

Application Packet for Site Plan Review



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Application Requirements for Site Plan Review

- ☐ 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 typed narrative description of the request and a statement of how the request meets the standards described Section 11-14A-10 of the Zoning Ordinance, attached hereto as Exhibit B. **(3 hard copies and 1 electronic copy in PDF format)**
- ☐ The legal description of the subject property submitted electronically in Microsoft WORD format. The legal description 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 site plan review 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 site plan review. The letter shall be dated and 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 site plan drawn to scale and large enough to clearly show all the applicable information required to determine compliance with the Zoning Ordinance. Please refer to the site plan checklist, attached hereto as Exhibit C. **(3 folded 24" x 36" copies and 1 electronic copy submitted in PDF format)**
- ☐ A 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 D. **(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 site lighting and photometric plan, drawn to scale and large enough to clearly show all of the applicable information required by Chapter 11 of the Zoning Ordinance.
(3 folded 24" x 36" 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 completed Stormwater Permit Application, attached hereto as Exhibit E, 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 F.
(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 G. 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 SITE PLAN REVIEW 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 _____

Proposed 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. 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 site plan approval.

Signature of Applicant_____
Date_____
Signature of Owner, if different from the applicant_____
Date

EXHIBIT B

STANDARDS FOR SITE PLANS City of Geneva

Standards for Site Plans: The applicant must provide a statement with the application and present evidence at the Planning and Zoning Commission meeting that the proposed plan addresses those factors listed below which are applicable to the project:

- A. The application shall comply with the provisions of this title and other ordinances of the City and of any other applicable laws.
- B. The plan shall be in reasonable conformity with the Comprehensive Plan.
- C. Reasonable provision shall be made to ensure that development will be served by essential public facilities and services such as highways, streets, parking spaces, police and fire protection, drainage structures, refuse disposal, water and sewers or septic and schools.
- D. Any building or structure shall be reasonably accessible to fire, police, emergency and service vehicles. When deemed necessary for access, emergency vehicle easements shall be provided. The access for fire, police and emergency vehicles shall be unobstructed at all times.
- E. Adequate provision shall be made to ensure the compatibility of the proposed development, including mass, scale, site layout and site design with the character of the surrounding property and the neighborhood, including:
 - 1. Relationships Of Buildings To Sites:
 - a. The site shall be planned to achieve a desirable transition to the street, provide for adequate planting, safe pedestrian movement and off-street parking areas.
 - b. Parking areas should include innovative ways to significantly screen the parking areas from views from public ways.
 - c. Without restricting the permissible limits of the applicable zoning district, the height and scale of each building shall be compatible with its site and existing (or anticipated) adjoining buildings.
 - 2. Building Design:
 - a. Structures shall be in scale and harmonious with adjoining buildings.
 - b. Materials shall be selected for their harmony of the building and adjoining buildings. Materials shall also be selected for suitability to the type buildings and the design in which they are used.
 - c. Materials shall be of durable quality.
 - d. Exterior lighting shall be part of the architectural concept and fixtures, standards and exposed accessories shall be harmonious with the building design.
 - 3. Signs:

- a. Every sign shall be designed as an integral architectural element of the building and site to which it principally relates.
 - b. The colors, material and illumination of every sign shall be compatible and harmonious with the building and site to which it principally relates.
 - c. Each sign shall be compatible with signs on adjoining premises and shall not compete for attention.
- F. Open space provided is configured to make that open space usable, functional and appropriate to the development proposed.
- G. Streets and sidewalks shall, insofar as reasonably practicable, provide access and good traffic circulation to and from adjacent lands, existing streets and sidewalks.
- H. Provision shall be made to ensure that adequate access roads or entrance or exit drives will be provided and will be designed and improved so as to prevent traffic hazards or problems and to minimize traffic congestion in public streets.
- I. Adequate provision shall be made to ensure that the vehicular circulation elements of the proposed development will not create hazards to the safety of vehicular or pedestrian traffic on or off the site, disjointed vehicular or pedestrian circulation paths on or off the site, or undue interference and inconvenience to vehicular and pedestrian travel.
- J. Adequate water mains and fire hydrants shall be provided in accessible places in accordance with good firefighting and fire prevention practice.
- K. Adequate provision shall be made for the collection and disposition of all on- and off-site stormwater and natural water, including, but not limited to, on-site drainage retention facilities.
- L. Adequate provision shall be made for the collection and disposition of sanitary sewage.
- M. Adequate provision shall be made to avoid an increase in hazard to adjacent property from flood, increased runoff or water damage.
- N. The obstruction of natural watercourses shall be prohibited.
- O. Adequate provision shall be made to control the slippage, shifting, erosion, accretion and subsidence of soil.
- P. Adequate provision shall be made to control the slipping and shifting of buildings and structures.
- Q. Adequate provision shall be made to clean, control and otherwise alleviate contamination or environmental hazards on land when the site is in an area found by the director of community development to be contaminated by a toxic substance or otherwise to contain environmental hazards which are detrimental to the public health, safety and welfare.
- R. Adequate provision shall be made to avoid glare of vehicular and stationary lights that would affect the established character of the neighborhood, and to the extent such lights will be visible across from any property line, the performance standards for illumination shall be met.

- S. Adequate provision shall be made to ensure that the location, lighting and type of signs and the relationship of signs to traffic control is appropriate for the site and will not have an adverse affect on any adjacent properties.
- T. Adequate provision shall be made to minimize the impact on existing or developing wetlands.
- U. The requirements of Chapter 10 of the Zoning Ordinance have been met.

