



City of Batavia
Community Development Department
100 North Island Avenue
Batavia IL 60510
Phone (630) 454-2700

Use Permit Application

Project Information:

Project Name: _____

Project Address/Location: _____

Present Zoning Classification: _____ Conditional Use Administrative Use

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Applicant E-mail: _____

Signature of Applicant: _____ Signature Date: _____

Property Owner: _____

Owner Address: _____

Owner Phone: _____ Owner E-mail: _____

Owner Signature*: _____ Signature Date: _____

*A signed letter by the owner authorizing the applicant to apply for Use Permit may be submitted in lieu of signing this form.

Application Information:

- Provide Six (6) Copies of all submittals (Excluding application). Drawing must also be submitted electronically in PDF format
- Application shall include the required submittal fee as required by Title 3, Chapter 20 Section 2 of the Municipal Code.
- Required Attachments:
 - For All Applications: Current Plat of Survey showing existing conditions
 - For Conditional Uses: List of Property owners within 500 feet of the property (excluding rights of way). Applicant is required to provide a written notice to properties within 500 feet and post a sign on the property providing notice of a Public Hearing for the Conditional Use.
- Conditional Use: Applicant will provide written affidavits, pursuant to Chapter 5.2 of the Zoning Code for the Mailing and Sign Notices
- All Applications: Staff may request the applicant provide additional material in order to process and complete application review.
- Applicant will provide drawings and supporting documentation to demonstrate that the proposal meets the applicable Findings of Fact 5.403.A for Administrative Use 5.403.C. Conditional Use

Office Use Only:

Filing Date: _____

Approval Date: _____

LAMA Case: _____

Fee Paid: _____