principal use of the building.
- For non-residential buildings, provide a copy of the site plan and floor plan for each floor (in PDF format), and a signed and sealed letter from the architect certifying the gross square footage of the building.

### IV. OPTIONAL DATA FOR ASSESSMENT

- Please refer to the Impact Fee Procedures Manual for:
  - A list of uses exempt from impact fee payment
  - Demolition credits
  - Discounts
- If the Applicant has previously entered into an Impact Fee Payment Agreement or Improvement Credit Agreement with the County, and desires to apply credits against this Application, please so note and identify the agreement number.



## Road Impact Fee Application

Please read the instructions on preceding page carefully before completing the application form.

**Kane County Division of Transportation**  
41W011 Burlington Road  
Campton Hills, IL 60175  
Phone: (630) 845-3798 | Fax: (630) 584-5265  
Email: LisaLarson@co.kane.il.us

**Office Use Only**  
Date Received:  
  
Application #:

### APPLICANT INFORMATION

|                      |        |
|----------------------|--------|
| Applicant Name:      |        |
| Address:             |        |
| City, State, ZIP:    |        |
| Contact Name:        | Email: |
| Phone:               | Fax:   |
| Contact (Architect): |        |
| Contact (Engineer):  |        |

### PROPERTY INFORMATION (Please answer all)

|                                                  |        |                            |                  |         |
|--------------------------------------------------|--------|----------------------------|------------------|---------|
| Lot:                                             | Block: | Subdivision:               |                  |         |
| Quarter/Half Section:                            |        | Section#:                  | Township#:       | Range#: |
| Tax Parcel Index Number(s) (e.g. 09-01-100-014): |        |                            | Final Plat Date: |         |
| Site Address:                                    |        |                            |                  |         |
| Building Permit Issuing Agency:                  |        | Development Approval Date: |                  |         |

### PRINCIPAL BUILDING USE

|                               |                        |                                   |              |
|-------------------------------|------------------------|-----------------------------------|--------------|
| Single Family Detached        | <i>Dwelling Units:</i> | Warehousing/Distribution Terminal | <i>GFA:</i>  |
| Single Family Attached        | <i>Dwelling Units:</i> | Speculative Industrial            | <i>GFA:</i>  |
| Multi-Family Attached         | <i>Dwelling Units:</i> | Light Industrial/Industrial Park  | <i>GFA:</i>  |
| Age Restricted Housing        | <i>Dwelling Units:</i> | Fast Food Restaurant              | <i>GFA:</i>  |
| Retail                        | <i>GFLA:</i>           | Fine Dining Restaurant            | <i>GFA:</i>  |
| Supermarket                   | <i>GFA:</i>            | Day Care                          | <i>GFA:</i>  |
| Convenience Store/Gas Station | <i>Fuel Positions:</i> | Hospital                          | <i>GFA:</i>  |
| General Office                | <i>GFA:</i>            | Nursing Home                      | <i>Beds:</i> |
| Medical-Dental Office         | <i>GFA:</i>            | Hotel/Motel                       | <i>Beds:</i> |
| Office Park                   | <i>GFA:</i>            | Religious Institution             | <i>GFA:</i>  |
| Business Park                 | <i>GFA:</i>            | Other (Specify)                   | <i>GFA:</i>  |

### OPTIONAL DATA FOR ASSESSMENT (Attachments required)

|                                                                          |                                                                                                                           |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| New development is an exempt use.<br><i>Use:</i>                         | Applying for Impact Fee Demolition Credit - existing building(s) on site to be demolished (Procedures Manual Section 4.3) |
| Apply to credits under Credit Agreement.<br><i>CA#:</i>                  | Requesting Individual Assessment - Simplified (Procedures Manual Section 3.5)                                             |
| Applying for Impact Fee Discount Program (Procedures Manual Section 4.1) | Requesting Individual Assessment - Standard (Procedures Manual Section 3.5)                                               |

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# IMPACT FEE DISCOUNT APPLICATION

