

New Business Toolkit

A Step-by-Step Guide
for Starting a Business in Glen Ellyn



Inside

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Welcome to the Village of Glen Ellyn!

We are delighted that you are considering opening a business in Glen Ellyn. The Village of Glen Ellyn is committed to working to attract and retain business in our community, and we think you will find it an excellent place to open your business.



Glen Ellyn offers access to local amenities, arts and entertainment and unique retail. Residents and visitors alike can enjoy such scenic locations as beautiful Lake Ellyn, the Willowbrook Wildlife Preserve, the Village Links Golf Course and the Illinois Prairie Path.

Glen Ellyn's location makes it an ideal destination point. Located just 23 miles west of Chicago, Glen Ellyn is centrally located in DuPage County. This premier western suburb is situated on a Metra commuter rail line and enjoys convenient access to major highways, interstates and thoroughfares. These things make the Village a convenient destination for shoppers from around the Chicago area.

We hope this New Business Toolkit will assist you by providing detailed community information

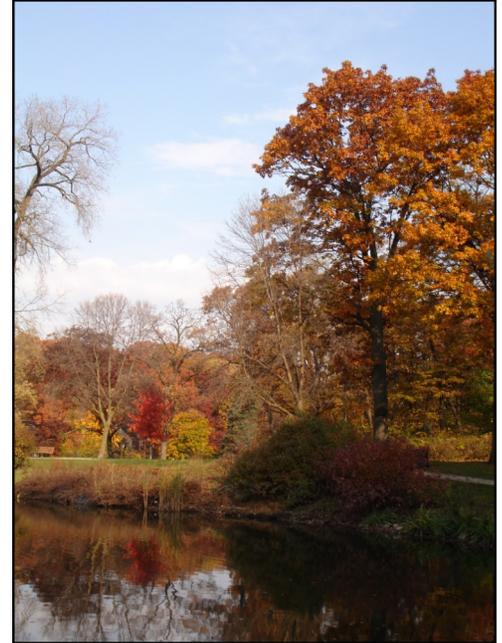
and explaining local requirements for opening a business. Village Codes, regulations, policies and procedures mentioned in this document are designed to establish standards that maintain the general health, safety and welfare of community residents. While this toolkit provides a summary of local requirements, it does not replace Village Code or ordinances. For the most current code information, refer to the Village website, www.glenellyn.org.

In addition, we encourage you to contact the Village's Economic Development Coordinator directly at 630-547-5345 at any time to ask specific questions related to your business plan.

The Village of Glen Ellyn hopes to work with established and potential business owners in order to create a healthy, vibrant and profitable community. Thank you for choosing Glen Ellyn as your place of business!

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Contact the Village

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Fax: 630-469-8849

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Public Works: 630-469-6756

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Website: www.glenellyn.org

About Glen Ellyn

Glen Ellyn, Illinois offers big city amenities with a small town feel. The Village of Glen Ellyn is located just 23 miles west of Chicago and is one of the area's premier suburbs. Residents enjoy great employment opportunities, access to local amenities such as arts and entertainment and unique retail—all without leaving the Village.

ganizations, churches and volunteer groups making up the fabric of this community.

Glen Ellyn is centrally located in DuPage County. Its proximity to Chicago makes it an ideal place to get the best of both city and suburban life. The Village is situated along the Union Pacific West Metra rail line and has access to major highways, interstates and airports, making it easy to reach your destination no matter how far.

Nature lovers can enjoy a number of outdoor amenities including Glen Ellyn's 28 parks, the Willowbrook Wildlife Preserve, the Village Links Golf Course and the Illinois Prairie Path.

Those who are looking for something unique can find an appealing mix of specialty boutiques and national retail outlets right in Glen Ellyn. The pedestrian-friendly downtown is full of local shops and restaurants, while shopping along Roosevelt Road features many nationally recognized stores.

Glen Ellyn also offers excellent educational opportunities. Glenbard West and Glenbard South, two of the four District 87 Glenbard High Schools, rank among the best in the state. Glen Ellyn is home to the College of DuPage as well, one of the largest community college campuses in the nation. There is also the Glen Ellyn Public Library, which offers many activities and programs for people of all ages.

The Village of Glen Ellyn is rich in opportunity and community. If you are looking for something special, you will find it in Glen Ellyn.

Glen Ellyn is situated around beautiful Lake Ellyn, once a renowned tourist destination. Today this scenic Village offers homes with a variety of architectural styles set among rolling woodland hills and surrounded by mature trees. Since 1974 the Village has been designated as a Tree City.

Glen Ellyn offers small-town charm and a strong sense of civic pride, with many or-



