

INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING

REGULAR PLANNING COMMISSION MEETINGS are held at 7 p.m. on the last Monday of each month at the Village Hall.

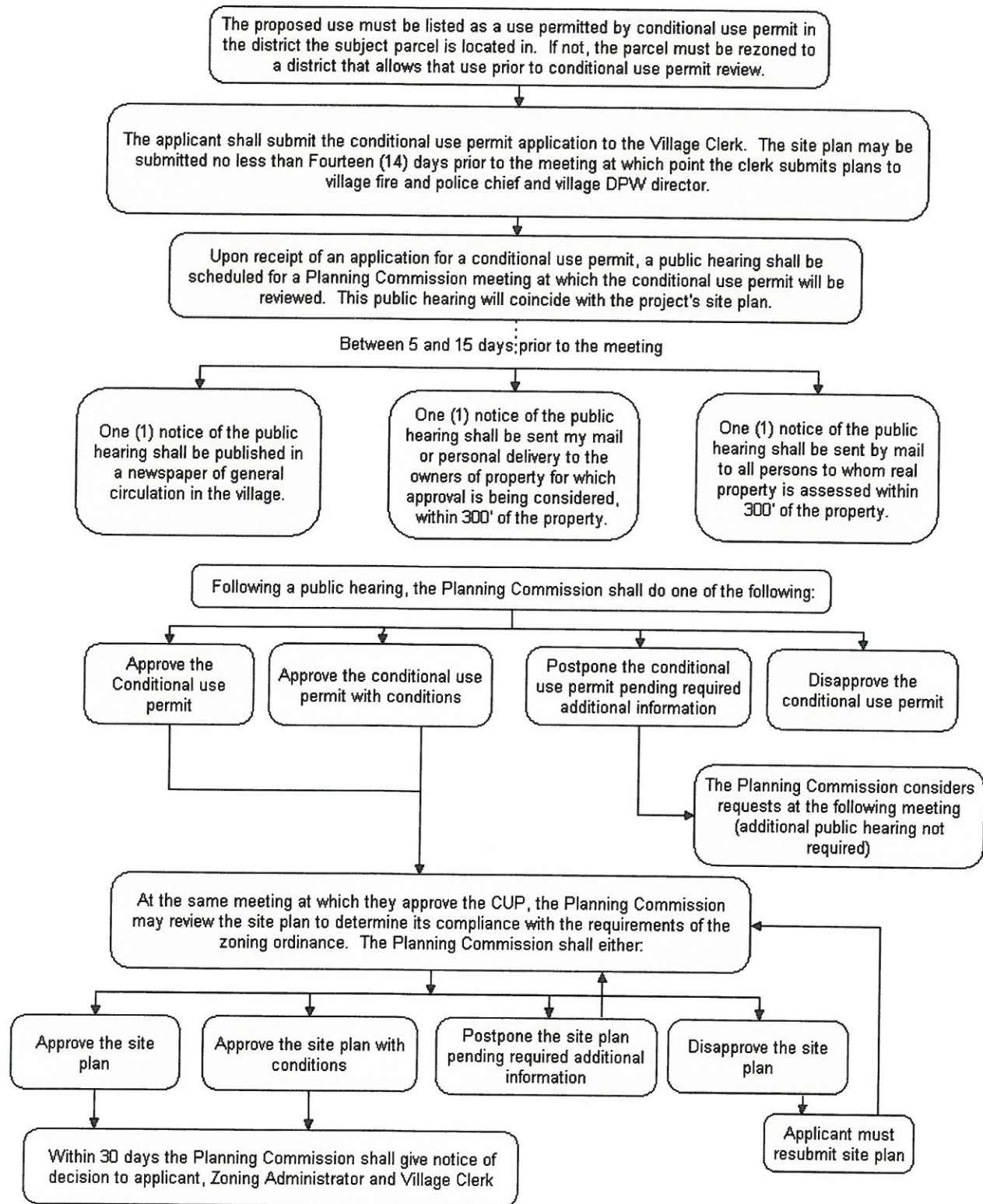
The deadline for filing applications is 14 days prior to the meeting. This is to allow enough time to meet the requirements for advertising and notifying the owners of property within 300 feet.

HEARINGS WILL NOT BE SCHEDULED UNLESS **ALL** INFORMATION IS SUBMITTED AND FEE PAID BY THIS DEADLINE.

Applicant must attend the Village Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant. Said written approval **must be notarized** and left on file with the Village.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. Letter explaining in detail exactly what your intended use of the property is.
2. Proof of ownership – DEED
3. Completed application form
4. Site plan of the property with the information listed in the attached site plan check list.
5. Application fee to cover costs for meetings, advertisements, mailings, etc.



Outline of Procedure for Reviewing Planned Unit Development

1. Developer submits "Overall Plan for Development", which includes
 - a. Acreage to be devoted to each use
 - b. Proposed density of dwelling units
 - c. Major thoroughfare and utility layout plan
 - d. Plan showing location of parks, open recreation areas and other open space, schools and other community uses
2. Planning Commission reviews and approves "Overall Plan for Development" at public meeting, using standards in Section 11.11 as applicable.
3. Developer submits Conditional Use Permit Application with site plan that follows the approved "Overall Plan for Development" but provides the greater detail required for a site plan under Section 5.02 C. For condominium projects that must include the draft Master Deed, By-Laws and Exhibit "B" drawings as required by Section 9.02 of the zoning ordinance.
4. Planning Commission holds public hearing and reviews and approves Conditional Use Permit and site plan, using standards in Section 11.11, Section 5.03 and Section 6.03 of the zoning ordinance.
5. Developer prepares construction drawings, that follow the approved site plan and Conditional Use Permit Approval.
6. Planning Commission reviews and approves detailed plan