*Submit this checklist with your Impact Fee Application and any additional documents required on the following pages to determine eligibility for the discount program.*

A new development may be eligible for discount of up to 70% from impact fees assessed in accordance with Section Seven of the Kane County Impact Fee Ordinance (Ordinance No. 22-27), provided the following criteria are satisfied. **Developments using any of the discounts on this Application (also presented in Section Ten of the Ordinance) may not receive additional discounts through the Individual Assessment process.**

## Available Discounts



### MOBILITY OPTIONS DISCOUNT

New development may earn an impact fee discount of up to 20% by encouraging the use of alternative transportation modes.



### MIXED-USE AND HIGHER-DENSITY DEVELOPMENT DISCOUNTS

Mixed-use development with residential and two or more qualifying non-residential land uses may be eligible for a 10% impact fee discount. Higher-density residential development may be eligible for an impact fee discount of up to 30%. To qualify for these discounts, the new development must meet at least one of the criteria for the Mobility Options Discount.



### DOWNTOWN DEVELOPMENT DISCOUNT

New development located within a downtown area is eligible for an impact fee discount of up to 20%. The new development must be located on a redevelopment or infill site.



### INDUSTRIAL DEVELOPMENT DISCOUNT

Industrial new development may receive an impact fee discount of up to 20% for locating on a redevelopment or infill site and including onsite railroad spur access, airport access for freight, or direct access to a state designated truck route.



### SKILLED MANUFACTURING JOB CREATION DISCOUNT

New development that generates skilled manufacturing jobs can apply for an impact fee discount of up to 20%, depending on the number of new jobs created.



### CHARITABLE ORGANIZATION DISCOUNT

Buildings solely owned and occupied by a 501(c)(3)-designated charitable organization may be eligible for up to a 100% discount. The discount is applied only on the traffic impact of the first 50 weekday PM peak hour trips generated by a site.



## 1. MOBILITY OPTIONS DISCOUNT

New development may earn an impact fee discount of up to 20% by encouraging the use of alternative transportation modes.

### CRITERIA

- ☐ **10% Discount** if the new development is within one-quarter mile walking distance from an existing Pace Suburban Bus route.
- ☐ **10% Discount** if the new development is within one-half mile walking distance from an existing Metra station.
- ☐ **10% Discount** if the new development is within one-half mile from a Transit Supportive Corridor.
- ☐ **10% Discount** if the new development is within one-half mile from a local or regional greenway or bicycle trail. The greenway or bicycle trail shall be depicted on the [Kane County Bike Map](#) or Chicago Metropolitan Agency for Planning (CMAP) [Regional Greenways and Trails Plan Map](#).

### SUBMITTAL REQUIREMENTS

With submittal of this Application, the Applicant must provide the following documents in PDF format or as a hard copy:

- ✓ A vicinity map showing the location of new development relative to the existing Pace Suburban Bus route, Metra station, Transit Supportive Corridor, or bicycle facility. The map shall detail the spacing distance between the new development and the alternate transportation option(s).

## 2. MIXED-USE AND HIGHER-DENSITY DEVELOPMENT DISCOUNTS

Mixed-use and higher-density residential developments can earn additional impact fee discounts. To qualify for these discounts, the new development must meet at least one of the four Mobility Options Discount criteria.

### CRITERIA

- ☐ **10% Discount** for Mixed-Use Developments with a residential use and at least two (2) of the following land uses incorporated. Accessory uses within a principal use may not be counted as a separate use. Check all non-residential uses included within the Mixed-Use Development.