Glen Ellyn Statistics

Population:	28,180. The median age is 40. (Based on 2014 Est. by The Nielsen Co)
Households:	10,699. (Based on 2014 Est. by The Nielsen Co)
Income:	Average household income is \$113,385. (Based on 2014 Est. by The Nielsen Co)
Neighbors:	Lombard, Wheaton, Glendale Heights, Downers Grove and Lisle
Schools:	Glen Ellyn has five public and two private grade schools, two public junior highs, and two public high schools. Glen Ellyn is also home to College of DuPage, which is one of the largest community colleges in the U.S., and the Philip J. Rock Center and School, which serves deaf and blind children.
Government:	The Village of Glen Ellyn is led by an elected President and six Trustees supported by advisory boards and commissions. The Village also has an elected Village Clerk. The DuPage County seat is located in Wheaton. It has a Council-Manager form of government with the Village Manager as the Chief Administrative Officer.
Transportation:	Glen Ellyn is conveniently located with access to a variety of transit options: <ul style="list-style-type: none"> • Mass Transit: The Union Pacific West Metra line runs through Glen Ellyn. The line reaches from Elburn in the West to the Ogilvie Transportation Center in Chicago. The Glen Ellyn Metra Station is located on Crescent Boulevard in downtown Glen Ellyn. PACE buses also serve areas of Glen Ellyn. • Airports: DuPage Airport is located 13.2 miles away in West Chicago; O'Hare International Airport is 25 miles from Glen Ellyn; Midway International Airport is 22 miles from Glen Ellyn. • Major Highways: I-355, IL-64 (North Avenue), IL-38 (Roosevelt Road), and IL-53 run through Glen Ellyn, while I-88, I-294 and IL-56 (Butterfield Road) are easily accessible.
Hospitals:	The community has access to many top-rated medical facilities, including the DuPage Medical Group Glen Ellyn Clinic located in downtown Glen Ellyn, Central DuPage Hospital Medical Office in Glen Ellyn, Convenient Care Center (Glen Ellyn and Wheaton), Central DuPage Hospital (Winfield), Advocate Good Samaritan Hospital (Downers Grove), Glen Oaks Medical Center (Glendale Heights), Elmhurst Memorial Hospital (Elmhurst, Immediate Care Center in Lombard), and Marionjoy Rehabilitation Hospital (Wheaton).
Shopping:	Glen Ellyn features a pedestrian-friendly Central Business District that offers high quality shopping and dining. Auto-oriented shopping is located along Roosevelt Road.
Culture:	Glen Ellyn offers access to a variety of cultural attractions, including the Glen Ellyn Historical Society and Stacy's Tavern Museum, McAninch Arts Center at the College of DuPage, Anima Young Singers of Greater Chicago, Village Theater Guild, and The Glen movie theater.
Events:	Each year, local organizations host a number of community events, including the Taste of Glen Ellyn, the Annual Boat Regatta at Lake Ellyn, Jazz Fest, Ladies Night Out and many more.
Recreation:	Glen Ellyn residents enjoy a wide variety of passive and active recreation opportunities, including a Park District with 28 parks and facilities, including Lake Ellyn Park, baseball facilities, soccer fields, a pool, tennis courts, a senior program and a 88,000 sq. ft. indoor sports complex. Other Glen Ellyn facilities include the Village Links Golf Course, Glen Oak Country Club and Golf Course, College of DuPage Sports and Recreation Center, Willowbrook Wildlife Center, and the nearby Morton Arboretum.
Property Tax:	The tax rate for 2012 (collected in 2013) was 0.52. The Village of Glen Ellyn makes up 6.6% of the total tax bill for District 41. District 89 will vary.
Water:	Glen Ellyn's water is supplied from Lake Michigan through the DuPage Water Commission.
Utilities:	Glen Ellyn passed electric aggregation in November of 2012, and agreed to an 18 month contract with Verde Energy USA as the provider. Nicor supplies natural gas. Cable is provided by Comcast and WOW. AT&T provides telephone and television services. The Village of Glen Ellyn oversees water and sewage billing, and waste water facilities are provided by the Glenbard Wastewater Authority.

Getting Started

The first steps to opening a business are to establish a business plan and to set up the proper government registrations. A business plan helps you identify business goals and strategies, including business financing. Businesses are also required to register with the appropriate authorities to ensure taxes are paid properly and the business is operating according to law.

Setting up a Business Plan

The **Small Business Development Center (SBDC)** at the College of DuPage is a valuable resource to assist first time business owners with business plans and other items necessary to establish a new business. The Center can assist with entrepreneurial training, loan programs, consultations and business plan writing for free or low cost. The SBDC can be reached at 630-942-2771.

Local Resources

The Village of Glen Ellyn has an **Economic Development Coordinator** ready to assist you in opening a new business, or expanding or relocating an existing business. If you have questions about finding the right location for your business, or are looking for additional information, please contact the Economic Development Coordinator at 630-547-5345.

The **Glen Ellyn Chamber of Commerce** provides a variety of professional development and networking services to its members. The Chamber also takes a lead role in organizing several community events each year, including The Taste of Glen Ellyn and annual Holiday Walk. To learn more about the Chamber, visit their website at www.glenellynchamber.com or call the Chamber at 630-469-0907.

The **Alliance of Downtown Glen Ellyn** works to increase foot traffic and sales in the Central Business District by planning events and heightening awareness and visibility of downtown Glen Ellyn as a destination for shoppers and diners. For more information, visit their website at www.downtownglenellyn.com or call the Alliance at 773-255-4087.

As a new business owner, you may also wish to seek the assistance of an attorney, an accountant, an architect (for new construction or space renovations), or a real estate agent (for site selection).

1. Register

Before deciding if your business will be a Sole Proprietorship, Partnership or Corporation, you should consult an attorney or accountant. If you incorporate or establish a limited partnership, you must register with the State of Illinois at:

Secretary of State

17 North State Street

Suite 1137

Chicago, IL 60601

Phone: 312-793-3380

2. Obtaining a FEIN

Corporations and Partnerships require Federal Employer Identification Numbers (FEIN). For more information contact:

Federal Taxpayer Service

Federal Building — 17th Floor

230 South Dearborn

Chicago, IL 60601

Phone: 1-800-829-4933

3. State Sales Tax Number

If you plan to operate a retail business, you must obtain a sales tax number (either an Illinois Business Tax number or a Retailer's Occupational Tax Number). To apply for a number, contact the Illinois Department of Revenue at 312-814-2451 or visit them online at www.revenue.state.il.us.

Finding A Location

The Village of Glen Ellyn offers three commercial districts, each with its own distinct character. When evaluating where you want to locate within the Village, you will want to consider what environment you would like, as well as the needs of your business.

Commercial District Overview

The Central Business District is a vibrant, traditional, upscale, pedestrian-friendly downtown retail district that offers a variety of goods and services. The Historic Stacy's Corners commercial district, located directly north of downtown at the intersection of Main Street and Geneva Road, is a historic area that offers a variety of neighborhood commercial businesses targeted at pedestrian and vehicular patronage. Roosevelt Road (IL-38) is a main thoroughfare that offers larger life-center development, national retail chains and restaurants focused on a more regional market.