EXHIBIT C

SITE PLAN CHECKLIST City of Geneva

Name of Project: _____

Name of Applicant: _____

Review Complete by: _____

The following information must be shown on all site 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 D

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 E

STORMWATER PERMIT APPLICATION
City of Geneva

SEE ATTACHED

PART 2 – FORMS

PART 2 – FORMS

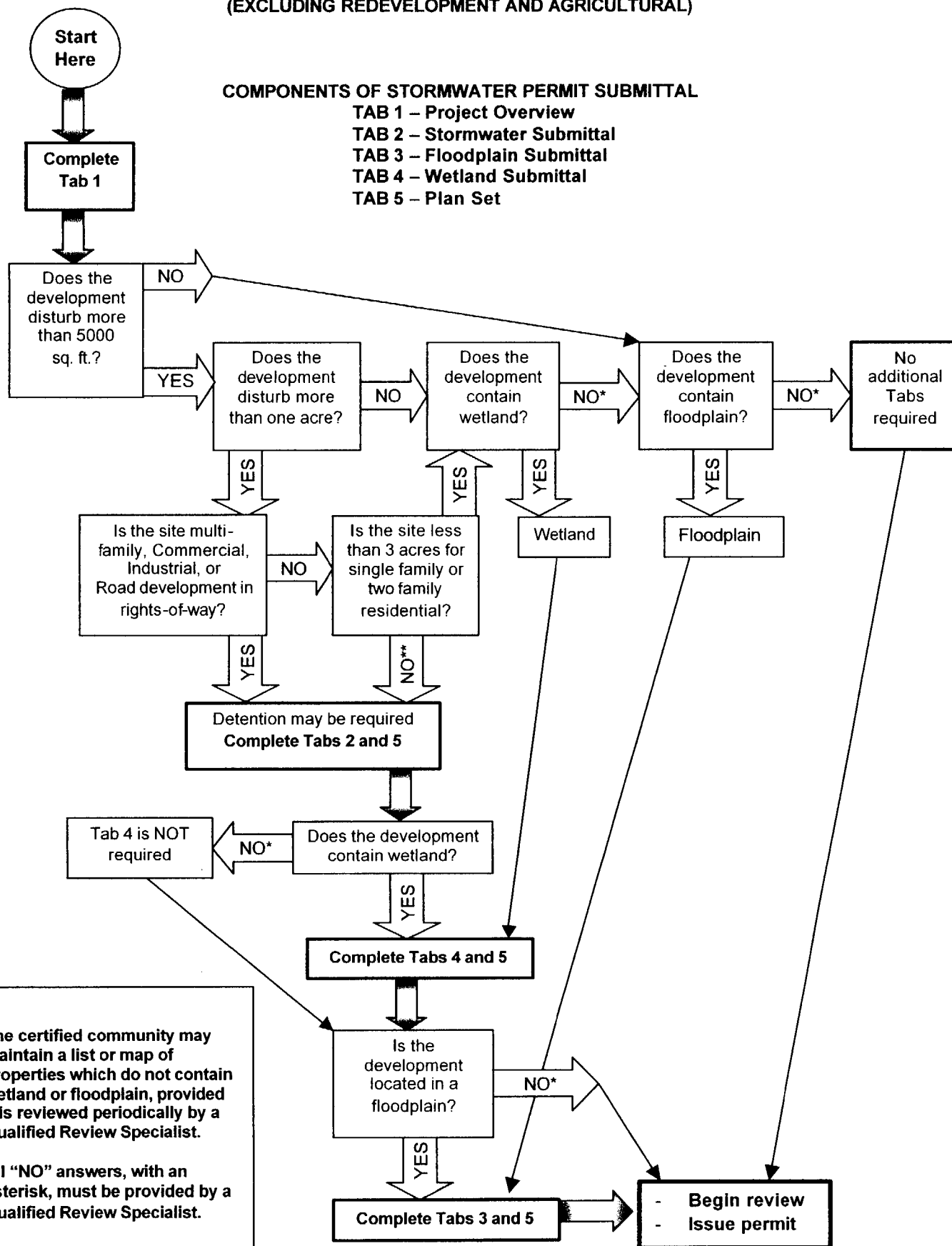
FORMS

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:
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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 _____

1/4, 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.: _____
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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: _____
 Signature of Applicant: _____
 Date: _____

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

PROJECT INFORMATION:

Project Name: _____
 Site Location: _____
 Township, Range: _____
 Site Area (acres): _____

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

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

The site has the following constraints:

Floodplain

? YES

? NO

Floodway

? YES

? NO

Wetlands

? YES

? 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, 202.4, 202.8	
2D	Cross-section data for open channels.	203.14	
2E	Hydraulic grade line and water surface elevations under design conditions.		
2F	Hydraulic grade line and water surface elevations under base flood conditions		
	Site Runoff and Storage Calculations:		
2G	Calculation of hydraulically connected impervious area and corresponding retention volume.	203.7	
2H	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the allowable release rate.	203.2, 203.4	
2I	Documentation of the procedures/assumptions used to calculate on-site depressional storage.	201.8	
2J	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the storage volume.	203.7, 203.8	
2K	Elevation-area-storage data.		
2L	Elevation-discharge data.	203.5	

City of Geneva Stormwater Management Submittal Checklist

TAB 3 – FLOODPLAIN SUBMITTAL

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

City of Geneva Stormwater Management Submittal Checklist

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

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

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?
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 F

**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.

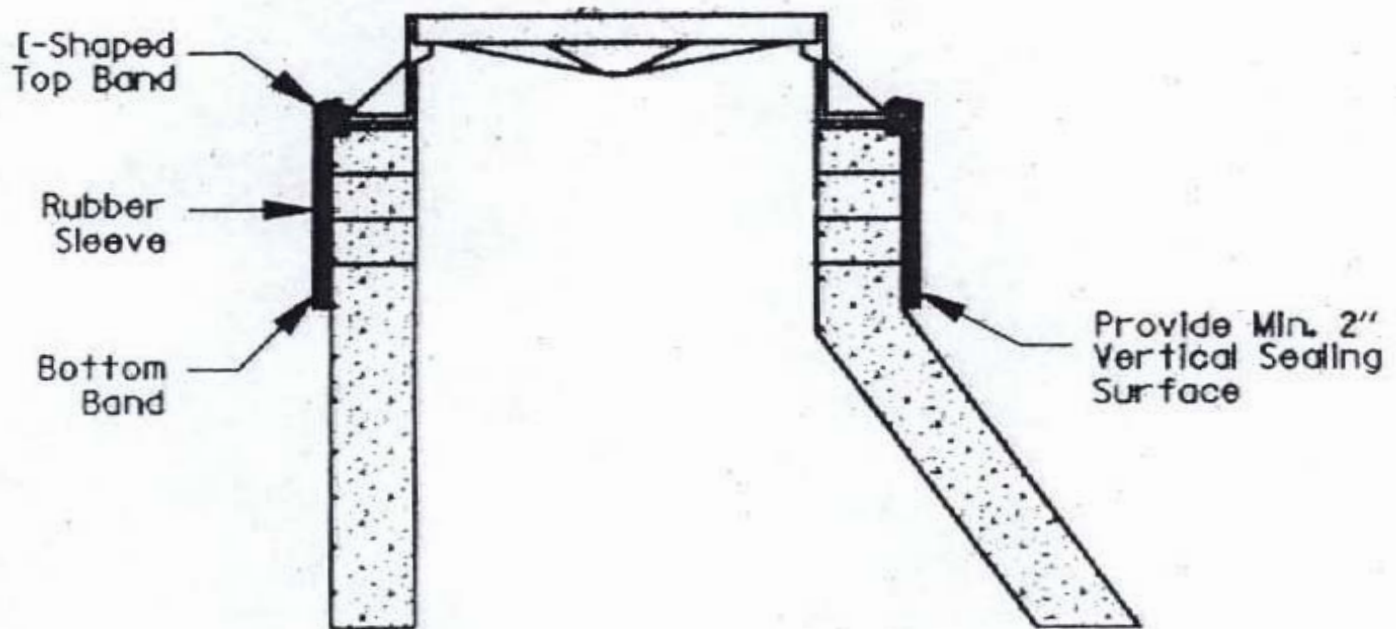
W&S = Standard Specifications for Water and Sewer Construction in Illinois, current edition