|                                                     |                                                              |
|-----------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Parks                      | <input type="checkbox"/> Laundry/dry cleaners                |
| <input type="checkbox"/> Forest preserves           | <input type="checkbox"/> Neighborhood retail centers         |
| <input type="checkbox"/> Community or civic centers | <input type="checkbox"/> Restaurants                         |
| <input type="checkbox"/> Recreation facilities      | <input type="checkbox"/> Pharmacies                          |
| <input type="checkbox"/> Schools or daycare centers | <input type="checkbox"/> Grocery stores                      |
| <input type="checkbox"/> Libraries                  | <input type="checkbox"/> Banks                               |
| <input type="checkbox"/> Places of worship          | <input type="checkbox"/> Medical/dental offices or hospitals |
| <input type="checkbox"/> Post offices               | <input type="checkbox"/> General offices                     |
| <input type="checkbox"/> Convenience stores         |                                                              |



- ☐ Up to a **30% Discount** for Residential Density where the residential new development provides an average density of at least 7 units per acre. Where the Residential Density Discount is applied, the new development shall not be eligible for the Mixed-Use Development Density Discount. Check the appropriate density category.
- ☐ **10% Discount** for an average residential density of at least 7 units per acre and no more than 14 units per acre.
- ☐ **20% Discount** for an average residential density of at least 15 units per acre and no more than 28 units per acre.
- ☐ **30% Discount** for an average residential density greater than 29 units per acre.

#### **SUBMITTAL REQUIREMENTS**

With submittal of this Application, the Applicant must provide the following documents in PDF format or as a hard copy:

##### **Mixed-Use Discount**

- ✓ A scaled site plan indicating the size and location of all non-residential trip generators included in the Mixed-Use Development. The site plan shall be consistent with the site specific development approval.

##### **Residential Density Discount**

- ✓ A scaled site plan indicating the residential development (location and unit count), gross floor area of non-residential uses, land area of the new development, and calculated residential density.
- ✓ A plat of subdivision showing the total area encompassed by the new development. The plat of subdivision shall be consistent with the site specific development approval.

### **3. DOWNTOWN DEVELOPMENT DISCOUNT**

Development located within a downtown area is eligible for an impact fee discount of up to 20%.

#### **CRITERIA**

- ☐ **20% Discount** for new development located on an infill or redevelopment site defined in a municipally-adopted downtown subarea, comprehensive plan, or within an established downtown Tax Increment Finance (TIF) district.

#### **SUBMITTAL REQUIREMENTS**

With submittal of this Application, the Applicant must provide the following documents in PDF format or as a hard copy:

- ✓ A scaled vicinity map showing the new development site clearly outlined relative to a downtown subarea, comprehensive plan, or downtown TIF district boundary.

#### 4. INDUSTRIAL DEVELOPMENT DISCOUNT

Industrial new development meeting specific criteria may receive an impact fee discount of up to 20%.

##### CRITERIA

- ☐ **10% Discount** for new development located on a redevelopment or infill site.
- ☐ **10% Discount** for onsite railroad spur access, airport access for freight, or direct access to a state designated truck route.

##### SUBMITTAL REQUIREMENTS

With submittal of this Application, the Applicant must provide the following documents in PDF format or as a hard copy:

- ✓ A scaled vicinity map showing the new development site clearly outlined as a redevelopment or infill site.
- ✓ A scaled site plan or vicinity map, as appropriate, demonstrating railroad spur access, airport access, or direct truck route access.

#### 5. SKILLED MANUFACTURING JOB CREATION DISCOUNT

New development that generates skilled manufacturing jobs can apply for an impact fee discount of up to 20%. Only new development categorized as Light Industrial/Industrial Park (or a closely-related land use category on the Impact Fee Schedule) is eligible to receive this discount. Any new development within the Speculative Industrial category on the Impact Fee Schedule is not eligible for this discount. Skilled manufacturing jobs are defined and classified as follows:

- Highly trained, educated, or experienced employees that can complete more complex mental or physical tasks on the job.
- Often specialized and may require a prolonged period of training and experience.
- Skills in science, technology, engineering, and math (STEM) are essential in many industries.

##### CRITERIA

- ☐ **10% Discount** for 1-100 jobs created
- ☐ **20% Discount** for 101 or more jobs created

##### SUBMITTAL REQUIREMENTS

With submittal of this Application, the Applicant must provide the following documents in PDF format or as a hard copy:

- ✓ Written verification of estimated job creation from the permitting agency or municipality, local economic development organization, or local workforce development board.