Whether you are looking to lease an existing space or build a new structure, we suggest you contact the Glen Ellyn Economic Development Coordinator at 630-547-5345. The Coordinator maintains a current list of vacancies and available properties on the Village's website at www.glenellyn.org/ED. You may also wish to retain the services of a local real estate agent or commercial broker. A real estate attorney can be helpful as well, especially in negotiating the terms of a lease or purchase.



Zoning Districts: Permitted and Special Uses

Once a potential site is identified, it is important to make sure that your business is permitted in the zoning district. Zoning can be checked by calling the Planning and Development Department or consulting the Zoning Map and Zoning Code on the Village website, www.glenellyn.org.

For every district, the Zoning Code lists Permitted Uses and Special Uses. Permitted Uses can be established without any special review by an advisory commission, provided the use complies with all zoning, building and other regulations. Special Uses require an application, public hearing before a commission and approval from the Village Board before they can be established.

It is also important to note that all new buildings or additions to existing buildings in the downtown are required to go through a Planned Unit Development process (see Chapter 7 of the Zoning Code for more information).

Before signing a lease or a contract to purchase property for the purpose of operating a business, consider including a contingency for zoning approvals and permits. As a general rule, allow two to four months to process a Special Use, Rezoning or Variance request.

Location Checklist

- Confirm Zoning
- Check Permitted Uses (Zoning District)
- Evaluate Parking & Transportation

Zoning Districts: Continued from previous page

Individuals planning larger developments such as Planned Unit Developments, Subdivision of Property or Special Use projects involving new construction are encouraged to arrange a meeting with the Planning and Development team to discuss the project. At this meeting, the team should be able to provide an estimated timeline for review.

The Village of Glen Ellyn has five commercial/office zoning district classifications. The following list provides an overview of these districts. For specific information on each district, consult the Village Zoning Code available online at www.glenellyn.org.

C2 — Community Commercial District: The C2 District is characterized by businesses that offer basic living needs and community support services to the local neighborhood. Professional services and business offices are also permitted in this district. Historic Stacy's Corners is zoned C2.

C3 — Service Commercial District: Most of Roosevelt Road (IL-38) is zoned C3, which allows for more regional uses, such as auto sales and service, hotels and motels, food stores and other

general commercial uses and services.

C4 — Office District: The C4 District is designed to accommodate office space, such as medical and dental offices, banks, and research uses. There are pockets of C4 zoning along Roosevelt Road (IL-38) and a small section on Pennsylvania Avenue west of the Central Business District.

C5 — Central Retail Core: The focus of the C5 District is pedestrian oriented business space. The C5A comprises the downtown retail core, while the periphery of the downtown is zoned C5B.

C5A — The C5A District is developed for pedestrian-oriented retail shopping, dining and entertainment uses.

C5B — The C5B District is located directly outside of the C5A boundaries. Additional service uses that are not allowed in the C5A district are permitted in this district.

C6 — Commercial/Multi-Use Planned Development District: The C6 District is intended for mixed-use areas to be developed in a planned and orderly fashion, often characterized by shared parking facilities and multiple buildings.

Parking and Transportation

Pace has two bus routes serving the Village, linking your business to communities all over the metropolitan area. In addition, a train station served by Metra is located in the heart of the downtown and provides convenient access to Chicago and other western suburbs.

Free on-street customer parking is available throughout the downtown and customer parking is available in several commuter parking lots after 11:00a.m. Permit parking for commuters and Central Business District employees is also available in specially designated parking lots. Historic Stacy's Corners and Roosevelt Road have ample parking for employees and customers.

When considering your parking needs, you can start by determining the parking requirements for the district and the type of business as specified in the Village's Zoning Code. The Village Zoning Code requires a minimum number of parking spaces on each property. However, the hours of operation, number of employees and other factors may affect your parking needs. Village staff can assist you in this process when you are looking at locations for your business.

Site Selection

Whether you are seeking to construct a new development, or alter an existing location, there are several things that should be considered. The first is the impact of any development on the environment, including stormwater runoff, tree preservation and other environmental concerns. You may also want to consider what access the site has to municipal services, such as water and sanitary sewer, and utility services such as electrical, natural gas and communications.

Environmental Concerns

For new developments, you will need to consider the natural environment and the impact it could have on your development project. Overall site terrain, soil contamination, trees and other vegetation, animal life, floodplains and wetlands could all subject the project to additional regulations. The Planning and Development Department will be able to assist you in determining what additional approvals or permits may be needed for a particular site or project.



Storm Water Management

For all new developments or site alterations, the Village requires compliance with Illinois Drainage Law and the DuPage County Stormwater Ordinance, as well as all local amendments adopted by the Village. The basic principle of these regulations is that property owners can not impede the natural flow of water. Glen Ellyn is a “full-waiver” community, meaning all stormwater permits and management plans are reviewed by the Village, not by DuPage County. The Village requires Stormwater Permits and/or engineering review when any development activity affects any portion of the floodplain, or when such activity occurs in an area greater than 300 square feet. For most non-residential or multi-family residential projects, the developer or owner will also be required to provide on-site stormwater detention. For more information, please contact the Village’s Stormwater Engineer at 630-547-5250.

Annexation

If you are considering a site that is currently unincorporated, consider annexation to the Village of Glen Ellyn. Annexation has several potential benefits, including access to Village services such as utilities and local police protection. Annexation information packets are available on the Village website at www.glenellyn.org, and the planning and development department can assist you with this process.

Site Selection Checklist

- Discuss Preliminary Plans with Village Staff
- Check Village’s Available Sites Inventory
- Review Site History for Environmental Concerns
- Check Stormwater Management Requirements
- Does Annexation Need to be Considered?