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

NRCS = Natural Resource Conservation Service

Geneva = Special Geneva Detail

[illegible]



EXTERNAL CHIMNEY SEAL DETAIL

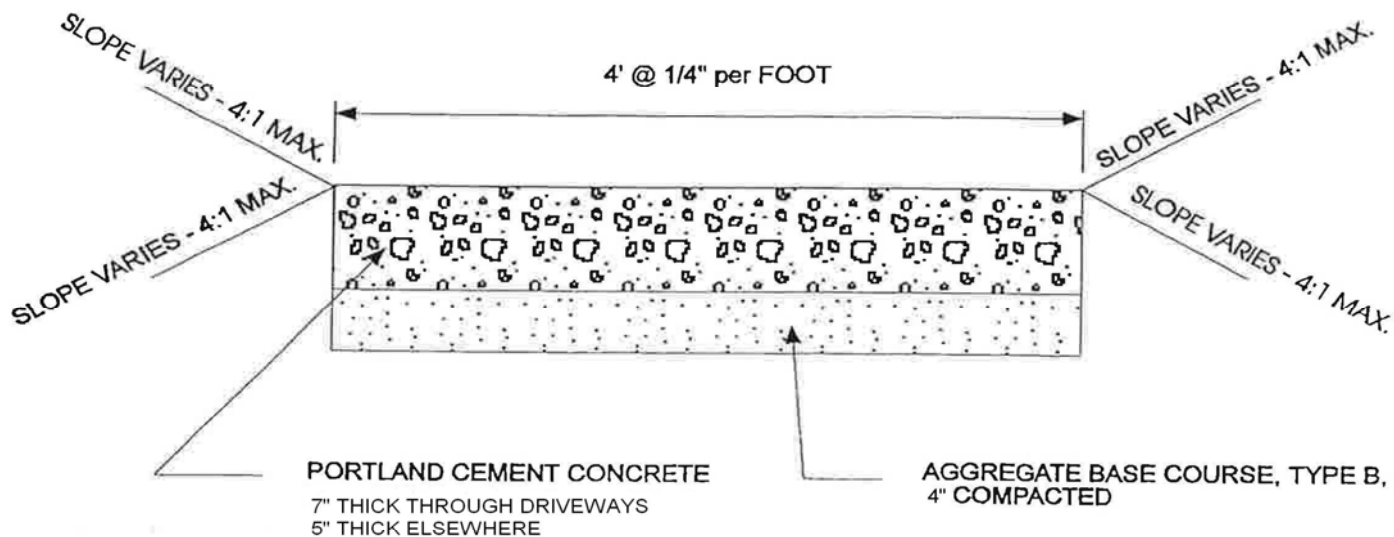
NTS



EXTERNAL CHIMNEY SEAL

2/10/2011

City of Geneva Standard Detail



NTS

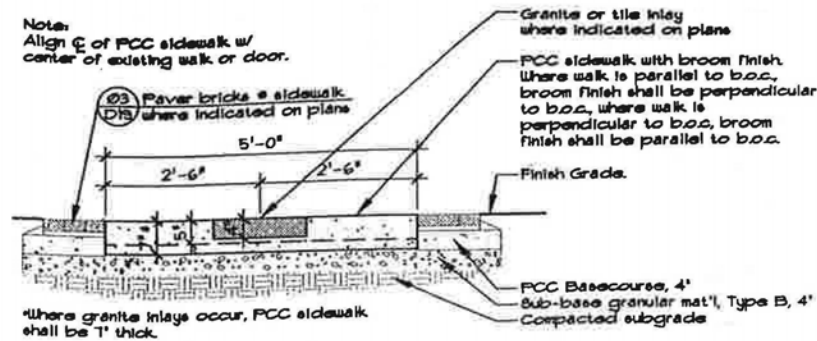


SIDEWALK

2/10/2011

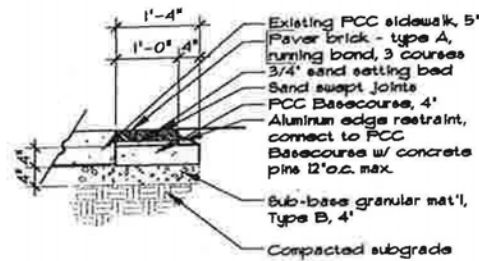
City of Geneva Standard Detail

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



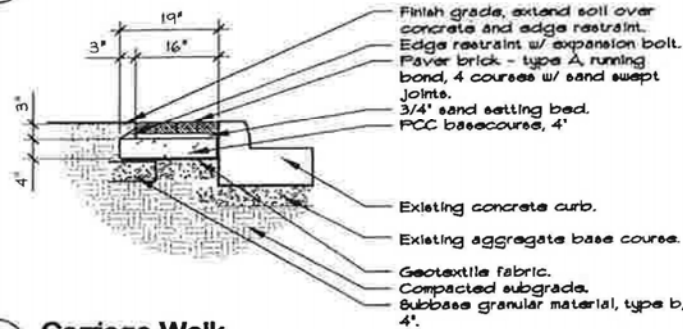
PCC Sidewalk

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



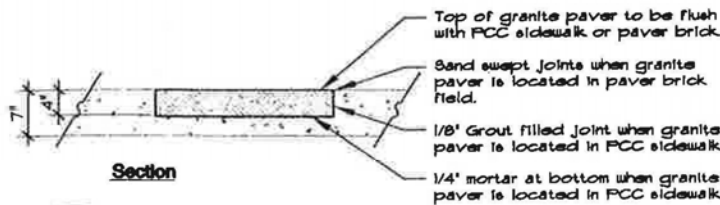
Paver Brick @ Sidewalk

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

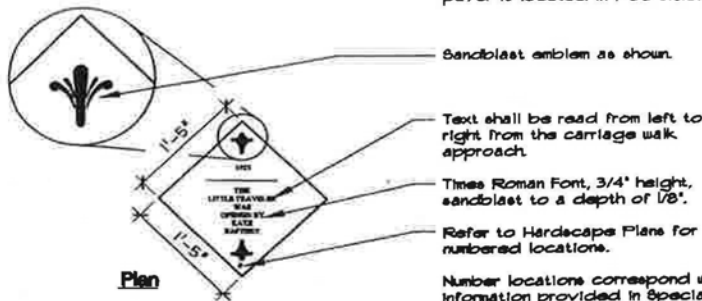


Carriage Walk

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



Section



Granite Inlay

Granite Inlay
1" = 1'-0"

