

HOW TO SUBMIT A PLANNING APPLICATION FOR PLANNING & ZONING COMMISSION REVIEW THROUGH THE CITYVIEW PORTAL

STEP ONE: REGISTER FOR A PORTAL ACCOUNT

- 1) Register for a Portal account at <https://aglc.addison-il.org/CityViewPortal/> and clicking on “Register.”
- 2) On the screen, fill out all 4 fields (Email Address, Confirm Email Address, Password, Confirm Password), completely. The email address you enter in this field will be the email address you need in order to log into the Portal. Also, this email address is the email address we will send ALL notification emails to.

- 3) Click “NEXT STEP: NEW CONTACT INFORMATION”. On the screen, fill out all the mandatory fields marked with an asterisk (*):

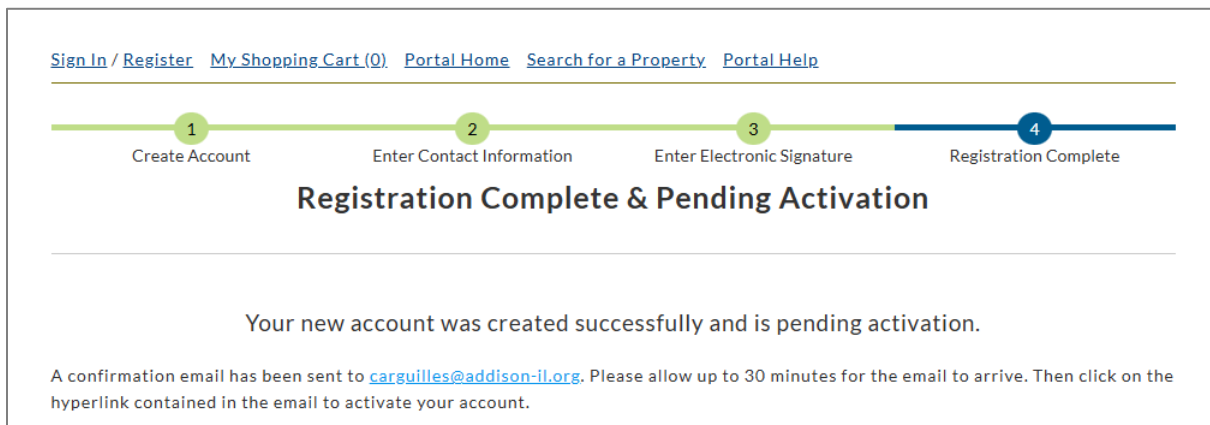
- a. Full Name Field: this is the name that will appear on all documents for your permits and/or applications
- b. Preferred Contact Method. We prefer that you select email.
- c. Address field: this is the address you would like all letters to be mailed to
 - i. Select your address from the drop down, if prompted
- d. Mailing Address: if you want the address above to appear in the mailing address, click within the blank box under the words “Copy from Address Above:”
 - i. Otherwise you may type in whichever mailing address you prefer
- e. Contact numbers: please provide a phone number we can reach you at. You may add more than one.

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- 4) Click the NEXT STEP Button: "Registering Electronic Signature." Within the box on the screen, you must draw your signature. You must have an electronic signature attached to your Portal account in order to submit ANY applications. If you make a mistake, you may click "UNDO" or "CLEAR" to remove the signature



- 5) Click the NEXT STEP Button. "Registration Complete & Pending Activation":



- 6) The screen should say that your new account was created successfully. Within 30 minutes, you should receive an email with a hyperlink that **MUST** be clicked on in order to activate your Portal Account and Complete Registration. If you do not see the email in your Inbox, please check your spam and/or trash folder. If after 30 minutes you do not receive the activation email, please call the Community Development Department at (630) 693-7530.
- 7) Once you click on the link in the email, the system will launch the "activation page"
- 8) On the activation page, enter your email address and password
- 9) Next, click the Button "ACTIVATE"
- 10) Click on "Portal Home" to navigate back to the home page.
- 11) You may now apply for any applications by clicking on the appropriate link.

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STEP TWO: SUBMIT YOUR PLANNING APPLICATION

1. Once you have completed the registration process, submit a "Planning Permit":

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The Portal will be unavailable on Tuesday, August 6, 2024 from 5pm - 6pm CST for scheduled maintenance.

Welcome to the Village of Addison Portal where you can apply for Building, Engineering and Planning permits, as well as, Rental and Business Licenses. Register for a Portal account to get started or sign in to create applications, check the status of applications and inspections, and make payments.

All inspections can be scheduled by calling the Community Development Department at (630) 693-7530. Fees may be paid through the Portal.

To report a code violation or concern, please click "Report an Issue" located in the panel on the left-hand side of your screen.

For questions regarding Rental Licensing, please call the Community Development Department at (630) 693-7530.

 Building Department Apply for a Building Permit Application Search Upload Submittals	 Engineering Department Apply for an Engineering Permit Application Search Upload Submittals
 Planning Department Apply for a Planning Permit Application Search Upload Submittals	 Licensing Department Apply for a License License Search Upload Submittals
 Rental Housing DO NOT CLICK HERE TO RENEW YOUR LICENSE!..... Only click here to apply for a NEW Rental License. Status and Fees Upload Submittals	

2. Choose the appropriate project type from the drop-down menu:

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1 Project Description 2 Planning Types 3 Planning Details 4 Location 5 Contacts
6 Upload Files 7 Review & Submit 8 Submitted

Planning Application - Project Description

TMPPL2025000004

Required information is indicated with an asterisk (*).