Project Review Process

Once you have selected a location for your business, you will need to determine what level of investment will be required to open your doors. In general, new businesses fall into three categories: existing commercial use, renovation, or new facilities.

Existing Commercial Use

If you are planning to purchase or lease a building that is already built to suit your needs, all that may be required is the registration of your business with the Village. It should not be assumed, however, that because a similar business operated at that location in the past that your proposed business can operate as a matter of right. Zoning requirements change over time, therefore it is best to consult the Planning and Development Department early in the process.

The business owner should submit a written description of the prior use of the space and the proposed new use including the primary activities, hours of operations and a preliminary floor plan. This information will be used to verify compliance as a permitted use or identify a special use or a prohibited use in the zoning district.

Renovating a Site

After you have selected your site and determined that improvements are necessary, you should contact the Planning and Development Department. This should be done prior to entering into a lease, purchasing the site, or starting construction. In most cases, new businesses will require renovation of an existing building in order to suit the proposed business use. Depending on the scope of work, various approvals may be required.

New Facilities

Once you have selected a site for your new building, you will need to check the zoning code to ensure your new building will meet setback, building height, sign, parking and other requirements. Construction and engineering plans must be submitted for review, approval and issuance of a building permit.

Obtaining a Building Permit

After you have determined the type of development activity that will be required for your location, it is time to obtain preliminary building permit information.

Existing Building Information

The business owner should obtain a copy of a Plat of Survey or site plan and existing floor plans. Information on the materials used for the construction of the building structure and fire protection systems in the building should also be obtained.

Concept Plans

The business owner should develop a concept plan that indicates the proposed improvements including new rooms, spaces and equipment and label each area with the proposed activity or use. The Building Division will reference the concept plan, building information and use and occupancy information to determine applicable building code provisions and any code required improvements.

Review Process Checklist

- Confirm Any Required Building Improvements
- Obtain Building Permit
- Make Necessary Building Improvements
- Registering Your Business
- Receive Appropriate Inspections
- Confirm if Development Review is Required

Building Permits

A building permit is written permission issued by the Village to do work on, in or around your property. A building permit is required for the construction, alteration or demolition of a building or accessory structure, and for various site improvements. The removal of existing, and installation of new interior finishes and freestanding merchandise fixtures may be completed without a building permit, provided that the work does not include the alteration of any existing building components including floors, walls, roofs, stairs, doors, windows and mechanical, electrical, plumbing and fire protection equipment and systems. The completion of ordinary repairs and maintenance does not require a building permit. Some examples of the types of projects that do require building permits include:

- Demolition of buildings and structures
- New buildings
- Parking lot construction and reconstruction
- Mechanical, electrical and plumbing work
- Water, sewer, gas, and electric utility work
- New roofing or siding
- Landscape grade changes and underground lawn sprinklers
- New accessory structures such as a deck, detached garage, shed or fence.
- Additions and alterations to existing buildings
- Interior remodeling and improvements
- Impervious surfaces such as patios, driveways and walkways

