



### **APPLICATION SUBMITTAL**

- Schedule a pre-submittal meeting with the Planning and Zoning Department to discuss the proposal with Staff and become familiar with the Village's requirements and procedures. A meeting may be scheduled by calling the Planning and Zoning Department at 847-359-9047.
- Submit a complete application.
  - Once a complete application has been submitted, a project planner will be assigned to the request.
- The entire process typically takes 7-9 weeks from the date of submittal, depending on the complexity of the request.

### **STAFF REVIEW**

- Upon receipt of a complete application, the project planner coordinates an internal review of the request.
  - The request is reviewed by Planning and Zoning, Engineering, and Community Services, as well as other departments as needed.
- Once the review is completed, the project planner sends a review letter to the Petitioner.
  - A review letter contains any staff questions and concerns, and may include requests for additional information and/or plan revisions. Additional reviews may be required.
  - The project planner will schedule the request for a Planning and Zoning Commission meeting once all of the necessary information has been submitted and reviewed.

### **PUBLIC NOTICE – Single Family Requests**

- The Village completes all notification requirements including:
  - Notification letters
  - Placing a public hearing sign on the property
  - Posting a legal ad in the newspaper

## **PUBLIC NOTICE – All Non-Single Family Residential Requests**

- The Village is responsible for:
  - Posting a legal ad in the newspaper
  - Sending a notification letter to adjacent property owners
- **The Petitioner for Non-Single Family Residential Requests is responsible for the following:**
  - **Public Hearing Sign:** The Village provides the sign and posts. The sign must be posted in a place visible from the public right-of-way. The sign must be posted through the Village Council meeting date. A \$125 deposit per sign is required, and is refunded within 4-6 weeks of the conclusion of the petition review process.
  - **Surrounding Property Owners Letter:** The Village writes and provides the letter for the Petitioner to send via certified mail to all property owners within 250 feet of the Subject Property. A list of property owners can be obtained by calling the Palatine Township Assessor's Office at 847.358.6700, emailing [irabinovitch@palatinetownship-il.gov](mailto:irabinovitch@palatinetownship-il.gov), or visiting the office at 721 S. Quentin Road, Palatine, IL 60067. The Petitioner is required to submit the list of property owners, certified mail receipts, and sign an affidavit stating that all notification letters have been mailed. **A copy of the list of property owners shall be submitted to Staff prior to the issuance of the public hearing sign and surrounding property owner's letter.**

**Per Illinois Law, all notification must be mailed 15 calendar days prior to the Planning and Zoning Commission Meeting.**

## **PLANNING AND ZONING COMMISSION PUBLIC HEARING**

All requests are heard in a public hearing before the Planning and Zoning Commission (PZC). The PZC is a recommending body comprised of citizens appointed by the Mayor and Village Council. The PZC holds Special Use and Variation public hearings for the Village Council. Meetings are held on the second and fourth Tuesday of each month at 7:00 pm in the Village Council Chambers, 200 E. Wood Street (2<sup>nd</sup> floor).

At the public hearing, the project planner presents the facts of the request and Staff's recommendation to the PZC. The Petitioner should be prepared to present and support the request with any evidence deemed appropriate. Any supporters and objectors are able to give testimony. The PZC may ask additional questions to advance its own understanding of the request.

Upon reviewing the request, the PZC will submit an advisory recommendation to the Village Council. The PZC may either recommend approval or denial of the request. If recommending approval, the PZC may recommend imposing specific conditions it deems necessary to insure conformity with the intent of all applicable Village codes, ordinances, and policies.

## **VILLAGE COUNCIL MEETING**

The request and advisory PZC recommendation is forwarded to the Village Council. The Village Council makes the final decision regarding the request. If approved, an ordinance approving the request is adopted. A copy of the ordinance is mailed to the Petitioner within five business days of Village Council approval.

## **NOTE: CONCURRENT BUILDING PERMIT REVIEW**

A Petitioner may submit building plans and permits to the Village at any time. The plans may or may not be reviewed until the petition review process has been completed. If the zoning request is approved, the project planner forwards the final plans and ordinance to Building Services and any other appropriate department. **Please note the review of the Special Use and/or Variation does not reflect a complete review and approval of the building permit submittal. For questions regarding the building permit or submittal requirements, please contact the Community Services Department at 847-359-9042.**