



Planning and Zoning Application Review

The Planning & Zoning Commission application review process is a four-phase procedure consisting of 1) a pre-application meeting with staff, 2) submittal of an application for review, 3) a public hearing before the Planning and Zoning Commission, and 4) review by the Village Board for final action. Depending on the nature of the requested actions, the process can be expected to take 12 – 16 weeks from the time an initial application is submitted through final action by the Village's Board of Trustees. Throughout the process Community Development staff is available to provide technical assistance and answer any questions you may have regarding the process.

The Planning & Zoning Commission review process is outlined below:

Phase I: Pre-application Meeting – It is highly recommended that Applicants schedule a meeting with the Village's Planning Division prior to formally submitting an application. This meeting is used to discuss the feasibility of the proposal and obtain a level of familiarity with Village requirements and procedures.

Phase II: Application Submission and Staff Review - Applicant's submit their application and related documents as required for their specific request. Detailed information regarding the submittal requirements is found in the application materials. The documentation will be reviewed by Village staff and comments regarding the submittal will be forwarded to the Applicant. Revisions to the information may be required prior to scheduling for a public hearing.

Phase III: Planning and Zoning Commission Action - The Planning & Zoning Commission (P&Z) conducts a public hearing to review the request. The Applicant and staff are present at the meeting to answer questions the commission may have regarding the application. All persons desiring to express an opinion regarding the petition are given an opportunity to be heard at the meeting. For certain applications, the P&Z may be the final determining body for the request. For others the P&Z will make a recommendation to the Village Board of Trustees for their review and action

Phase IV: Village Board of Trustees Action - Upon receipt of the P&Z recommendation, the Village's Board of Trustees may grant, deny or modify the petition by majority vote. If the P&Z does not recommend approval of the Applicant's request, a positive vote by a super majority is required for approval of the request [a minimum of 5 Trustees if all 7 are present, or 4 Trustees when less than 7 are present].

Note – The recommendations and technical assistance provided by Village staff during the course of the review process is advisory in nature. The authority to approve or deny a petition lies solely with either the Planning & Zoning Commission or the Village's Board of Trustees.