



REZONING, CONDITIONAL USE, AND PLANNED UNIT DEVELOPMENT PROCEDURES

The following information will guide you through the procedures that are necessary for a Rezoning/Conditional Use/Planned Unit Development to occur.

Contact Village Planning to Discuss your Proposal

The Petitioner meets with pertinent Village staff regarding rezoning, conditional use, planned unit development and amendments relevant to the development proposal. A pre-submittal meeting is not required, but is highly recommended.

Submit for a Conceptual Plan Review

The petitioner may choose to submit for conceptual approval. This step is optional. This step helps get questions answered and typically helps the formal submittal go a little smoother. The conceptual review step can be helpful if there is a questionable matter being proposed. Conceptual approval does not guarantee that a formal request will be granted. Conceptual reviews are only looked at by the Plan Commission.

Submit the Formal Rezoning/Conditional Use/Planned Unit Development

Once the information for the request is assembled, it can be submitted to the Village. The following information should be submitted to the Village as part of the proposed review:

- The required submission fees, application, and pre-development agreement.
- A complete legal description of the area being reviewed.
- If a land division, development, and/or site changes are planned to be done after the proposed process, concept drawings of the proposed development, and/or site changes should also be submitted for clarification (site plans, building elevations, conceptual drawings).
- For Planned Development Proposals (PUDs) the following also applies for submittal:
 - Note which of the Village's base zoning districts the development is based off of so the proper lot sizes, setbacks, offsets, etc. can be enforced and incorporated into the design.
 - Note what elements are proposed that are above and beyond the usual restrictions of the Village's base zoning codes (Examples: Increased heights for proposed development, reduced open space requirements, reduced setbacks, mixed uses, higher densities, etc.).
 - Note why the Planned Development elements are proposed and what benefit this may have to the Village.
 - Note how the development may or may not meet the Village's Comprehensive Plan.
 - Note why the proposed Planned Development elements won't negatively affect the surrounding area.
 - Note the base density under the existing zoning and the proposed density under the requested zoning.
 - Provide the units per gross acre of the development and the units per net acre of the development.

Public Hearing and Approval Process

First a Public Hearing Notice is published in the newspaper on two separate publication dates. The Public Hearing Notice is also mailed to all property owners within 300 feet of the proposed property. Please see the Plan Commission meeting schedule for specific meeting dates. The Plan Commission will hold the public hearing and make their recommendation. The Village Board will then discuss and vote on the request (s) at a future meeting.