

Application Packet for a Zoning Ordinance Text Amendment



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Application Requirements for a Zoning Ordinance Text Amendment

- A completed and signed copy of the application form, attached hereto as Exhibit A. **(1 copy)**
- A nonrefundable application fee in the amount of five hundred dollars (\$500.00). The Planning and Zoning Commission review process is designed to allow for two (2) iterations of staff review comments. An additional fee of one hundred dollars (\$100.00) shall be required for each subsequent review.
- A deposit in the amount of five hundred dollars (\$500.00) to cover third party costs such as publication of legal notices, preparation of meeting minutes, preparation of public hearing transcripts, and final document recordation. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount. Any remaining balance on a deposit will be refunded in a timely manner once all fees have been paid.
- A typed narrative description of the request. **(3 hard copies and 1 electronic copy in PDF format)**

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. 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

APPLICATION FOR A ZONING ORDINANCE TEXT AMENDMENT
City of Geneva

Applicant Information

Name _____ Phone _____

Address _____

Fax _____ Email _____

Attorney Information

Name _____ Phone _____

Address _____

Fax _____ Email _____

Proposed Zoning Ordinance Text Amendment

State exactly what text is proposed to be modified. Please cite relevant paragraphs of the Zoning Ordinance by chapter, section, and subsection.

Applicant Certification

I certify that I have received a copy of the submittal requirements, review procedures, and public hearing dates as they relate to this request for a zoning ordinance text amendment. 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.

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 zoning ordinance text amendment.

Signature of Applicant

Date

Signature of Owner, if different from the applicant

Date



Procedure for Determination of a Zoning Text Amendment

1. Applicant submits a complete application for a Zoning Ordinance Text Amendment (*see Application Requirements for a Zoning Ordinance Text Amendment*).
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.
3. The applicant responds to the City's comments by submitting revised documents 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.
4. 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.
5. The City Planner will coordinate the completion of the public hearing notification required by the State of Illinois. Such notice will be published in the Daily Herald no sooner than thirty (30) days and no later than fifteen (15) days prior to the public hearing meeting date.
6. The Planning and Zoning Commission will conduct the public hearing, at which the Commissioners will vote to recommend approval or denial of the Zoning Ordinance Text Amendment.
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.



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.