

Application Packet for a Sign Variation



Table of Contents

1. Application Requirements for a Sign Variation
2. Exhibit A – Application for a Sign Variation
3. Exhibit B – Standards for a Sign Variation
4. Exhibit C – Property Owner Notification
5. Exhibit D – Affidavit of Accuracy
6. Procedure for Determination of a Sign Variation
7. Planning and Zoning Commission Hearing Schedule
8. Requirements for the Display of Plans at Planning and Zoning Commission Meetings



Application Requirements for a Sign Variation

- A completed and signed copy of the application form, attached hereto as Exhibit A. **(1 copy)**
- A nonrefundable application fee in the amount of five hundred dollars (\$500.00). The Planning and Zoning Commission review process is designed to allow for two (2) iterations of staff review comments. An additional fee of one hundred dollars (\$100.00) shall be required for each subsequent review.
- A deposit in the amount of five hundred dollars (\$500.00) to cover third party costs such as publication of legal notices, preparation of meeting minutes, preparation of public hearing transcripts, and final document recordation. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount. Any remaining balance on a deposit will be refunded in a timely manner once all fees have been paid.
- A typed narrative description of the request and a statement of how the application meets the criteria described in Section 11-14-5A(B) of the Zoning Ordinance, attached hereto as Exhibit B. **(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 sign variation 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 sign variation. The letter shall be dated, signed by the property owner and include the mailing address of the property owner. The original copy of the letter shall be submitted with the application. **(1 copy)**
- A list containing the name and mailing address of the taxpayer of record and Permanent Index Number (P.I.N.) of all properties within five hundred (500) feet of the subject property, including all properties that are separated by a public right-of-way. See Exhibit C. **(1 copy)**
- An affidavit of accuracy signed by the person that created the list of property owners' addresses within five hundred (500) feet of the subject property. Please use Exhibit D as an example or feel free to use Exhibit D itself. The City of Geneva employs a Notary Public at City Hall for your convenience. **(1 copy)**
- Two sets of unsealed, unstuffed, 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

- Drawing of plans specifying the location of the building, structure or lot where the proposed sign(s) is located, dimensions, area, overall height, method of illumination (if any) and light fixture detail, and method of support/attachment. **(3 hard copies and 1 electronic copy)**
- At the discretion of the Building Commissioner, a copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by the Ordinances of the City of Geneva. **(3 hard copies and 1 electronic 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 SIGN VARIATION City of Geneva

Applicant Information

Name _____ Phone _____

Address _____

Fax _____ Email _____

Applicant Proprietary Interest in Property (Documentation Required)

_____ Owner _____ Lessee

_____ Contract Purchaser _____ Other(explain) _____

Property Owner Information (if different from the applicant)

Name _____ Phone _____

Address _____

Fax _____ Email _____

Attorney Information

Name _____ Phone _____

Address _____

Fax _____ Email _____

Property Information

Common Address or General Location _____

Property Index Number (PIN) _____

Zoning District _____ Land Use _____

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 sign variation. I have reviewed the Geneva City Code requirements which relate to this petition and I certify that this application submittal is in conformance with such ordinance(s). I further certify that all the information provided above and the information contained in any documents submitted herewith is true and accurate.

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

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

Signature of Applicant

Date

Signature of Owner, if different from the applicant

Date

EXHIBIT B

STANDARDS FOR SIGN VARIATIONS City of Geneva

Standards for Sign Variations: The applicant must provide a statement with the application and present evidence at the public hearing which demonstrates compliance with each of the following standards:

1. *General Standard:* Carrying out the strict letter of the regulations set forth in Chapter 12 (SIGNS) would create a particular hardship or a practical difficulty not caused by an act or omission of the applicant.
2. *Unusual Physical Limitations:* The subject property or the structure on which the sign is proposed to be located is burdened with an unusual physical limitation, such as an irregular shape, unusual geographic location, exceptional topographical feature, or other extraordinary physical condition, that is particular to the subject property and that is more than merely an inconvenience or cost consideration to the applicant.
3. *Adverse Impacts:* The variation, if granted, would have no adverse impact on any abutting or adjacent property and no adverse impact on the essential character of any part of or all the neighborhood of the subject property.
4. *Public Health And Safety:* The variation, if granted, would have no adverse impact on, and would not endanger, the public health or safety.
5. *Minimum Variation:* The variation requested is the minimum variation necessary for the reasonable use of the land.

Community Development
22 South First Street
Geneva, Illinois 60134



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

EXHIBIT C

PROPERTY OWNER NOTIFICATION

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

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

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

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

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

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

EXHIBIT D

STATE OF ILLINOIS)
)
COUNTY OF _____) SS

AFFIDAVIT

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

Printed Name

Signature

Subscribed and sworn to before me this
____ day of _____, 20__

Notary Public



Procedure for Determination of a Sign Variation

1. Applicant submits a complete application for a Sign Variation (*see Application Requirements for a Sign Variation*).
2. The City Planner will send notice of a filed application within five (5) working days, in writing and by standard mail, to all owners of record within five hundred (500) feet of the subject property.
3. The City Planner routes the complete application to the City's Development Staff for review. The Development Staff is a 14 member team representing the City's Community Development, Economic Development, Administrative Services, Public Works, Fire, and Police departments. The City Planner will forward a single review letter incorporating all of Development Staff's comments to the applicant.
4. The applicant responds to the City's comments by submitting revised plans and a response letter addressing each review comment. The number of copies required for resubmitted documents shall be the same as the number of copies required for the initial submittal. The response letter shall include the City's original review comments. Answers such as "to be provided by others" or "to be submitted separately" are unacceptable.
5. The resubmitted documents are reviewed by the City's Development Staff. The City Planner will forward a single review letter incorporating any additional comments the Development Staff may have. If the application documents are in order, the request will be scheduled for Planning and Zoning Commission consideration. If additional revisions are required, the applicant submittal and staff review process will continue until the documents are deemed sufficient for 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) copies of the revised plans addressing all of staff's review comments. The copies shall be provided to the Community Development Department no less than ten (10) days prior to the scheduled Planning and Zoning Commission hearing date.
8. The Planning and Zoning Commission will conduct the public hearing, at which all interested parties shall have an opportunity to be heard.
9. The Planning and Zoning Commission will hold a second meeting, two (2) weeks from the hearing date, at which the Commissioners will make findings of fact on each of the standards for sign variations (*see Exhibit B*) and vote to recommend approval or denial of the request.
10. City staff will forward the request to the City Council for approval or denial. The City Council meeting is not a public hearing but it is open to the public.



CITY OF GENEVA

2026
PLANNING AND ZONING COMMISSION
MEETING SCHEDULE

Second Thursday

January 8, 2026

February 12, 2026

March 12, 2026

April 9, 2026

May 14, 2026

June 11, 2026

July 9, 2026

August 13, 2026

September 10, 2026

October 8, 2026

November 12, 2026

December 10, 2026

Fourth Thursday

January 22, 2026

February 26, 2026

March 26, 2026

April 23, 2026

May 28, 2026

June 25, 2026

July 23, 2026

August 27, 2026

September 24, 2026

October 22, 2026

No Meeting (Thanksgiving)

No Meeting (Christmas Eve)

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



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

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

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

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

PLANNING AND ZONING COMMISSION SUBMITTAL DEADLINES & MEETING DATES



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

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

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