START

Pre-Application Meeting

Application Checklist:

1) Street Address of Property
2) Legal Property Description
3) Current Uses
4) Zoning District
5) Name, Address, Phone Number: Applicant, contractors/architect(s)
6) Required Documents: Site context plan, site plan, landscape plan, building elevations, typical floor plan, master signage plan, color photographs, sample materials, hazardous materials, traffic analysis, phasing
7) Compatibility Narrative
8) General Standards Narrative

Application Completeness Check

Transmittal to other Village departments for comments (fire, police, service and law, etc.)

Planning Commission Public Hearing (within 60 days)

Public Notification (14 days prior to public hearing)

Planning Commission will approve/deny or approve with modifications and/or safeguards (within 30 days after public hearing)

Effective Date (immediately after official approval)

END

START

Pre-Application Meeting

Application Checklist:

1) Name, Address, Phone Number
2) Legal Property Description
3) Description of Nature of Variance
4) Narrative Statement: Unique circumstances, deprivation to the applicant, circumstances are not a result of the applicant's actions, no special privileges will be granted to the applicant

Application Completeness Check

BZA Public Hearing (within 60 days)

Public Notification (14 days prior to public hearing)

BZA will approve/deny or approve with modifications (within 30 days after public hearing)

Effective Date (immediately after official approval)

END

START

Pre-Application Meeting

Zoning Text Amendment

Application Checklist:

1) Name, Address, Phone Number
2) Proposed Amending Ordinance
3) Statement of Reason
4) Property Owner List
5) Fees Paid

Zoning Map Amendment

Application Checklist:

1) Name, Address, Phone Number
2) Proposed Amending Ordinance
3) Statement of Reason
4) Current Use
5) Current Zoning District
6) Proposed Use
7) Proposed Zoning District
8) Vicinity Map
9) Property Owner List
10) How this Proposed Amendment Relates to the Comprehensive Plan
11) Fees Paid

Application Completeness Check

Transmittal to the Planning Commission

Recommendation to the Village Council (within 60 days)

Village Council Public Hearing (within 60 days)

Public Notification (14 days prior to public hearing)

Village Council will adopt/deny or adopt with modifications (within 30 days after public hearing)

Potential Amendment Protest (20% of land owners adjacent to and within 200feet of the changes proposed)

Effective Date (within 30 days after official adoption)

END