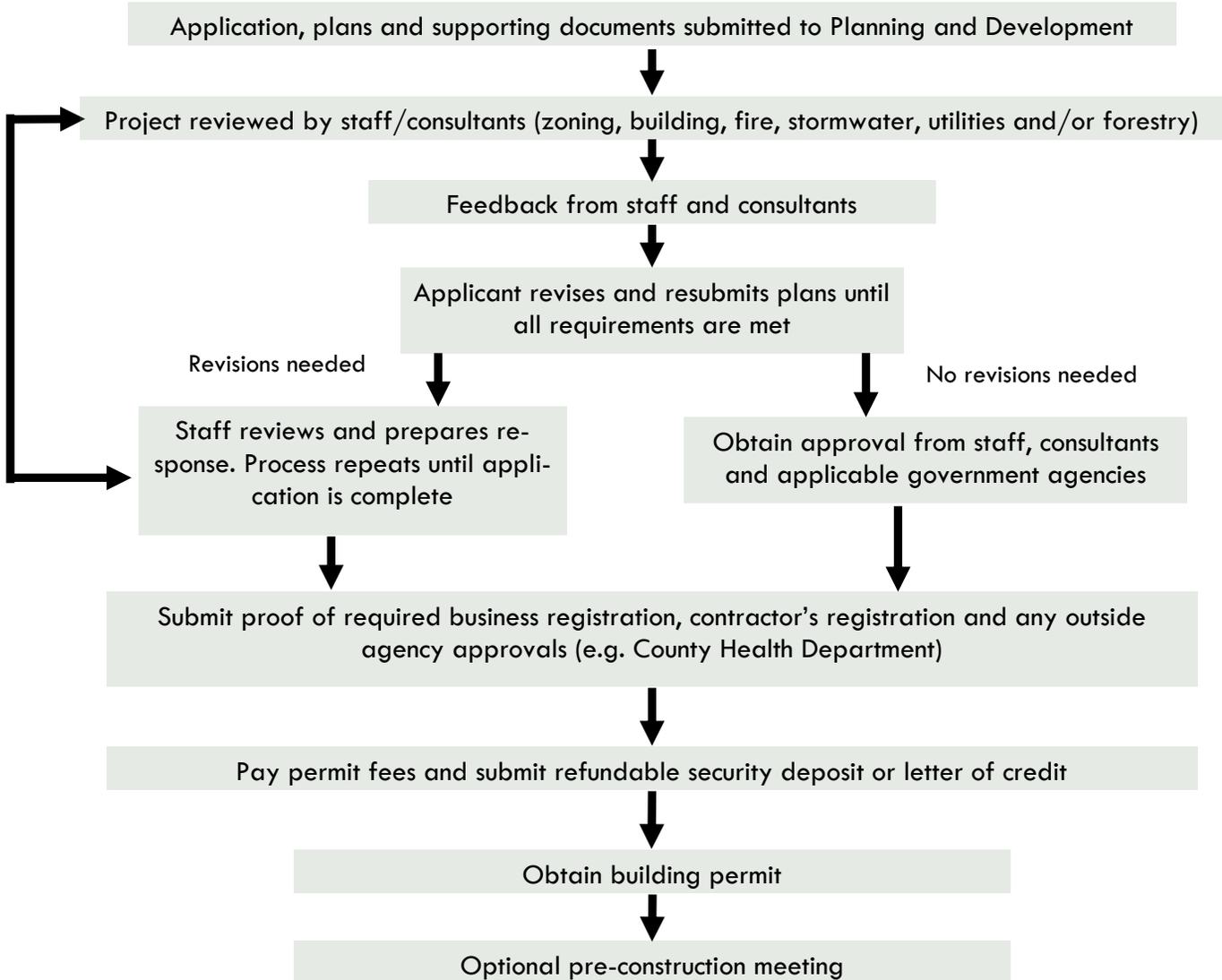
Building Permit Process

After you determine that a building permit is required, it is advisable to consult with a permit clerk at the Planning and Development Department to determine the required information, permit application forms and plans that must be submitted. The building permit application is available on the Village website or may be picked up in person at the Planning and Development Department. To illustrate the process, there is a chart showing the building permit process from application to permit issuance on the next page.



Building Permit Process, Continued

The time it takes to complete the building permit review process may vary depending on the project. It involves the following steps (applicants should expect multiple reviews, with each review by the Village taking one to two weeks):



Building Improvements

Building improvements or upgrades may be required by ordinances/codes, beyond the interior remodeling proposed by the building occupant, as determined by the following factors:

- **Change of Use:** Certain improvements may be required, including improvements to the building's utility systems, fire protection systems/equipment, parking lot, driveways and landscaping to meet the minimum code requirements for the new use.
- **Intensified Use:** The proposed use may exceed the design limitations of the existing building and require improvements. Such improvements may include new or upgraded utility systems, fire protection systems/equipment, fire separations, floor structure, ventilation and exhaust systems, toilet facilities, emergency exits, emergency lighting, and other improvements to meet current code requirements.
- **Project Cost:** If the project costs exceed certain amounts, additional building and system upgrades may be required by the Village's building code. Building improvements for accessibility may be required based on the total project cost and value of the building as required by accessibility codes. When technically infeasible, improvements must comply to the greatest extent practical as determined by the Building and Zoning Official.

Business Registration

All new businesses, changes in business ownership, and/or changes in business type require the filing of a Business Registration application. Business Registrations are required to ensure the Village has accurate information about the business and building in case of an emergency. Upon receipt of the application and required fee, staff will schedule a fire and occupancy inspection. Once registration is issued, it should be posted in your place of business. All registrations must be renewed annually.

If upon reviewing your business registration application, staff determines that your proposed business requires a Special Use Permit or other zoning relief, you will be required to complete the development review process (See page 12).

Inspections

Occupancy and Fire Inspection

The Planning and Development Department will conduct an occupancy inspection shortly after the business opens to the public to confirm that the occupancy and use complies with the approved business registration.

The Fire Company will conduct a fire prevention inspection once all work and merchandising is complete to confirm compliance with the applicable life safety and fire codes.

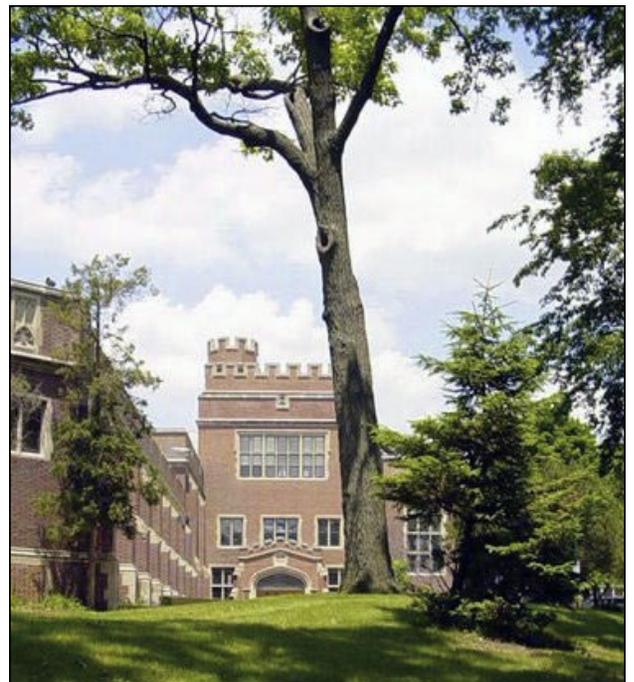
Construction Inspection

Inspections of new construction are mandatory while work is in progress to ensure construction complies with approved plans and code regulations. Inspections are also required for building renovations. The following inspections may be required throughout the process of construction:

- Footing/Slab
- Setback Certification Survey
- Backfill
- Height Certification Survey
- Framing
- Insulation
- Fire Protection
- Mechanical, Electrical, Plumbing
- Elevator
- Ordinance Conditions
- Final Health (DuPage County)
- Final Building
- Final Site
- Landscape
- Other/Special

The inspections required for your project will be listed on the window card issued when your building permit is approved. Inspections can be scheduled by contacting the Planning and Development Department at 630.547.5250.

Although the Village conducts inspections of new construction, it may be beneficial to hire a private inspector. Construction inspections are infrequent and only address minimum code requirements. More extensive work may be appropriate or necessary to achieve the desired convenience, efficiency, accessibility, flexibility, permanence, etc.



