

DEVELOPMENT APPLICATION REVIEW PROCESS

Petition Type	Agency to Review prior to Village Board (VB) Action	
	Plan Commission (PC)	Zoning Board of Appeals (ZBA)
Exterior Appearance Review (EA)	Administrative Review by the Planning and Development Staff with a recommendation to the Village Board for Final Disposition	
Land Transfer, Lot Consolidation, or Two-Lot Subdivision	Administrative Review by the Planning and Development Staff	
<p>Major Subdivision</p> <p>Note: PC has the ability to authorize a combined review of the Preliminary and Final Plats at the pre-application meeting.</p>	<p><u>PC</u> – Pre-application Meeting (Encouraged)</p> <p><u>PC</u> – Review of Preliminary Plat at Public Hearing & Recommendation to VB</p> <p><u>VB</u> – Disposition on Preliminary Plat</p> <p>(Process repeats for Final Plat review with the exception that the PC meeting is not a public hearing)</p>	
<p>Minor Subdivision</p> <p>Note: A minor subdivision results in the creation of three or four lots, or in the creation of two lots in which one or both of the proposed lots will not conform to standards.</p>	<p><u>PC</u> – Pre-application Meeting (Encouraged)</p> <p><u>PC</u> – Review at Public Hearing & Recommendation to VB</p> <p><u>VB</u> – Final Disposition</p>	
<p>Planned Unit Development (PUD)</p> <p>Note: A PUD is required for any new construction, including additions in the downtown or is used where there are multiple buildings proposed with shared use of parking, access, etc. The Planning and Development Director has the authority to combine Preliminary and Final PUD review into one step.</p>	<p><u>PC</u> – Pre-application Meeting (required)</p> <p><u>PC</u> – Review of Preliminary PUD at Public Hearing & Recommendation to VB</p> <p><u>VB</u> – Disposition on Preliminary PUD.</p> <p>(Process repeats for Final PUD review with the exception that the PC meeting is not a public hearing)</p>	

Sign Variation (SV)	PC – Review at Public Hearing & Recommendation to VB VB – Final Disposition	
Special Use Permit (SUP)	PC – Review at Public Hearing & Recommendation to VB VB – Final Disposition	
Stormwater Variation (from local amendments – other variances reviewed by DuPage County)	PC – Review at Public Hearing & Recommendation to VB VB – Final Disposition	
Zoning Map Amendment & Zoning Code Text Amendment (ZMA/ZTA)	PC – Review at Public Hearing & Recommendation to VB VB – Final Disposition	
Zoning Variation (ZV) or Construction Necessitated ZV for Commercial, Nonresidential or Multi-Family projects	PC – Review at Public Hearing & Recommendation to VB VB – Final Disposition	
Zoning Variation (ZV) or Construction Necessitated ZV for Single-Family and Two Family projects		ZBA – Review at Public Hearing & Recommendation to VB VB – Final Disposition

For more information, or to access forms and applications for these petition requests, please visit www.glenellyn.org or contact the Planning and Development Department at 630-547-5250