

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 submission and review, 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 application review process is below:

Step I: Pre-application Submission & Review	• Petitioner submits a pre-application prior to formally submitting an application. • The intent is to review the project and discuss the feasibility of the proposal before formally applying.
Step II: Application Submission & Review	• Petitioner submits a Planning application, related documents, and payment. • Village staff will review submission and may provide comments for response. • Revisions to the application submission may be required prior to scheduling for a public hearing.
Step III: P&Z Commission Public Hearing & Action	• The P&Z Commission reviews and considers request(s), 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. • The Applicant and Village staff are present at the meetings. • All persons desiring to express an opinion regarding a petition have an opportunity to speak at the meeting.
Step IV: BZD Committee & VB Action	• Upon receipt of the P&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. • If the P&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.

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.