



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

# Subdivision Application

## Project Information:

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

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

Present Zoning Classification: \_\_\_\_\_ [ ] Preliminary Subdivision [ ] Final Subdivision [ ] Both

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 Subdivision may be submitted in lieu of signing this form.

## Application Information:

- Proposed Subdivision shall conform to Title 10 (Zoning) and Title 11 (Subdivision) of the Batavia Municipal Code
- Provide Six (6) Copies of all submittals (excluding application). Drawing must also be submitted electronically in PDF format
- Application shall include the submittal fee as required by Title 3, Chapter 20 Section 2 of the Municipal Code Applicant is also responsible for reimbursing all applicable recording fees to the City of Batavia.
- Required Attachments:
  - Current Plat of Survey
  - Proposed Plat of Subdivision
  - Verification of Application to the Kane DuPage Soil and Water Conservation District for a Land Use Opinion
- 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 Preliminary Subdivision Plat
- 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
- Staff may request the applicant provide additional material in order to process and complete application review.
- Submitted Plat of Subdivision shall use the appropriate City of Batavia standardized Certificates and easement language available at [www.cityofbatavia.net/178/Development-Guidelines-Checklists](http://www.cityofbatavia.net/178/Development-Guidelines-Checklists)

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