Development Review

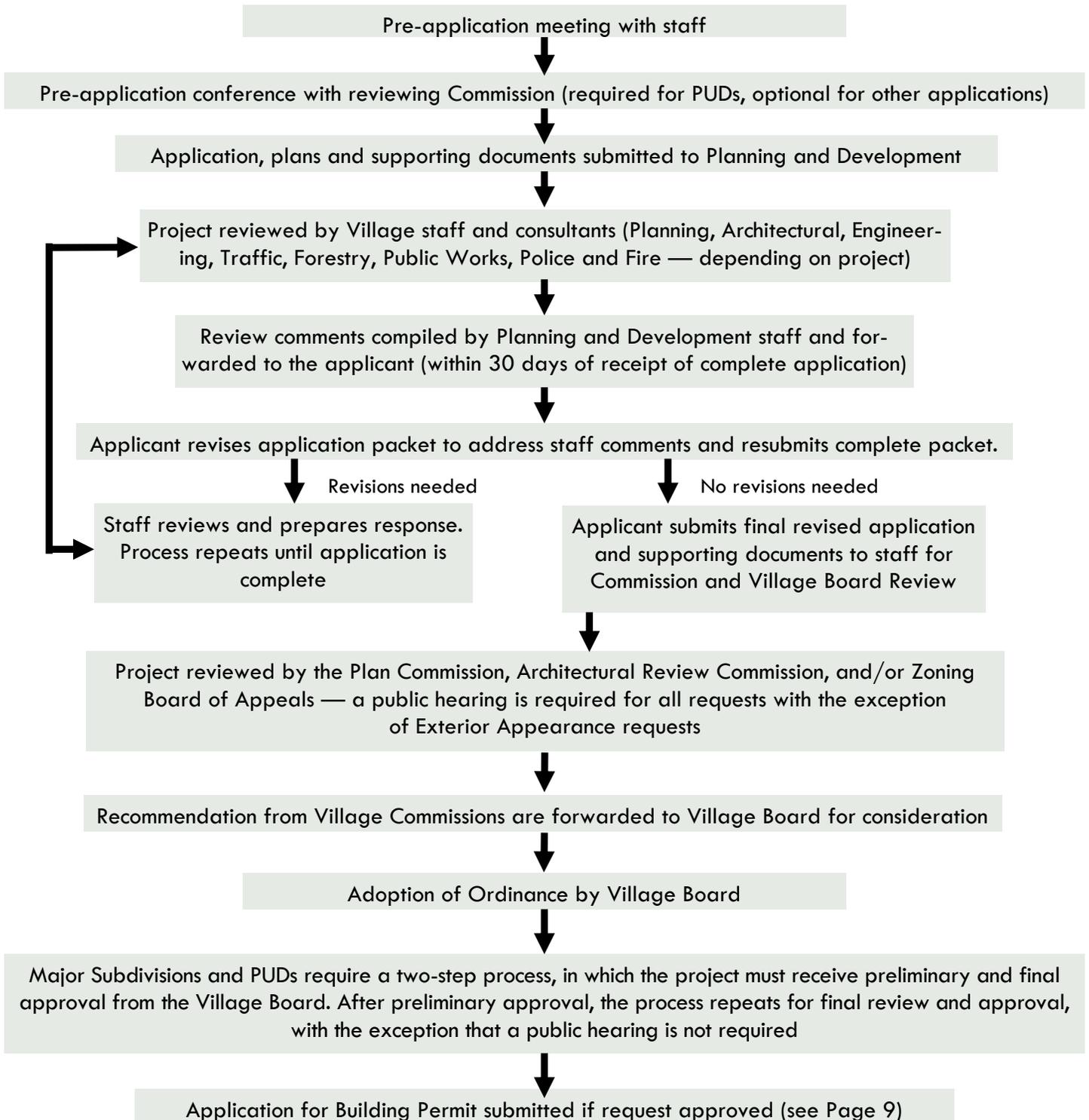
If you need to receive Village Board approval for your project you will need to go through the development review process. A list of the types of projects requiring development review is provided below. You are encouraged to contact the Planning and Development Department to schedule a preapplication meeting to discuss your plans and the development review process in detail.

- Variation** If your development does not meet the requirements set forth in the Village Zoning Code, Sign Code, Subdivision Regulations Code or Stormwater Ordinance, you are entitled to seek relief through a Variance. Residential zoning variations are reviewed by the Zoning Board of Appeals. Subdivision, Stormwater and Commercial Zoning Variances are reviewed by the Plan Commission. Sign Variations are reviewed by the Architectural Review Commission.
- Special Use Permit** Each zoning district identifies uses that are permitted by right, as well as uses that are permitted only with Special Use approval. Special Use requests are reviewed by the Plan Commission at a public hearing. If approved, the Village often puts conditions on Special Uses prior to granting the permit in order to minimize any potential adverse impacts on surrounding properties.
- Zoning Amendment** If your business is not listed in a specific zoning district or category, a Zoning Text or Map Amendment may be requested. A Map Amendment rezones the property to a new zoning classification. A Text Amendment changes the regulations in the Zoning Code. Both of these actions are reviewed by the Planning Commission.
- Plat of Subdivision** Subdivision approval is required if you wish to divide a parcel of land into three or more lots. A Plat of Subdivision may either be considered a major or minor subdivision, depending on the size and scope of the project. Subdivision requests are reviewed by the Plan Commission at a public hearing. Similar projects such as land transfers, two-lot subdivisions and lot consolidations are reviewed by the Planning and Development staff and may be approved administratively.
- Planned Unit Development (PUD)** A PUD is reserved for large-scale developments and new construction or building additions in the Central Business District. It provides additional flexibility with respect to Village Codes and Ordinances. If the site you select is part of an approved PUD, you may be required to seek an amendment to the PUD if you plan to alter the site. PUD requests are reviewed by the Plan Commission.
- Exterior Appearance** New construction, additions, new parking lots and the exterior renovation or remodeling of nonresidential and multi-family developments must receive Exterior Appearance approval. Exterior Appearance applications are reviewed by the Architectural Review Commission.