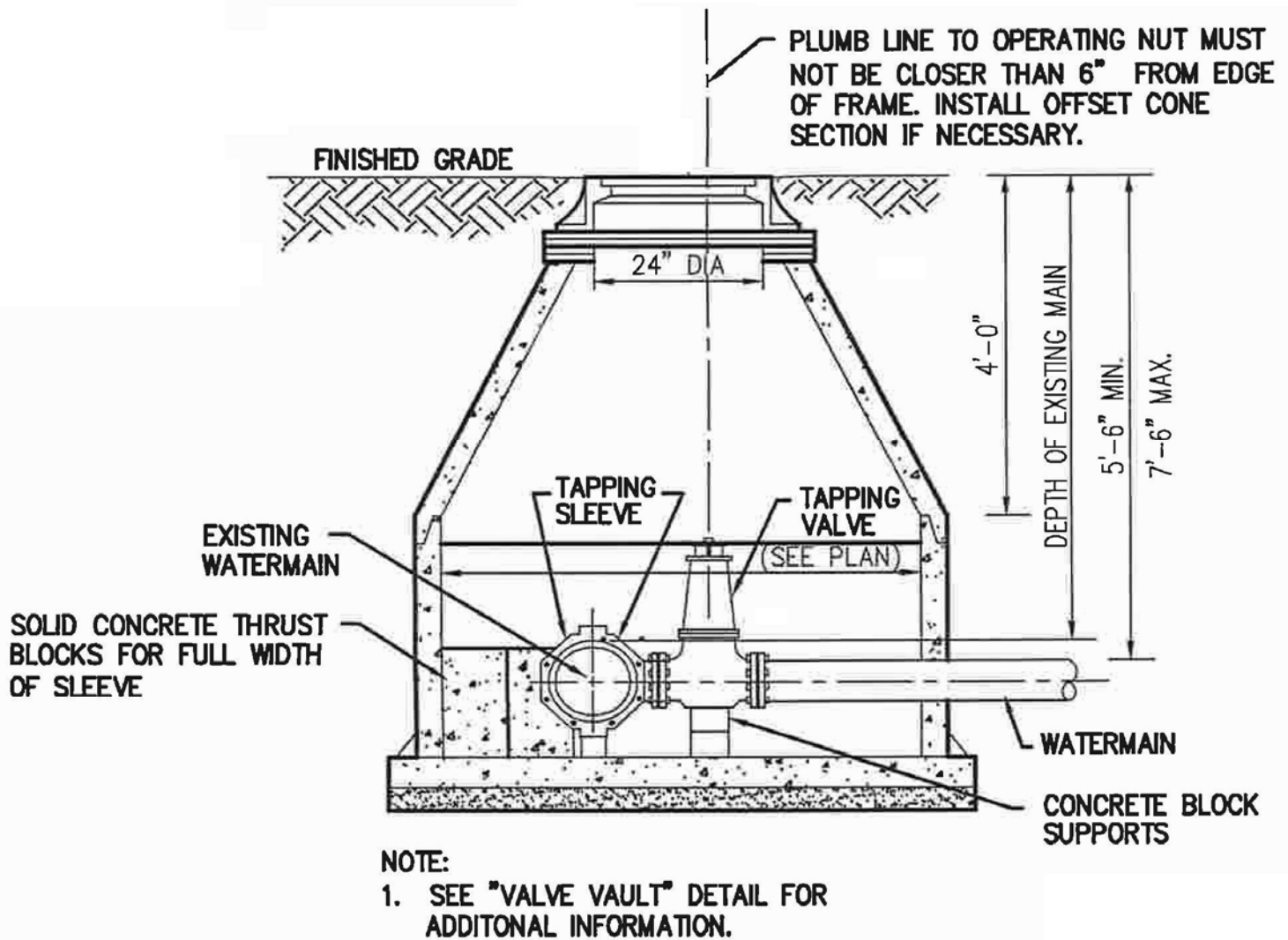
NTS



SIDEWALK BRICK PAVER
RIBBON

2/10/2011

City of Geneva Standard Detail



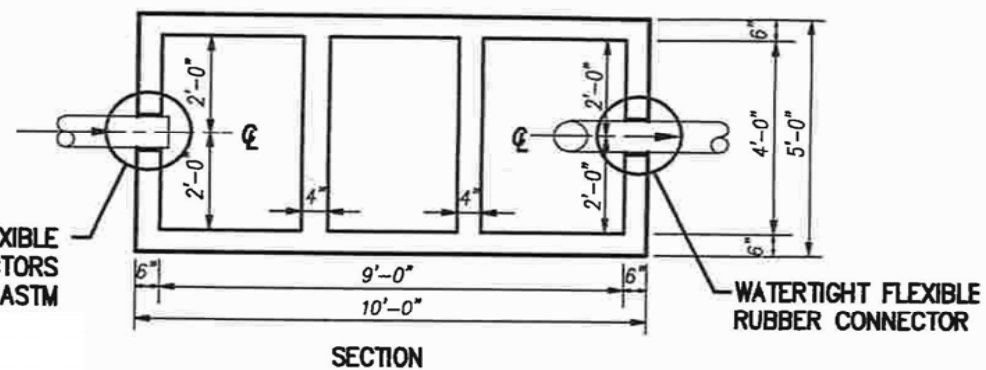
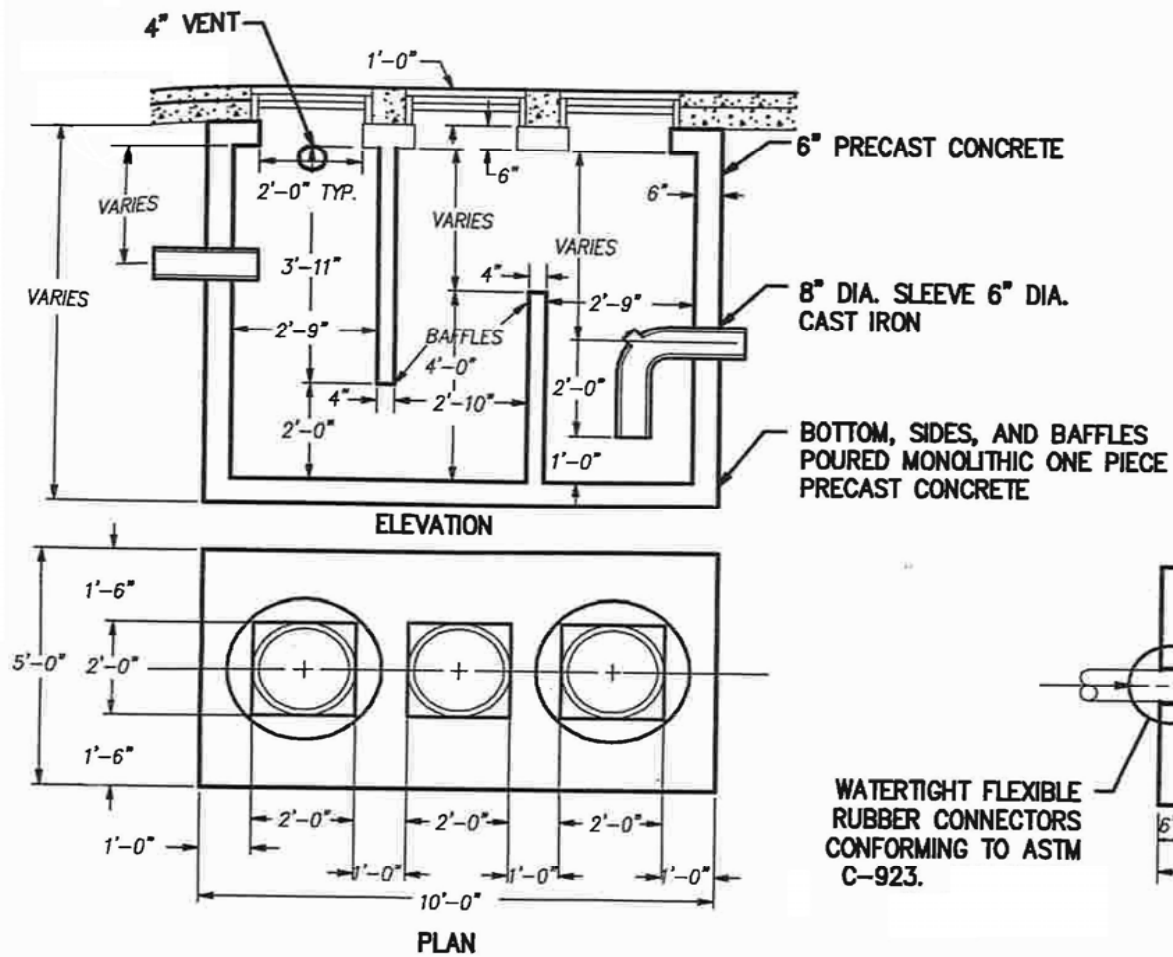
NTS



