

# **Application Packet for Planning and Zoning Commission**



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Building and Zoning  
109 James Street  
Geneva, Illinois 60134



Phone: (630) 262-0280  
Fax: (630) 262-0286

## APPLICATION REQUIREMENTS FOR A VARIATION

- A completed and signed copy of the application form, attached hereto as Exhibit A. **(3 hard copies and 1 electronic copy in PDF format)**
- A nonrefundable application fee in the amount of two hundred and fifty (250) dollars for a Single-Family Residential variation or five hundred (500) dollars for a Multi-Family, Commercial, or Industrial variation.
- A deposit in the amount of four hundred (400) dollars to cover third party costs such as preparation of meeting minutes, preparation of public hearing transcripts, legal notice publication, 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 current Plat of Survey stamped by a licensed surveyor showing existing conditions, buildings, and proposed changes for the property. The Plat of Survey may be no more than one (1) year old. **(3 hard copies and 1 electronic copy in PDF format)**
- A letter of intent describing the variation(s) being requested and why. **(3 hard copies and 1 electronic copy in PDF format)**
- Provide written evidence showing compliance with the Standards for Variations, attached hereto as Exhibit B. **(3 hard copies and 1 electronic copy in PDF format)**
- A list containing the 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)
- 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

- Affidavit of Accuracy, attached hereto as Exhibit D.

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**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. All electronic copies shall be sent to [PDF@geneva.il.us](mailto:PDF@geneva.il.us). It is strongly suggested that the applicant schedule an appointment with the Building Commissioner prior to and at the time of submittal so that the submittal documents can be reviewed for accuracy and completeness.**

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Questions may be directed to the Building Division at (630) 262-0280.

Building and Zoning  
109 James Street  
Geneva, Illinois 60134



Phone: (630) 262-0280  
Fax: (630) 262-0286

## ***EXHIBIT A***

### **APPLICATION FOR A VARIATION**

#### **Applicant Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

#### **Property Owner Information (if different from the applicant)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

#### **Property Information**

Address \_\_\_\_\_

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

Legal Description (please attach a separate sheet if necessary)

Dimensions of Property \_\_\_\_\_

Type of Variation Requested (City Code, Section 11-14-5)

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| _____ Setback                    | _____ Maximum Fence Height        |
| _____ Lot Area or Lot Width      | _____ Traffic/ Access Regulations |
| _____ Maximum Gross Floor Area   | _____ Lot Coverage                |
| _____ Reduce Off-Street Parking  | _____ Yard Use                    |
| _____ Maximum Height Requirement |                                   |

Description of Variation (Please attached please attach a separate sheet if necessary)

The Planning and Zoning Commission meets at 7 p.m. on the second and fourth Thursday of each month as needed. Your request will be heard by the Board 15-30 days after the publication of the Legal Notice.

Approval by the Planning and Zoning Commission pertains only to the requirements of the Zoning Ordinance with respect to your property. All other ordinance and requirements of the City, including subdivision regulations, building codes and, in certain locations, Historic Preservation Commission review, must be complied with as well, before building permits are issued and occupancy is permitted

**Application 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 this request.

In addition to the application fee and deposit, I agree to reimburse the City of Geneva for any professional services or costs, including but not limited to, attorneys, engineers, planners, architects, surveyors, or other consultant fees that are incurred by the City which are associated with the City of Geneva providing a formal determination on this request.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner, if different from the applicant

\_\_\_\_\_  
Date

**Staff Use Only**

This petition was heard before the Planning and Zoning Commission on \_\_\_\_\_ . The Board, based on the evidence and testimony presented at this hearing find the petitioners' request, (is) (is not) justified and hereby (grants) (denies) this petition.

Vote of the Board: \_\_\_\_\_ Ayes                      \_\_\_\_\_ Nays

Chairman, Geneva Planning and Zoning Commission:  
\_\_\_\_\_



## ***EXHIBIT B***

### **STANDARDS FOR VARIATIONS**

The Planning and Zoning Commission may only approve a variation if the applicant presents evidence at the public hearing establishing compliance with each of the following standards. Please provide staff with written responses presenting evidence, including photos and illustrations if desired, to all of the following standards.

#### **1. Reasonable Return**

The property in question cannot yield a reasonable return if to be permitted to be used only under the regulations of district in which it is located.

#### **2. Unique Hardship or Practical Difficulty**

The shape, topography or other conditions of the land is such that it is extremely difficult to comply with the regulations generally applicable to the property.

#### **3. Character of the Area**

The applicant must show that the variation requested will not be materially detrimental to the public welfare or materially injurious to the enjoyment, use or development of property or improvements permitted in the vicinity; will not materially impair an adequate supply of light and air to properties and improvements in the vicinity; will not substantially increase congestion in the public streets due to traffic or parking or increase the danger of flood or fire; will not unduly tax public utilities and facilities in the area; or will not endanger the public health, safety or welfare. (Ord. 95-28, 5-1-1995)

#### **4. Minimum Variation**

Any variation considered by the Planning and Zoning Commission shall be considered the minimum variation necessary for the reasonable use of the land. (Ord. 95-79, 12-18-1995)

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



CITY OF GENEVA

**2026**  
**PLANNING AND ZONING COMMISSION**  
**MEETING SCHEDULE**

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Second Thursday

January 8, 2026

February 12, 2026

March 12, 2026

April 9, 2026

May 14, 2026

June 11, 2026

July 9, 2026

August 13, 2026

September 10, 2026

October 8, 2026

November 12, 2026

December 10, 2026

Fourth Thursday

January 22, 2026

February 26, 2026

March 26, 2026

April 23, 2026

May 28, 2026

June 25, 2026

July 23, 2026

August 27, 2026

September 24, 2026

October 22, 2026

*No Meeting (Thanksgiving)*

*No Meeting (Christmas Eve)*

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



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

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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.