Many of these applications are reviewed by the Plan Commission, Architectural Review Commission and/or the Zoning Board of Appeals. These Commissions serve as advisory bodies to the Village Board. The Commissions review the applications and make recommendations to the Village Board, who ultimately makes a final decision on the request. If a request is approved, the Village Board may place conditions on the approval in order to reduce or minimize any adverse impacts of the project on neighboring properties or to implement the general purpose and intent of the Village Code.

Development Review: Continued

After you have submitted your application(s) to the Planning and Development Department, along with the required fees, escrow and all items listed on your project checklist, the Village review begins.



Commission Meetings

The Plan Commission, Architectural Review Commission and Zoning Board of Appeals are composed of local residents appointed by the Village President. They are advisory bodies only and make recommendations to the Village Board. At a commission meeting or hearing, staff will introduce the request and then you will be asked to provide an overview of the project and present evidence about how the request meets the requisite criteria for approval. The public will also be given an opportunity to provide comment in support of, or opposition to, your request.

Public Hearing

A public hearing is a meeting advertised to the public in advance at which the public is given the opportunity to comment on the application(s). Public hearings before the appropriate Commission are required prior to the Village Board's consideration of the following types of projects:

- Special Use Permit
- Zoning Code Map or Text Amendment
- Planned Unit Development
- Zoning Variation
- Sign Code Variation
- Stormwater Variation
- Major or Minor Subdivision

The Village is required to provide notice of public hearings. In most cases, the notice requires a placard to be placed on the site, a notice to be mailed to surrounding property owners and a legal notice to be published in a local newspaper. The Village will complete these efforts but requires reimbursement to cover these costs.

Village Board Review

The Village Board is the policy-making body of the Village and approves all ordinances. Your proposal will be presented to the Village Board by the Director of Planning and Development, along with the findings and recommendations from the applicable commissions. You will not be required to make a presentation at the Village Board meeting. However, you are required to attend and should be prepared to answer questions. If the Village Board approves your proposal, you can apply for the required building permits. All plans submitted for building permits must be in compliance with the approved ordinance/plans, including any conditions imposed by the Village Board.

Good to Know

Application Fees and Escrow

A table of current Village building permit fees can be found on the Planning and Development Department webpage or obtained by contacting the Planning and Development Department. A cash escrow is often required for many projects undergoing development review to pay for the Village's out-of-pocket expenses such as public notice costs and consultant reviews.

Liquor License

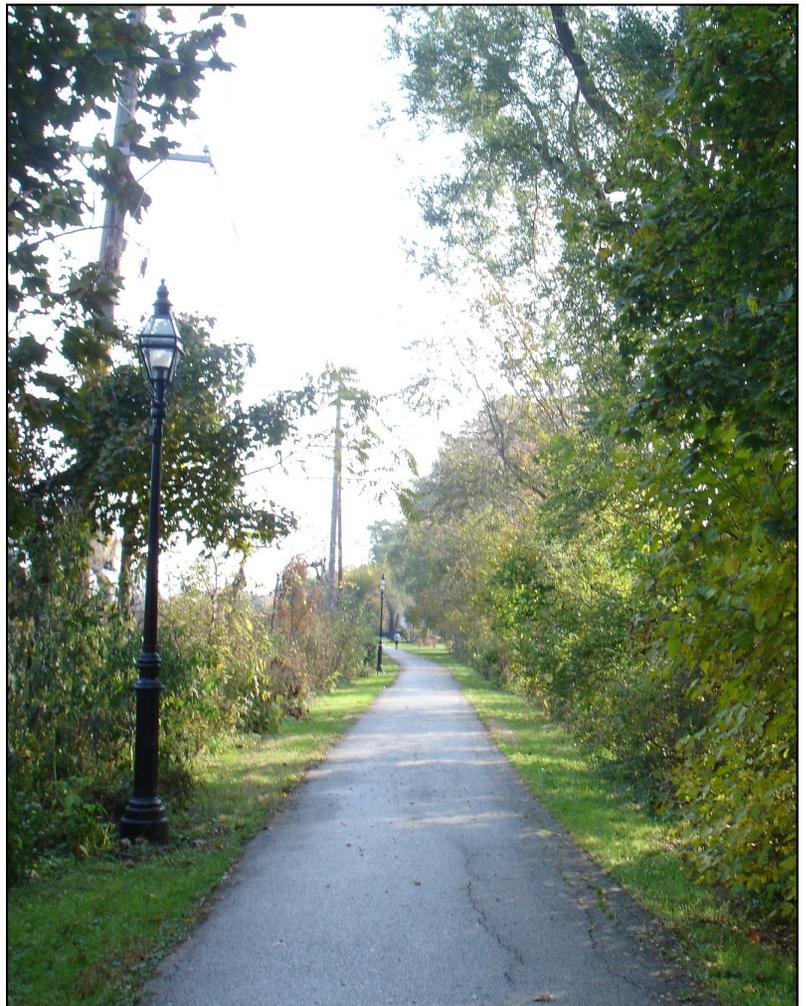
The Village has a number of different liquor license classifications depending on the type of business (restaurant, retail, hotel/motel), size of sales area, and distribution method (on-site v. packaged liquor). Liquor license applications are available in the Village Clerk's Office or on the website under the Village Clerk's section, www.glenellyn.org.

Other Licenses and Inspections

Additional licenses and inspections may be required by other governing bodies, such as the DuPage County Health Department. Property owners should be aware that annual fire prevention inspections and annual elevator inspections are required by the Village. Also, an emergency key box (Knox Box) will need to be installed on the front of the building if one does not already exist. The Planning and Development Department has Knox Boxes available for purchase.