WATERMAIN PRESSURE
CONNECTION

2/10/2011

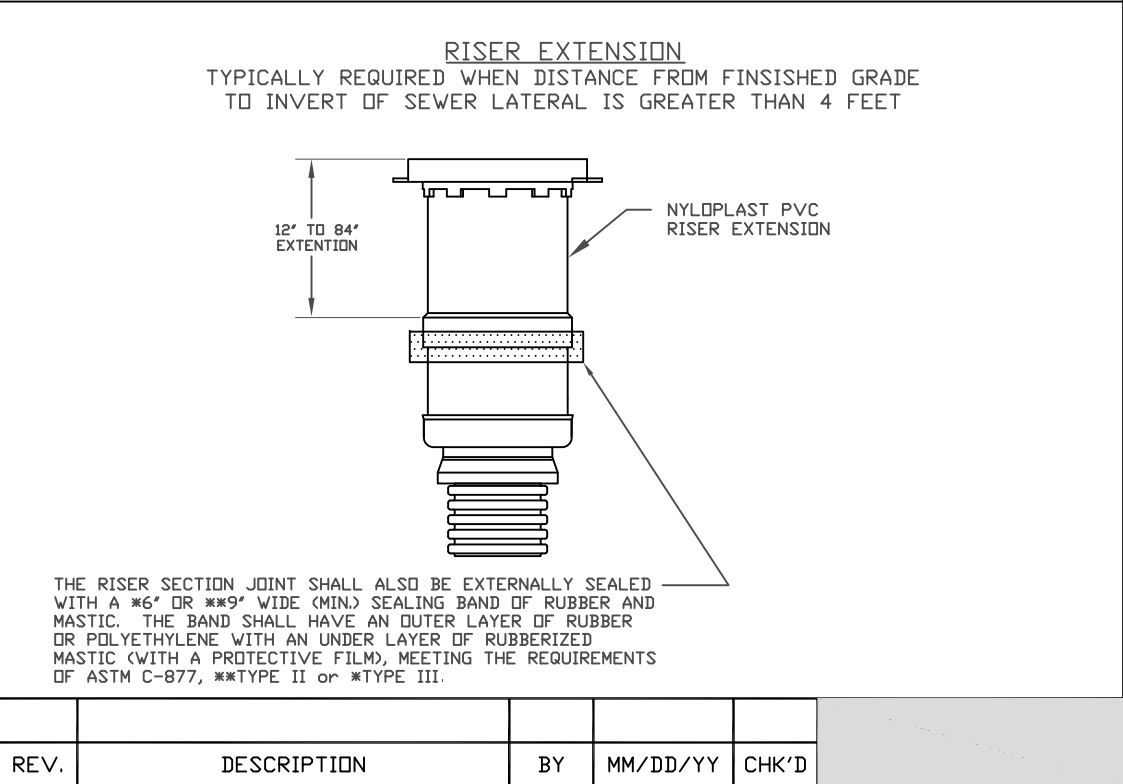