Choose the project type:*

--Select--

- Select--
- Annexation
- Appearance Review
- Final Plat
- Map Amendment
- Outdoor Activities
- Plan Amendment
- Planned Unit Development
- Pre-Annexation
- Resubdivision
- Sign Variance
- Site Plan Review
- Special Use Permit
- Text Amendment
- Variation

Powered by CityView

Please keep in mind only one can be selected. Additional types can be added under "Application Types", see item 5. Below.

3. Enter a brief Project Descriptive Name, such as "Annexation and Rezoning, 1 Friendship Plaza.
4. Briefly describe the project in the "Comments" field:

HOW TO SUBMIT A PLANNING APPLICATION FOR PLANNING & ZONING COMMISSION REVIEW THROUGH THE CITYVIEW PORTAL

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1 Project Description 2 Planning Types 3 Planning Details 4 Location 5 Contacts
 6 Upload Files 7 Review & Submit 8 Submitted

Planning Application - Project Description

TMPPL20250000004

Required information is indicated with an asterisk (*).

Choose the project type:

Project Descriptive Name:

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:

Please add any additional comments about the project. Maximum 4000 characters

CANCEL **NEXT STEP** **SAVE FOR LATER**

5. Click the NEXT STEP Button, Enter Location information:

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1 Project Description 2 Location 3 Contacts 4 Upload Files 5 Review & Submit
 6 Submitted

Planning Application - Location of Project

TMPPL20250000004

FIND LOCATIONS NEAR ME
FIND LOCATION IN MAP

Search for an address:

Begin typing a street address above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

CAN'T FIND ADDRESS?

The location you have selected:

ADD ANOTHER LOCATION

PREVIOUS STEP **NEXT STEP** **SAVE FOR LATER**

Enter the address of the project. Click ADD ANOTHER LOCATION to enter multiple addresses if needed.

6. Click the NEXT STEP Button, Enter Contacts. You will automatically be listed as the applicant for the application. You can add additional contacts associated with the project if you so choose:

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1 Project Description 2 Location 3 Contacts 4 Upload Files 5 Review & Submit
 6 Submitted

Planning Application - Contacts

TMPPL20250000004

Required information is indicated with an asterisk (*).

Type	Contact
Applicant	Consuelo Argulles, Address:1 Friendship Plaza, Community Development Department

ADD NEW CONTACT **ADD CONTACT FROM ADDRESS BOOK**

PREVIOUS STEP **NEXT STEP** **SAVE FOR LATER**

HOW TO SUBMIT A PLANNING APPLICATION FOR PLANNING & ZONING COMMISSION REVIEW THROUGH THE CITYVIEW PORTAL

- 7. On the next page, you will upload all required documents. The required documents will vary by application type but will generally include an application form, plat of survey, petitioner's statement and narrative, responses to applicable standards and building plans, such as site plan, building elevations, landscape, photometric plan, preliminary engineering, fixture cut sheets. You can upload additional documents that are not required, such as photos or letters of support, toward the bottom of the page.
- 8. Upload Files. Under each Type, browse and add document(s):

Type	Status	Date Verified
Other / Miscellaneous	Pending	
No documents are required at this time.		
Site Plan	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		
Application Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		
Plat of Survey	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		
Petitioner's Statement	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		
Plat of Annexation	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		
Floor Plans	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		
Petition for Annexation	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		
Landscape Plans	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		
Building Elevations	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		
Preliminary Engineering Plans	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		
Upload Additional Documents		
Select any documents you wish to provide: <input type="button" value="Browse"/>		
Provide a short description of this set of documents: Plat of Subdivision, Preliminary Engineering, Building Elevations, and related documents		

- 9. Click the "Next Step: Review & Submit" button:

HOW TO SUBMIT A PLANNING APPLICATION FOR PLANNING & ZONING COMMISSION REVIEW THROUGH THE CITYVIEW PORTAL

Planning Application - Review & Submit
TMPPL2025000004

Please review the information below and if it is correct, press the submit application button to submit your application.

Planning Information

Project Descriptive Name: Annexation and Rezoning, 1 Friendship Plaza
Project Type: Annexation
Application Types: Annexation
Comments: Request to annex, rezone, and subdivide subject property
Locations:
Contacts: Applicant
Consuelo Arguilles, Address: 1 Friendship Plaza, Community Development Department

Annexation

No additional information was required for this planning type.

* As the property owner (or having the authority from the property owner to apply for this application), I hereby certify that all of the information provided is true and accurate to the best of my knowledge. Further, I understand and acknowledge that I am the responsible party for this application. I hereby certify that this project will be constructed and completed in compliance with all the applicable Village of Addison codes (except those items for which approval is granted through the public hearing process), regardless of any errors or omissions. If this property is in a trust, a Trust Disclosure Form must be submitted to the Village of Addison. The Trust Disclosure Form is a letter from the Financial Institution that is signed and dated by a trust officer. Further, the Trust Disclosure Form must indicate the name of the Financial Institution, the trust number, the location of the property, the names of the beneficiaries and their dates of birth. Your stored electronic signature will be used to sign the application acknowledgment form. If you would like a completed copy of this form, it will be available to download from the "My Items" page on the Portal.

I Agree:

[PREVIOUS STEP](#) [SUBMIT APPLICATION](#) [SAVE FOR LATER](#) [CANCEL APPLICATION](#)

10. Select "Yes" to agree to the disclaimer and then click the "Submit Application" button.