You may need additional permits and/or Village licenses if your business is engaged in any of the following activities:

- Live Entertainment
- Use of Temporary Banners or Tents
- Sale or Distribution of Liquor
- Sale or Distribution of Tobacco Products
- Outdoor Display
- Outdoor Tables and Chairs
- Outdoor Vestibule



Frequently Asked Questions

For general information geared toward business, please see the Business tab of the website.

Where can I find information on available locations for my business?

The Village's Economic Development Coordinator maintains a database of available space in each of Glen Ellyn's commercial districts. This information can be accessed from the Village's website, www.glenellyn.org/ED or by contacting the Economic Development Coordinator at 630-547-5345.

A real estate agent or broker may also be able to assist you in locating the appropriate commercial space for your needs.

Why do I need to renew my Business Registration every year?

The primary purpose of the registration process is to ensure the safe operation of all Glen Ellyn businesses and the fee covers the cost of the annual fire prevention inspection. During these inspections, Village inspectors will examine alarm systems, emergency lights and exits, the location of fire extinguishers and fire wall penetration. They will also look for conditions that might present a fire hazard such as combustible storage or storage too close to sprinkler heads. The registration process also ensures the Village has current and accurate ownership and contact information in case of emergency.

Why does the Village have regulations on where businesses can locate?

The Village Zoning Code is intended to protect and maintain the character of the Village. It also helps to ensure the orderly and logical development of property. The Village's Comprehensive Plan identifies a vision for the community's development, and is used as a guide to establish and define zoning districts in the community.

Why does the Village require permits and inspections during construction?

The building plan review, permit and inspection processes ensure that buildings meet minimum standards designed to protect life and property. For a list of required building permits and building codes used by the Village, please visit the Planning and Development page on the Village's website.

Contact Information

Village of Glen Ellyn

www.glenellyn.org

535 Duane Street

Glen Ellyn, IL

Main number: 630-469-5000

Fax: 630-469-8849

Economic Development Coordinator: 630-547-5345

Planning and Development: 630-547-5250

Planning and Development fax: 630-547-5370

Public Works: 630-469-4756

Public Works fax: 630-469-3128

Utility Billing (Water/Wastewater): 630-547-5220/5221

Police (administration and non-emergency concerns): 630-469-1187

Police (emergency): 9-1-1

Volunteer Fire Department (administration and non-emergency concerns): 630-469-5265

Volunteer Fire Department (emergency): 9-1-1



Utilities

Nicor Gas Company

www.nicorgas.aglr.com

Phone: 888.NICOR.4U

ComEd

www.comed.com

Phone: 800.EDISON1

WOW

www.wowway.biz

Phone: 855-5295410

Comcast

business.comcast.com

Phone: 866-524-7480

AT&T

www.att.com

Phone: 888.944.0447

DuPage County

Health Department

www.dupagehealth.org

111 N. County Farm Road

Wheaton, IL 60187

Phone: 630-682-7400

Milton Township

www.twp.milton.il.us

1492 N. Main St.

Wheaton, IL 60187

Phone: 630-668-1616

Fax: 630-668-1608

Assessor's Office:

www.miltontownshipassessor.com

Phone: 630-653-5220

Fax: 630-653-5393

New Business Checklist

Below is a list of items you may wish to consider when opening a new business. It includes information from the checklists throughout the document, as well as some additional items.

Getting Started

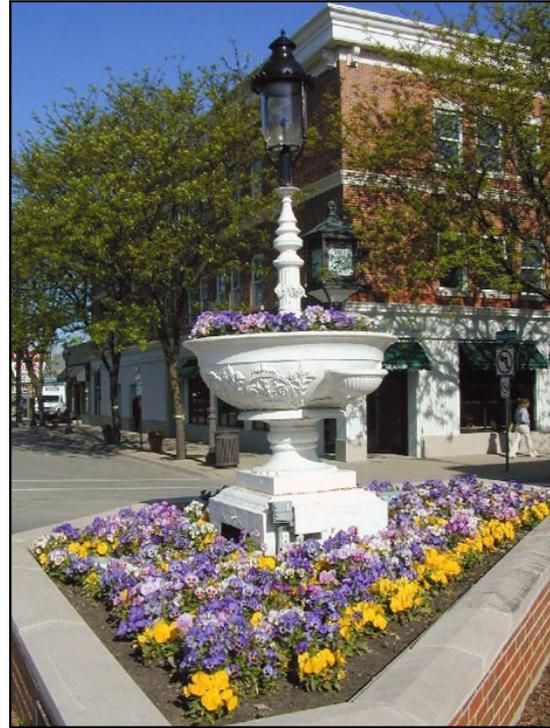
- Conduct Market Research
- Develop a Business Plan
- Register with Secretary of State (Incorporation)
- Obtain FEIN (Federal Employer Identification Number)
- Obtain Sales Tax Number

Finding A Location

- Confirm Zoning
- Check Permitted Uses (Zoning District)
- Evaluate Parking & Transportation

Site Selection

- Discuss Preliminary Plans with Village Staff
- Check Village's Available Sites Inventory
- Review Site History for Environmental Concerns
- Check Storm Water Management Requirements
- Does Annexation Need to be Considered?



Project Review

- Confirm Any Required Building Improvements
- Obtain Building Permit
- Make Necessary Building Improvements
- Register Your Business
- Receive Appropriate Inspections
- Confirm if Development Review is Required

Village Document Approval

- Building Permit
- Business Registration
- Sign Permit
- Development Approval (if Applicable)

Additional Approvals That May Be Needed

- Liquor License
- DuPage County Health Department
- Live Entertainment
- Outdoor Display
- Outdoor Tables and Chairs
- Outdoor Vestibule