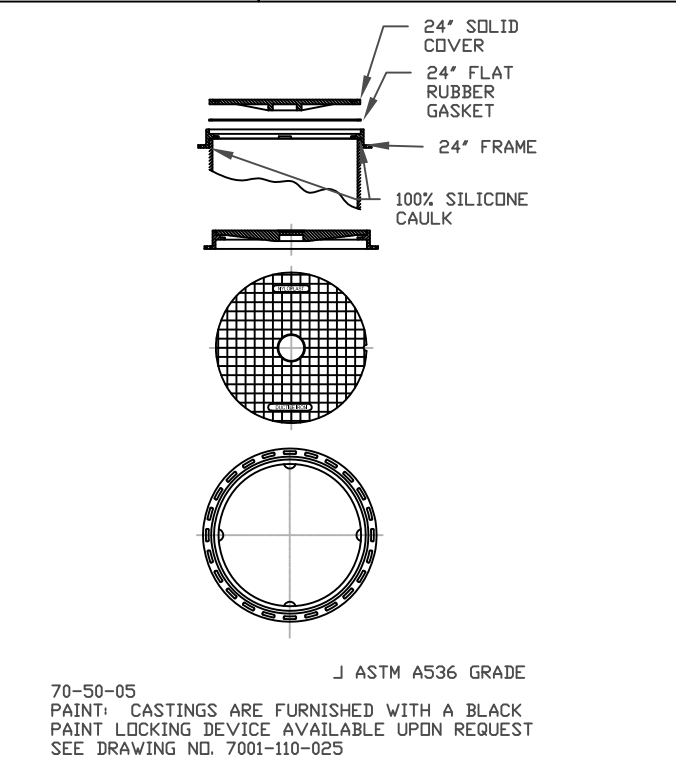
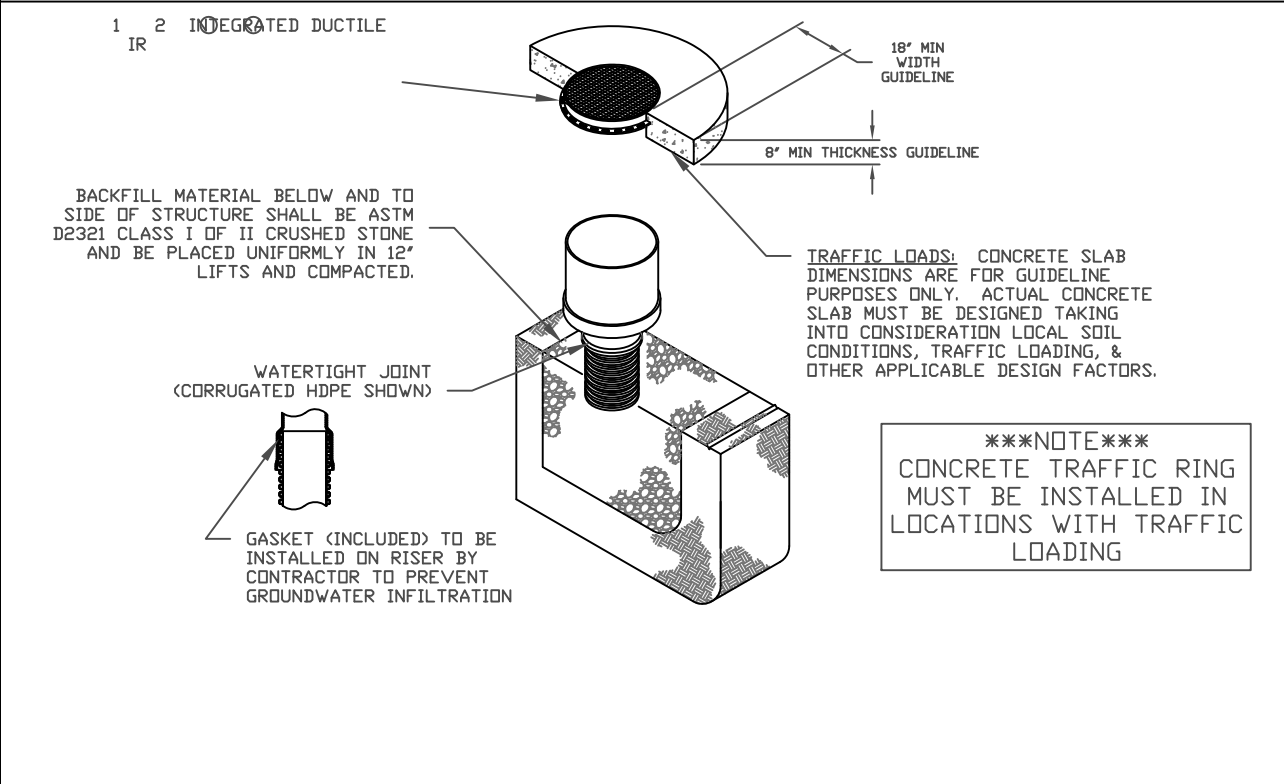
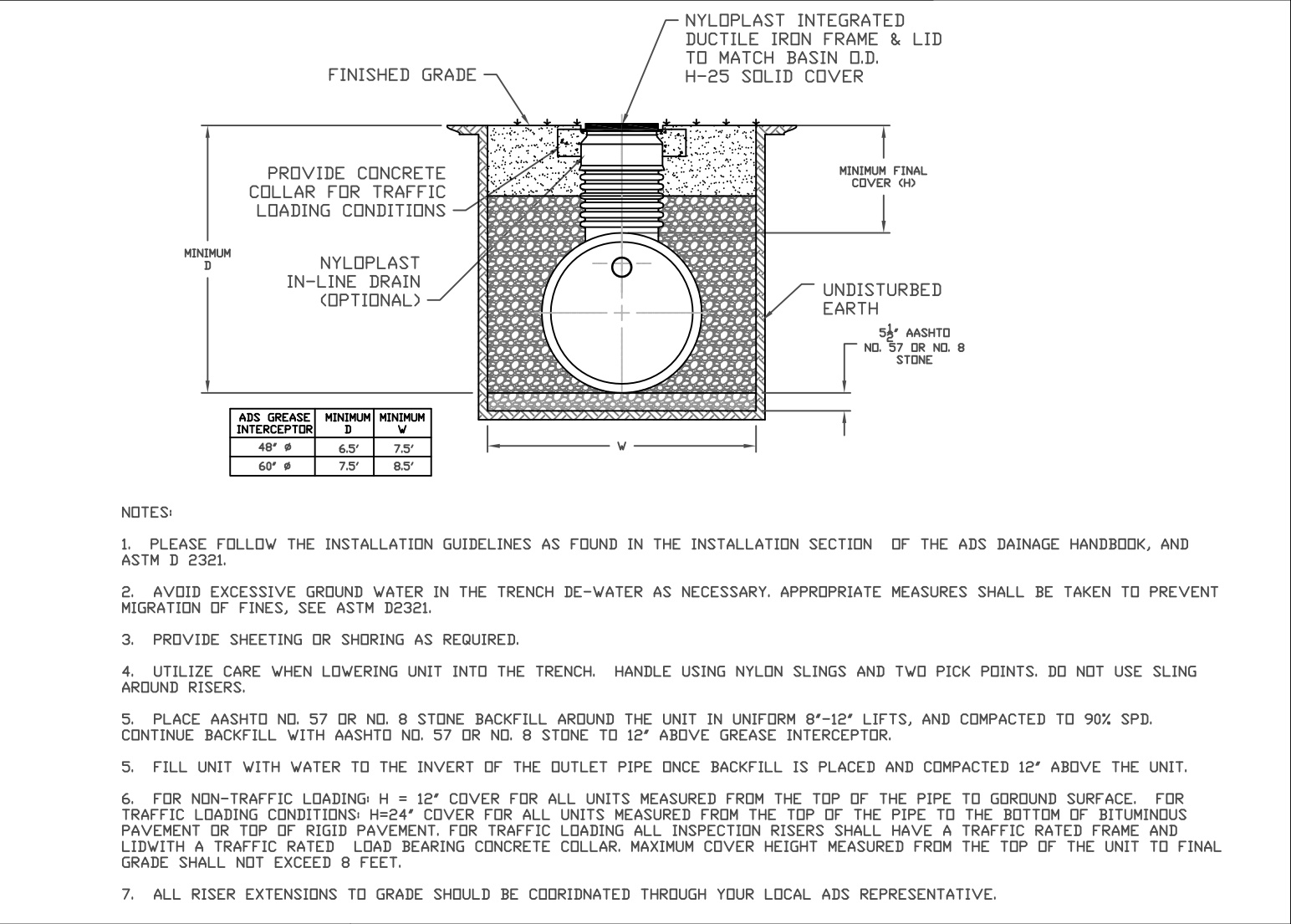
