



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

Comprehensive Plan Amendment

Subject Property: _____

PIN(s): _____

Current Comprehensive Plan Designation: _____

Proposed Comprehensive Plan Designation : _____

Intended Use: _____

Applicant Name: _____

Address: _____

Phone: _____ Applicant E-mail: _____

Signature of Applicant: _____ Signature Date: _____

Owner Signature*: _____ Signature Date: _____

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

Instructions:

- Provide 6 copies of all submittals, such as drawings or supporting documents (excluding application)
- Provide all submitted documents electronically in PDF format.
- Provide a written narrative describing the proposed Comprehensive Plan and information to support the amendment.
- Application shall include the submittal fee as required by Title 3, Chapter 20, Section 2 of the Municipal Code.
- Staff may request the applicant provide additional material in order to process and complete application review.
- Applicant is required to provide a written notice to properties within 500' (excluding rights of way) and post a sign on the property providing notice of a Public Hearing for the appeal of a property specific appeal.
- Applicant will provide written affidavits, pursuant to Chapter 5.2 of the Zoning Code for the Mailing (5.205.D.3) and Sign (5.205.C.5) Notices

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