



Kane County Development Department
719 Batavia Avenue
Geneva, IL 60134
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SITE PLAN REQUIREMENTS RESIDENTIAL BUILDING PERMIT APPLICATIONS

EFFECTIVE JANUARY 1, 2002

THREE (3) COPIES OF A CURRENT PLAT OF SURVEY SHOWING PROPOSED CONSTRUCTION OR SITE PLAN DRAWN TO SCALE

- Required with application for permits for any new construction and additions on parcels 5.0 acres or less. (new residences, additions, detached accessory buildings, sheds, pools, decks and fences)
- Plat of survey must be a complete legible copy that includes the legal description as well as the surveyor's name and date of survey. A site plan drawn to scale or a reproduction of a plat of survey is acceptable if it includes the surveyor's name, date of survey and includes all easements and other information from the original plat of survey.
- Site Plan must include all existing buildings, driveways, improvements and easements.**
- Proposed new construction must be drawn on the Site Plan to scale, list exterior dimensions of proposed new construction and indicate dimensions from property lines.
- Location of existing well and septic system must be indicated, if applicable.
- The size of the copies can be no larger than 11x17 paper size. If the site plan must be reduced to meet this requirement it must be reduced to scale with the new reduced scale indicated. The site plan copies must be separate from any building plans.

THREE (3) COPIES OF A CURRENT PLAT OF SURVEY SHOWING PROPOSED CONSTRUCTION, SITE PLAN DRAWN TO SCALE OR SITE PLAN FORM*

- Required with application for permits for new construction and additions on parcels larger than 5 acres. (new residences, additions, detached accessory buildings, sheds, pools, decks and fences)
- Plat of Survey, Site Plan or Site Plan Form must include all existing buildings, driveways, improvements and easements.**
- Proposed new construction must be drawn on the Plat of Survey, Site Plan or Site Plan Form, list exterior dimensions of proposed new construction and indicate dimensions from property lines.
- Location of existing well and septic system must be indicated, if applicable.
- The size of the copies can be no larger than 11x17 paper size. If the plat of survey must be reduced to meet this requirement it must be reduced to scale with the new reduced scale indicated. The site plan copies must be separate from any building plans.

* Site Plan Forms are available at the Building & Community Services Division.

** For parcels that contain any areas in a flood plain, contact Water Resources Department for additional requirements.

Application No. _____

SITE PLAN FORM

Building & Community Services Division
Kane County Development Department

INSTRUCTIONS:

- Sketch your site plan below (do not tape or staple to this form)
- Show property lines and dimensions
- Indicate north direction
- Locate all existing and proposed new buildings with dimensions to property lines
- Show the location and names of street(s) and location of existing or proposed access
- Show septic field and well locations (if applicable)
- Indicate location and dimensions of all easements

Date: _____ Completed by: _____

Application No. _____

SITE PLAN WAIVER REQUEST

Building & Community Services Division
Kane County Development Department

I do hereby request a waiver of the site plan requirement in regard to my application for a building permit. I attest that the information provided below and on the Site Plan Form is correct and accurate to the best of my knowledge.

Building permit application to construct: _____

Reason for waiver request: _____

Applicant Name: _____
Address: _____
City: _____ Zip Code: _____
Phone Number: _____

Date: _____ Completed by: _____

OFFICE USE ONLY - RETURN THIS FORM TO THE BUILDING PERMIT FILE

Building & Community Services Division

Approved _____
Not Approved _____ Reviewed by: _____ Date: _____

Subdivision & Zoning Division

Approved _____
Not Approved _____ Reviewed by: _____ Date: _____

Water Resources Department

Approved _____
Not Approved _____ Reviewed by: _____ Date: _____