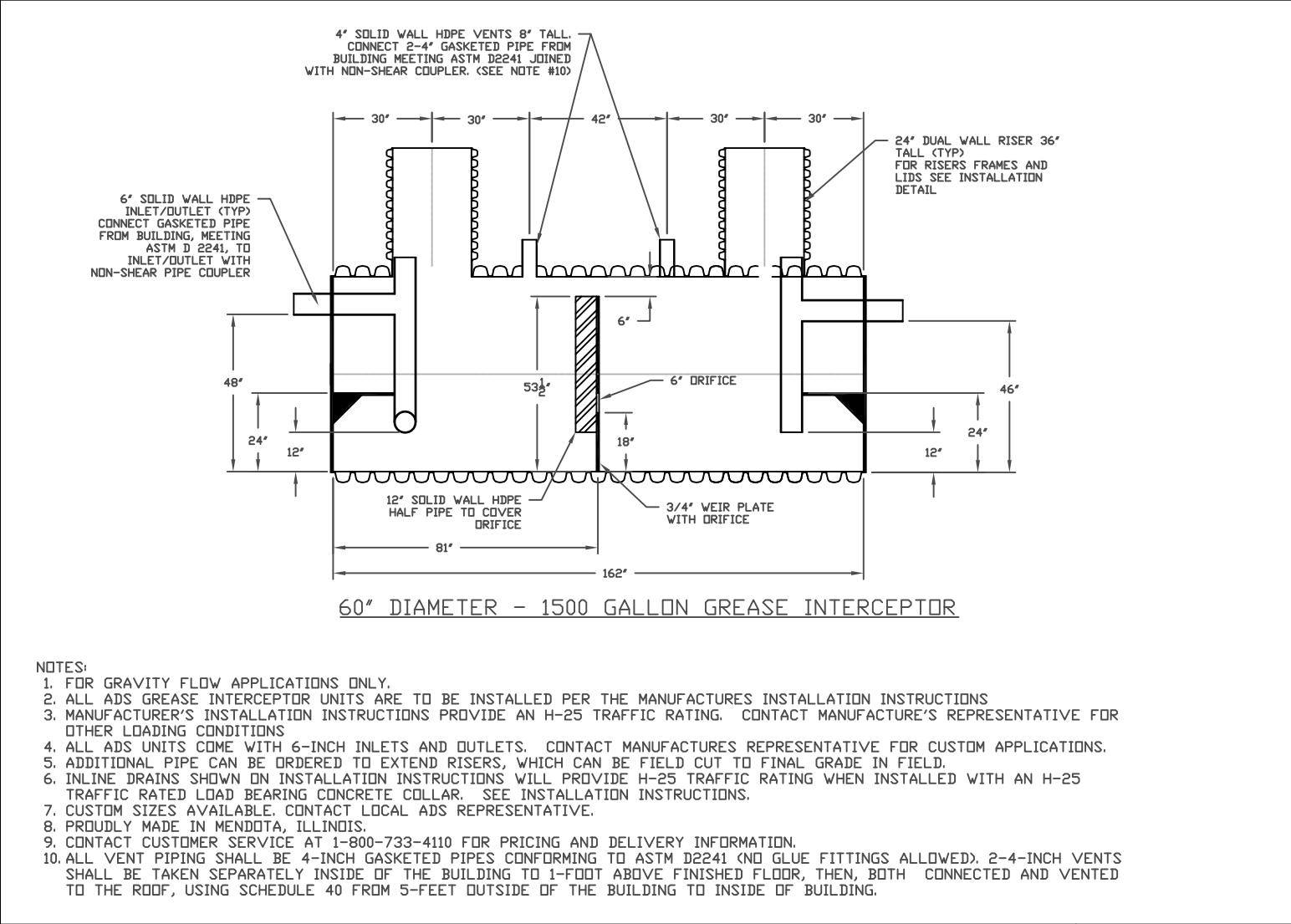
City of Geneva Standard Detail

