

**PLANNING AND ZONING COMMISSION  
APPLICATION REVIEW PROCESS**

The Planning & Zoning (P&Z) Commission application review process is generally a four-step process consisting of 1) a pre-application meeting with staff, 2) submittal of an application for review, 3) a public hearing before the P&Z Commission, and 4) review by the Building, Zoning & Development (BZD) Committee, and the Village Board (VB) for action. Depending on the nature of the requested actions, the process can take 12 – 16 weeks from the time of a complete application submittal.

**An overview of the P&Z Commission review process is below:**

<p><b>Step I: Pre-application Meeting</b></p>	<ul style="list-style-type: none"> <li>• It is highly recommended that applicants schedule a meeting with the Community Development Department prior to formally submitting an application.</li> <li>• The intent of this meeting is to discuss the feasibility of the proposal and obtain a level of familiarity with Village requirements and procedures.</li> </ul>
<p><b>Step II: Application Submission &amp; Review</b></p>	<ul style="list-style-type: none"> <li>• Petitioner submits application, related documents, and payment.</li> <li>• Village staff will review submission and may provide comments.</li> <li>• Revisions to the application submission may be required prior to scheduling for a public hearing.</li> </ul>
<p><b>Step III: P&amp;Z Commission Public Hearing &amp; Action</b></p>	<ul style="list-style-type: none"> <li>• The P&amp;Z Commission reviews and considers request, and will make a final determination of Variation applications. All other requests will receive a recommendation and then go to the BZD and the Village Board of Trustees for review and action.</li> <li>• The Applicant and Village staff are present at the meetings.</li> <li>• All persons desiring to express an opinion regarding a petition have an opportunity to speak at the meeting.</li> </ul>
<p><b>Step IV: BZD Committee &amp; VB Action</b></p>	<ul style="list-style-type: none"> <li>• Upon receipt of the P&amp;Z recommendation, the BZD Committee will consider the request and make a recommendation to the VB, which may grant, deny or modify the petition by majority vote.</li> <li>• If the P&amp;Z does not recommend approval of the Applicant’s request, a positive vote by a super majority (a minimum of 5 Trustees if all 7 are present, or 4 Trustees when less than 7 are present) is required for approval of the request.</li> </ul>

*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.*