



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

# Proposed Development Plan Review

## Project Information:

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

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

Historic District:  Yes  No      Proposed Use or Business Type: \_\_\_\_\_

Applicant Name: _____	
Address: _____	
Phone: _____	E-mail: _____
Signature of Applicant: _____ Signature Date: _____	

Property Owner: _____	
Address: _____	
Phone: _____	E-mail: _____
Owner Signature: _____ Signature Date: _____	

**See the attached sheets for application submittal information for development projects. For Comprehensive Plan amendments, provide a reasons for the proposed amendment.**

Office Use Only:
Filing Date: _____
Approval Date: _____
LAMA Case: _____
Fee Paid: _____



# CITY OF BATAVIA

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## PROPOSED DEVELOPMENT PLAN

### PURPOSE:

The intent of the Proposed Development Plan Review is to offer a prospective subdivision, design review, conditional use, planned development, or annexation applicant the opportunity present a project to City review staff and receive comments and direction on the proposed development before submitting a formal development application. Compiling a formal application can be time consuming and costly. The Proposed Development Plan Review is intended to be a fast turnaround, low-cost solution for receiving feedback from the City so one can make a better informed decision on whether to move forward in compiling and submitting a formal development application.

### PROCEDURE:

The prospective applicant should make initial contact with the City's Community Development Department at 630-454-2700. The Department will discuss the potential project's general fit with the City's Comprehensive Plan and Zoning Code, and also provide guidance toward preparing the required documents to be submitted for the Proposed Development Plan Review. You are generally guaranteed a call from a staff member within 24 hours of contact.

After receipt of the complete Proposed Development Plan submittal a review of the plan will be scheduled for a Thursday morning meeting between the applicant and City staff from various departments to discuss the plan in detail. The Proposed Development Review is intended to address major land use, site and overall project advantages and disadvantages. Issues such as zoning, site conditions, site access, utility service, stormwater management, and public safety will be addressed. Other issues such as building type and aesthetics can be reviewed, but are not a focus of this level of review, unless the proposal includes design aspects.

From the results of the review, a prospective applicant can better judge the time and dollar costs for completing required formal applications. Keep in mind that all development applications are subject to further review and approval after receipt of complete applications.

Please provide a letter addressed to the Community Development Department stating briefly the proposed land use, economic benefits to the community, including number of employees, if known, any intense utility usage, and desired timeframe for beginning and finishing the project. In addition, to properly review a Proposed Development proposal, an accurate Proposed Development Plan is required. Please see the checklist below for required components of this Plan. The City Code is available for view/download at: [http://www.sterlingcodifiers.com/codebook/index.php?book\\_id=596](http://www.sterlingcodifiers.com/codebook/index.php?book_id=596).

All submittals shall be made to:

CITY OF BATAVIA  
COMMUNITY DEVELOPMENT DEPARTMENT  
100 NORTH ISLAND AVENUE  
BATAVIA, ILLINOIS 60510  
(630) 454-2700  
Hours M-F 8am – 5pm, closed W 11am -12pm

All submittals shall include:

- LETTER CONTAINING STATEMENT OF DEVELOPMENT
- 6 COPIES OF EACH PLAN SHEET ON 24" X 36" PLAN SHEETS
- PLANS TO BE SCALED AT 1"=10' TO 1"=100' (based on project size)
- PDF FILE OF SUBMITTAL (DISC OR E-MAILED)



# CITY OF BATAVIA

## PROPOSED DEVELOPMENT PLAN CHECKLIST

APPLICANT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**The site plan requirements for Proposed Development include the following items:**

Applicant		Staff Use Only	
Provided	N/A	Acceptable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development name (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant/owner information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable sheet title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet number and total number of sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow and Numerical Scale with Graphic Scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3" x 6" Clear Box near Title Block for City of Batavia Approval Stamps
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location map showing where the project site relates to the City
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map (depends on size – if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site acreage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning districts identified
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing property information a minimum of 150' surrounding the site. Provide either an aerial or site survey. Make sure to show access points, any possible conflicts, available utilities, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing conditions as gray scaled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property information (identify existing and proposed property lines, right-of-way, and property dimensions, existing easements, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building footprint(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning setback(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roadway & paved areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking lot(s) and entrance(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicular circulation (if there is a unique situation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks / Paths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater flow direction and detention area(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural areas & parks

If the following information is available at this stage please feel free to submit for initial feedback:

- |   |                              |
|---|------------------------------|
| A. Preliminary Architectural Elevations | C. Preliminary Site Lighting |
| B. Preliminary Signage                  | D. Preliminary Landscaping   |

In addition, be prepared to discuss the existence of the following and any impacts they may have to the constructability of this development. If the following items can be identified on the plans it would be helpful, but it is not required:

- A. Existing wooded areas
- B. Existing wetland & floodplain information. The following websites may help in this determination.
  1. <http://www.cityofbatavia.net/Content/templates/?a=591>
  2. <http://www.co.kane.il.us/kcstorm/adid/index.htm>
- C. Leaking Underground Storage Tank (L.U.S.T.) and Superfund – Hazardous Waste Sites (CERCLIS) site verification within 150' of site. The following websites may help in this determination.
  1. <http://epa.gov/superfund/sites/cursites/index.htm>
  2. <http://epadata.epa.state.il.us/land/ust/Search.asp>
  3. <http://cfpub.epa.gov/supercpad/cursites/srchsites.cfm>

The City of Batavia can provide the following city maps:

- |                |             |
|----------------|-------------|
| a. Water       | b. Sanitary |
| c. Storm Sewer | d. Electric |

<b>FOR STAFF USE ONLY</b>
Date Received _____
Staff Sign Off (initial) _____