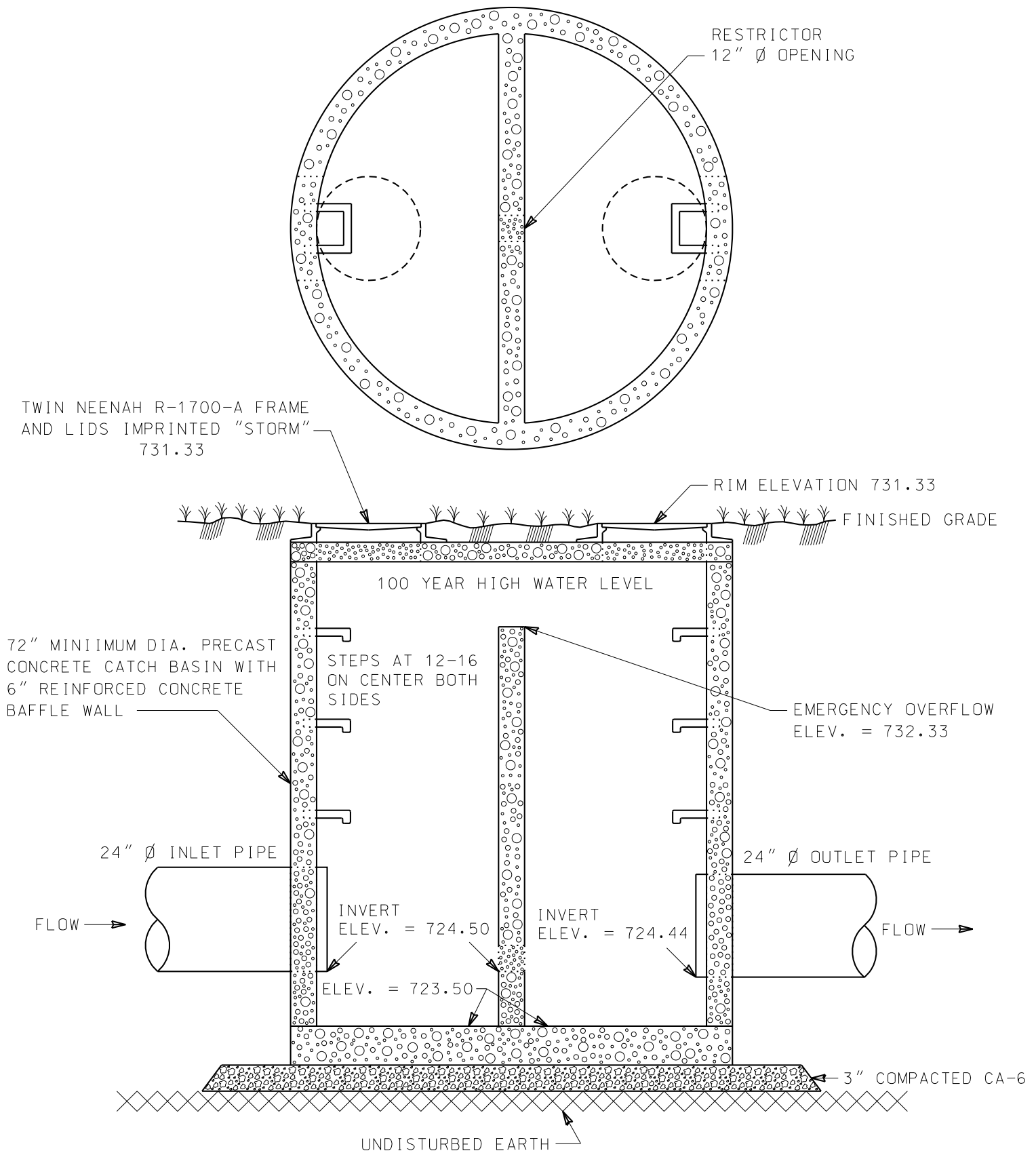


PRECAST GREASE TRAP 1500
GAL

2/10/2011

City of Geneva Standard Detail





RESTRICTOR DETAIL

NOT TO SCALE

EXHIBIT G

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. <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. <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.

- ☐ Parks
- ☐ Forest preserves
- ☐ Community or civic centers
- ☐ Recreation facilities
- ☐ Schools or daycare centers
- ☐ Libraries
- ☐ Places of worship
- ☐ Post offices
- ☐ Convenience stores

- ☐ Laundry/dry cleaners
- ☐ Neighborhood retail centers
- ☐ Restaurants
- ☐ Pharmacies
- ☐ Grocery stores
- ☐ Banks
- ☐ Medical/dental offices or hospitals
- ☐ General offices



- ☐ 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 Site Plan Approval

1. Applicant submits a complete application for Site Plan Review (*see Application Requirements for Site Plan Review*).
2. 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.
3. 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.
4. 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.
5. 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.
6. The Planning and Zoning Commission will conduct a public meeting, at which the Commissioners will make consider the standards for site plans (*see Exhibit B*) and vote to recommend approval or denial of the site plan. The Planning and Zoning Commission may also vote to impose conditions of approval on site plan approvals.
7. 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.

Please note that if the Planning and Zoning Commission recommended approval with conditions, the request will not be scheduled to appear before the Committee of the Whole until all conditions of approval are fulfilled. Revised submittals requiring any staff review must be submitted 10 days prior to the meeting. All late submittals will be moved to the next regularly scheduled meeting.



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



**CITY COUNCIL
MEETING**

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