



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

# Administrative Design Review Application

## Project Information:

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

Project Address/Location: \_\_\_\_\_

Historic District:  Yes  No

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 Design Review may be submitted in lieu of signing this form.

### Administrative Design Review Type

Sign  Screening Fence  Design Review Modification  Other: \_\_\_\_\_

### Application Information:

- Provide Two (2) Copies of all drawings. Drawing must also be submitted electronically in PDF format
- All Submittals shall be designed in compliance with the Plan Commission's Standard Design Guidelines for Commercial and Industrial Projects and the Standard Design Guidelines for Multi-Family Projects.
- Application shall include the required submittal fee as required by Title 3, Chapter 20 Section 2 of the Municipal Code

Office Use Only:  
 Filing Date: \_\_\_\_\_  
 Approval Date: \_\_\_\_\_  
 LAMA Case: \_\_\_\_\_  
 Fee Paid: \_\_\_\_\_

Finding:  Approved  Denied  with Conditions (attached)

\_\_\_\_\_  
 Signature of Planning and Zoning Officer or Designee