



DEVELOPMENT APPLICATION  
PACKET

## CITY OF GENOA DEVELOPMENT APPLICATION

THE ATTACHED APPLICATION AND INFORMATION RELATES TO THE FOLLOWING DEVELOPMENT REQUESTS:

- ANNEXATIONS
- AMENDMENTS TO THE ZONING ORDINANCE / ZONING MAP AMENDMENT
- APPEALS OF THE UNIFIED DEVELOPMENT ORDINANCE
- SPECIAL USE PERMITS
- VARIATIONS
- PRELIMINARY OR FINAL PLATS OF SUBDIVISION
- PRELIMINARY OF FINAL PLANNED UNIT DEVELOPMENTS (PUDs)

THIS PACKET CONTAINS THE FOLLOWING:

- DEVELOPMENT REVIEW PROCEDURES
- PETITIONER'S CHECKLIST OF REQUIRED APPLICATION MATERIALS
- APPLICATION
- NOTIFICATION REQUIREMENTS
- SAMPLE LEGAL NOTICE
- FEE SCHEDULE
- ESCROW FORM AND REIMBURSEMENT AGREEMENT

WHEN PREPARING PLANS REFER TO THE CURRENT DOCUMENTS ON OUR WEBSITE ([WWW.GENOA-IL.COM](http://WWW.GENOA-IL.COM)) NOTED BELOW:

- City of Genoa Municipal Code
- City of Genoa Unified Development Ordinance (Title 11 of the Municipal Code)

**MEETING/PUBLIC HEARING DATES ARE DETERMINED BY THE ADMINISTRATIVE STAFF.**

A request cannot be scheduled until the application that includes all of the necessary documentation is complete and any necessary revisions have been made. After the review and revision process fees are paid, the request will be scheduled for the next available Plan Commission agenda. The Petitioner will be notified of the meeting date(s).

## DEVELOPMENT REVIEW PROCEDURES

### **PRE-APPLICATION REVIEW**

- Pre-Application Meeting(s) with the Development Administrator and Community Development Staff
- Submittal of one set of Application and materials for staff review. After staff has reviewed and accepted the plans, additional copies of all of the application materials as identified on the checklist attached, shall be submitted for distribution to the various review bodies.

### **STAFF REVIEW:**

- Submittal of the application and a full set of plans for review by Staff at least 30 days before the Plan Commission meeting. Review and notice requirements take approximately 4 weeks.
- Staff will make comments to the petitioner. If revisions are necessary, the petitioner shall resubmit all revisions, clearly marked and the map legend/plan description chart shall have the latest revision date.
- All zoning and land use requests need to go before the Plan Commission for recommendations followed by final action by the City Council.

### **PUBLIC REVIEW:**

- Scheduling of Public Hearing (if applicable)
- Legal Notices must be mailed, posted, and published as required by the UDO.
- Plan Commission- second Thursday of the month
- City Council- first and third Tuesday of the month

PETITIONER'S CHECKLIST  
Required Application Material

A pre-application meeting with the City Administrator/Community Development staff is compulsory to address requirements and application questions. One (11x17 for all engineering, plats and color elevations, 8.5x11 for all other) copy of each of the following is required at the time the application is submitted, unless otherwise specified, before submitting the full number of required copies for the Commission and Council's review.

- Application Form
- Review Fee (See Fee Schedule attached. Separate checks for the review fee and escrow fee are required)
- Escrow Form and Fee (See Fee Schedule attached)
- Ownership information (title insurance, warranty deed, etc. If the applicant is not the owner of the property, contract purchaser, or representative of the owner, the owner must also sign the application or written acknowledgement of the application by the owner must be submitted)
- A list of all property owners within 250 feet of the property in question's property lines.
- Annexation Plat and Petition for Annexation (if applicable) (3 copies)
- Preliminary or Final Plat of Subdivision (if applicable) (3 copies)
- Project Drawings: (full size paper plans and one PDF may be required)
  1. Preliminary or Final Site Plan (3 copies), including:
    - a. Project data (i.e. building area, land area, Floor Area Ratio [FAR], hard surface coverage, parking calculations etc.); and
    - b. All site improvements (i.e. sign location, sidewalks, trash enclosure, loading dock, area lighting, parking, drainage and/or utility easements, mailbox locations, etc.)
  2. Preliminary or Final Engineering (3 copies) include property in question map (showing surrounding area), storm water calculations, utility locations and extensions
  3. Floor Plans ( 3 copies)
  4. Building Elevations (3 copies) (include all four elevations and a color rendering
  5. Landscape Plan (3 copies) (indicating species, plant location, quantity, size, spacing, and easement/utility locations).
  6. Sign Elevations ( 3 copies) (include dimensions, locations, materials, and color rendering)

