



GENERAL ZONING PROCESS OUTLINE (See Flow Chart)

Attachment "1"

The following is a general zoning process outline and is not intended to be comprehensive or representative of all of the requirements applicable to a specific zoning application. Village officials and staff are not authorized to provide legal advice to applicants. Applicants are encouraged to seek the advice of an attorney of their choosing. Until the Village Board of Trustees considers and takes final action on the relief requested in the application, no Village official or employee is authorized to assure applicant of any result on the petition.

- **Timing:** Generally a 2 to 3 month minimum process.
- **Fees:** Dependent upon the applicant's needs. See zoning fee schedule.
- **Escrow:** Minimum of \$2500. Applicant/Owner is responsible for consultant cost incurred by the Village. Consultants may include attorney, engineer, planner, or other as needed. Escrow accounts are established at the time of application. Where the application requires an escrow, the Applicant shall sign and return to the Village a form of escrow agreement acceptable to the Village..
- **Zoning Board of Appeals/Plan Commission (ZBA/PC) Meetings:** ZBA/PC meetings are schedule as needed on the 1st and 3rd Wednesday of the month.
- **Application:** Applications for zoning should be prepared on forms provided by the Village or in a form similar to the forms provided by the Village. The application must be signed by the owner of the property, and by any person or party with standing to make the application (i.e., a tenant of the property). Applications are filed with the Department of Building and Zoning and are preliminarily reviewed for completeness by the Village Staff prior to acceptance of the completed applications. Upon acceptance a public hearing date may be arranged and coordinated with the applicant. Generally a three week window is needed between the acceptance of the application and public hearing date. However, depending on the nature and complexity of the application, the hearing date may set latter than three weeks after acceptance of the application.
- **Public Hearing Notice:** The applicant is responsible for providing legal notice of the public hearing. Publication in a local newspaper must be provided a minimum of 15 days and no more than 30 days prior to the Hearing Date. Also, notice to property owners within 250 feet of the property in questions must be given. The applicant must provide the Village with an original certificate of publication from the newspaper and certification of required notice to neighbors prior to the Hearing Date. Prior to submitting a legal notice to the newspaper the applicant is encouraged to have the notice reviewed by the Village. The applicant is also responsible for posting the property with signage provided by the Village.
- **Public Hearing:** The applicant is responsible for presenting their case before the ZBA/PC in accordance with the general rules of administrative procedure for such hearings.
- **ZBA/PC Written Findings of Fact and Recommendation to Village Board:** Generally, the initial draft of the written findings and recommendation are considered by the ZBA/PC at the next scheduled ZBA/PC meeting after the public hearing date. However, the nature and complexity of the relief requested in the application may require additional time to process.
- **Village Board Committee of Whole (COW):** Prior to an application being considered by the Village Board the ZBA/PC Findings of Fact and Recommendation are considered by the Village Board Committee of the Whole and direction is given to draft appropriate ordinances for Village Board action. COW meetings are scheduled for the 2nd and 4th Tuesdays of each month.
- **Village Board:** Conclusion of Zoning Process, approval of appropriate ordinances. Village Board meetings are scheduled for the 1st and 3rd Tuesday of each month.



ZONING REVIEW FLOW CHART

Attachment "J"