## 6. CHARITABLE ORGANIZATION DISCOUNT

Buildings solely owned and occupied by a 501(c)(3)-designated charitable organization may be eligible for up to a 100% discount in the impact fee assessed. The discount is applied only on the traffic impact of the first 50 weekday PM peak hour trips generated by a site. Please refer to Section Three of the Procedure Manual for more detail regarding calculating this discount.

### CRITERIA

- ☐ If the total traffic generated by the site, including traffic generated by any existing buildings and new development, is less than or equal to 50 weekday PM peak hour trips, the new development shall receive a **100% discount** on gross impact fee.
- ☐ If the traffic generated on the site prior to construction of the new development is less than or equal to 50 weekday PM peak hour trips, but the total site traffic including the new development is greater than 50 weekday PM peak hour trips, the new development shall receive an impact fee **discount calculated using a formula**. Please refer to Section Three of the Procedure Manual for the most current formula.
- ☐ If the traffic generated on the site prior to construction of the new development is greater than 50 weekdays PM peak hour trips, **no discount** for charitable organizations shall be applied.

### SUBMITTAL REQUIREMENTS

With submittal of this Application, the Applicant must provide the following documents in PDF format or as a hard copy:

- ✓ A copy of the charitable organization's most recent IRS determination letter.
- ✓ A letter from the organization's chief executive officer stating that the new development will be solely owned and occupied by the charitable organization.
- ✓ Trip generation estimate for the new development, prepared by a Professional Traffic Operations Engineer (PTOE) licensed in the state of Illinois.

## Discount Application Process

In order to receive the impact fee discounts described in this checklist and in Section Ten of the Impact Fee Ordinance, the Applicant shall submit a completed Impact Fee Discount Application, including relevant submittal requirements as defined on the previous pages, to the Division of Transportation Impact Fee Coordinator.

Within fifteen (15) working days from the receipt of the Impact Fee Discount Application, the County Engineer shall determine if all pertinent information has been provided by the Applicant.

- If the County Engineer determines that additional documentation is required, the County Engineer shall send a written statement to the Applicant specifying the deficiencies. Until the deficiencies are corrected, the County shall take no further action on the Impact Fee Discount Application.
- When the County Engineer determines that the Application is complete, the County Engineer shall draft an Impact Fee Payment Agreement for the review and approval of the Applicant pursuant to Section Twelve of the Impact Fee Ordinance (Ordinance No. 22-27).



## **Procedure for Determination of a Preliminary Plat of Subdivision**

1. Applicant submits a complete application for a preliminary plat of subdivision (*see Application Requirements for a Preliminary Plat of Subdivision*).
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 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 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 meeting 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. The Planning and Zoning Commission may also vote to impose conditions of approval on preliminary plats of subdivision.
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)*

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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

---

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



**CITY COUNCIL  
MEETING**

| <b>APPLICANT<br/>SUBMITTAL<br/>DEADLINE</b> | <b>REVIEW COMMENTS</b>            | <b>APPLICANT<br/>SUBMITTAL<br/>DEADLINE</b> | <b>REVIEW COMMENTS</b>            | <b>PUBLIC NOTICE<br/>SENT</b> | <b>APPLICANT<br/>SUBMITTAL<br/>DEADLINE</b> | <b>PLANNING &amp;<br/>ZONING<br/>COMMISSION<br/>MEETING</b> |               |
|---------------------------------------------|-----------------------------------|---------------------------------------------|-----------------------------------|-------------------------------|---------------------------------------------|-------------------------------------------------------------|---------------|
| 1st Submittal for Staff<br>Review Due       | 1st Comments Sent to<br>Applicant | 2nd Submittal for Staff<br>Review Due       | 2nd Comments Sent to<br>Applicant | For Public Hearings Only      | For Planning & Zoning<br>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.