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

# THE CITY OF GENOA

## LAND DEVELOPMENT APPLICATION

THE UNDERSIGNED RESPECTFULLY PETITIONS THE CITY OF GENOA TO REVIEW AND CONSIDER GRANTING THE FOLLOWING APPROVAL ON THE LAND HEREIN DESCRIBED. (Please check all that apply)

### SECTION ONE – REQUEST(S)

**Annexation** (if an Annexation is involved with the request the applicant must also provide a Petition for Annexation in compliance with the requirements under State Statute)

**Special Use Permit for:** \_\_\_\_\_

**Rezoning** from \_\_\_\_\_ to \_\_\_\_\_

#### **Planned Unit Development**

- Concept Planned Unit Development
- Preliminary Planned Unit Development
- Final Planned Unit Development

#### **Plat of Subdivision**

- Preliminary Plat of Subdivision
- Final Plat of Subdivision

**Class One Site Plan** Approval

**Variation of the UDO** from Section(s): \_\_\_\_\_

**Appeal of the UDO**

**Other:** \_\_\_\_\_

### SECTION II. APPLICANT INFORMATION

#### **Applicant (Please Print or Type)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Contact for Applicant: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

#### **Property Owner (If different from Applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

If the Applicant is not the owner of the subject property, a letter from the Owner authorizing the Applicant to file the Land Development Application must be attached to this application.

If the Applicant and/or Owner of the subject property is a Trustee of a land trust or beneficiary(ies) of a /and trust, a disclosure statement identifying each beneficiary of such land trust by name and address and defining his/her interest therein shall be verified by the Trustee and shall be attached hereto.

**SECTION III. - PROPERTY INFORMATION**

ADDRESS OF PROPERTY: \_\_\_\_\_

PERMANENT PARCEL INDEX NUMBER(S): \_\_\_\_\_

AREA OF PARCEL (ACRES): \_\_\_\_\_

LEGAL DESCRIPTION: **A legal description must be attached to this application**

LAND USE AS SHOWN ON THE COMPREHENSIVE PLAN: \_\_\_\_\_  
*(Based upon the recommendations of the Genoa Comprehensive Plan)*

PROPOSED LAND USE: \_\_\_\_\_

NAME OF PROPOSED DEVELOPMENT: \_\_\_\_\_

The subject property is located in which FIRE PROTECTION DISTRICT?

Genoa-Kingston FPD  Other:

The subject property is located in which PARK DISTRICT?

Genoa Township Park District  Other

The subject property is located in which SCHOOL DISTRICT(S)?

Genoa-Kingston Unified School District  Other

The subject Property is located in which WASTEWATER FACILITY PLANNING AREA?

City of Genoa  Other.

The subject property is located in which LIBRARY DISTRICT?

Genoa Public Library District  Other

I, \_\_\_\_\_, hereby apply for review and approval of this application and represent that the application and requirements thereof and supporting information have been completed in accordance with the Genoa Unified Development Ordinance.

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

Date \_\_\_\_\_

## NOTIFICATION REQUIREMENT

A public hearing is not required for Final Planned Unit Developments or Preliminary/Final Plats of Subdivision. All other requests require a public hearing and the following notification requirements must be followed, in accordance with State Law and the Unified Development Ordinance of the City of Genoa 4.7.3 C. By initialing below, the petitioner acknowledges that it is the petitioner's responsibility to comply with the requirements below.

### LEGAL NOTICE

The Petitioner is required to have a legal notice published in the local publication of general circulation, which is currently the Daily Chronicle in Genoa, not more than thirty (30) nor less than fifteen (15) days prior to the Plan Commission public hearing date (not counting the date of the hearing). The notice should be submitted to the Development Administrator for approval prior to submitting the notice to the newspaper. The notice must be delivered to the newspaper classified departments several days prior to the date on which the legal notice is to be published. Due to differing deadlines, the applicant should check the preferred newspaper to determine deadlines. The Legal Notice shall be in the form of the attached sample.

Petitioner initials: \_\_\_\_\_

### CERTIFIED LETTER NOTIFICATION

The petitioner is required to distribute written notice by certified Mail (with return receipt) to all owners of property within 250 feet in each direction of the property in question's property line of the public hearing. Names and addresses of these property owners latest of record can be obtained from the County Assessor's Office or from the County's GIS Mapping system. These letters must be mailed no more than thirty (30) nor less than fifteen (15) days prior to the scheduled Plan Commission public hearing (not counting the date of the hearing). The return receipt must be submitted to the Development Administrator no later than the date of the public hearing. The notices herein required shall contain the address for the location of the public hearing, a brief statement of the nature of the request, the name and address of the legal and beneficial owner of the property, and time and date on which said hearing shall be held.

Petitioner initials: \_\_\_\_\_

### SIGN POSTING

The petitioner is required to post a public hearing sign on the property in question as required by the City of Genoa's Unified Development Ordinance. A petitioner shall post a sign(s) readable from the adjacent roadway in a number and location as determined by the Development Administrator not less than fifteen (15) days prior to the date before the public hearing. Sign(s) must be removed by the applicant no later than ten (10) days after conclusion of the hearing. The sign shall follow the regulations set forth in 4.7.3 C in the City of Genoa's Unified Development Ordinance. The City of Genoa has a public hearing sign, if it is not in use, that may be borrowed by the petitioner for the purposes of this sign posting.

Petitioner initials: \_\_\_\_\_

SAMPLE LEGAL NOTICE

This notice can serve as both the legal notice and written notification required by the City's Unified Development Ordinance. If used as notice for the certified letter notification, the petitioner must include a cover letter stating that as the petitioner, the attached legal notice serves as notification of the public hearing. Items in parentheses are to be added by the petitioner. The completed legal notice should be reviewed by City staff before submitting it to the local newspaper for publication and sent to the neighboring property owners.

**LEGAL NOTICE**

Notice is hereby given that the City of Genoa Plan Commission will hold a public hearing on (day, date as determined by Staff) at 7:00 PM, or as soon after 7:00 PM as may be possible, in the Genoa Municipal Center, 333 East First Street, Genoa, Illinois to consider a request by (petitioner) (and "owner", as owners, (if different than petitioner), for the purpose of (action requested) pursuant to the Unified Development Ordinance of Genoa for the property located at (property address, if no address assigned, a brief description of the property location to the nearest street and intersection).

PIN #:  
(insert PIN #)

All interested persons are invited to attend and to be heard.

Plan Commission  
City of Genoa

TO BE PUBLISHED IN THE DAILY CHRONICLE ON (determined by the newspaper based on their publication schedule).

FEE SCHEDULE
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<u>Annexation</u>	\$500 minimum, subject to Annexation Agreement
<u>Concept Plan Review</u>	\$300
<u>Rezoning</u>	\$500
<u>Variation</u>	
Residential	\$250
Commercial/Industrial	\$500
<u>Appeal of the Unified Development Ordinance</u>	\$250
<u>Preliminary Plat of Subdivision:</u>	
Up to 2.0 acres	\$500
Each additional acre or part thereof above 2.0 acres	\$10/acre
<u>Final Plat of Subdivision:</u>	
Up to 2.0 acres	\$500
Each additional acre or part thereof above 2.0 acres	\$10/acre
<u>Special Use Permit</u>	\$500
<u>Planned Unit Development</u>	
(Preliminary or Final)	
Planned Unit Development or Amendment	
Up to 2.0 acres	\$500
Each additional acre up to 50 acres	\$25/ acre
Each acre above 50 acres	\$10/ acre
<u>Escrow Required**:</u>	
0-.5 acres	\$1,000
.51-1 acres	\$1,500
1.01-5.0 acres	\$3,000
5.01-10 acres	\$7,000
10.1 acres and above	\$15,000
**Increasing the escrow amount in excess of \$15,000 or releasing the escrow shall require the approval of the Development Administrator.	

*Fee Schedule adopted by the City Council 6/5/2018.*

# THE CITY OF GENOA

## CONSULTANT REVIEW/COST REIMBURSEMENT ACKNOWLEDGEMENT

*For City Staff use only*

*Amount Approved:*

The undersigned hereby acknowledges that a deposit in the amount of \$ \_\_\_\_\_, in accordance with Appendix A of the Municipal Code, has been paid to the City of Genoa for the costs incurred by the City staff and consultants to review the application attached to this Acknowledgement, including all of the supporting documentation and data, plans, specifications, drawings and other information as required by the applicable sections of the Genoa Unified Development Ordinance.

The undersigned further acknowledges that the City will deduct from this deposit the costs for reviewing the application by the City's consultants and staff at the rate established for each individual by the City Council and reimbursable expenses incurred for publication, postage and other actual costs associated with this application. It is further acknowledged that the City may require additional payment(s) if the costs incurred during the review of this application exceed the amount of the deposit accompanying this application and may stay all proceedings thereto until such additional sums are deposited with the City in accordance with Article 4.1.3 of the Genoa Unified Development Ordinance.

\_\_\_\_\_  
Signature of Applicant or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print or Type)

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Name of Development

\_\_\_\_\_  
Parcel Index Number(s)

***This form must be executed and accompany all Development Applications. No Application will be accepted or processed without this completed form***