



Village of Willowbrook Zoning Entitlement Process

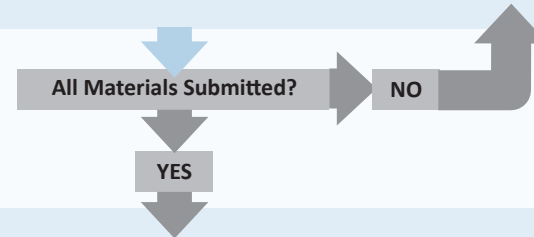
Staff Review

Staff receives the applications and distributes the plans and materials to the other Village consultants for their review.

Pre-Application Meeting: The petitioner shall meet with Village Staff to receive preliminary feedback on the proposal, information about code requirements, and guidance on application procedures.

Submittal: The petitioner shall submit the application, fees, plans, and other required materials to the Village's Planning Consultant. Please see the document entitled "Application for Planning Review" for more information about required submittal documents.

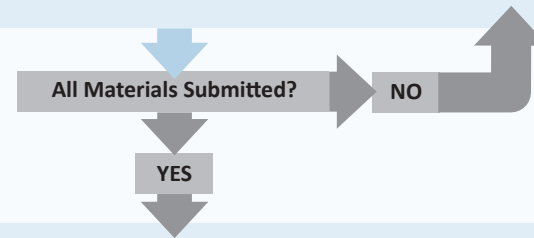
Completeness Review: The Village's Planning Consultant reviews the submittal to ensure all the required documents and plans are included. If items are missing or considered inadequate, the submittal will not be distributed to the other Village consultants for review and the applicant will be directed to submit the outstanding materials.



Plan Distribution: Once a complete submittal is received, the Village Planning Consultant distributes the submittal to the other Village consultants.

Staff Review and Comment Letter: The Village Planning Consultant will receive all consultant comments and forward them to the applicant.

Submit Revised Plans: If revisions are required, the applicant will need to submit revised plans to the Village's Planning Consultant to again be distributed to the other Village consultants.



The Village Planning Consultant schedules a Public Hearing at the next meeting of the Plan Commission. Public Hearing notices are sent to property owners within 250 feet of the property and are published in a local newspaper a minimum of 15 days prior to the Public Hearing. A sign must be posted on the property advising of the date, time, and location of the public hearing. Plan Commission meeting agendas are published on the Village website, and if individuals sign-up to receive them, an alert will be sent out advising that a Plan Commission agenda has been posted to the website.

Plan Commission

Meets on the 1st Wednesday of every month

Plan Commission Meeting / Public Hearing: The Plan Commission conducts the Public Hearing. If all testimony is received, the hearing is closed. The Plan Commission will either vote to make a recommendation to the Village Board or table the vote until the next meeting of the Plan Commission.

Village Board

Meets the 2nd and 4th Monday of every month.

Village Board Meeting (Receive): The Plan Commission's recommendation will be forwarded to the Village Board and appear on the omnibus vote agenda at the subsequent Village Board meeting. The Village Board will not discuss the petition at this Board meeting.

Village Board Meeting (Vote): An ordinance for the zoning petition will appear on the agenda at the next Village Board meeting once all plan revisions are complete and all final materials are submitted to the Village Planning Consultant. The Village Board will vote to either approve or disapprove the zoning petition unless the item is tabled for a subsequent Village Board meeting.

Final Approval

Please note that the Zoning Entitlement Process is typically 2 to 4 months depending on the complexity of the application.

Disclaimer: The timeframe could increase if multiple Plan Commission meetings or more than two Village Board meetings are required for the zoning petition. The timeframe could also increase if the applicant does not submit required materials or resubmittals to Village Staff in a timely matter. This document is intended to serve as a *guide* to the Village's zoning procedures. The Village of Willowbrook assumes no liability for applications that take longer than the predicted timeframe.

Concept Plan Timeline

Zoning Entitlement Timeline

Concept Plan reviews are offered to provide **FEEDBACK ONLY** to applicants from the Plan Commission and precedes the formal entitlement process. Concept Plan reviews are mandatory for Special Use for a PUD and Major Changes to PUD applications.

7-10 WEEKS

Completeness Review
1 WEEK

Detailed Plan Review
3-5 WEEKS

Plan Commission
3-4 WEEKS

End Concept

Village Board
2-4 WEEKS

FINAL APPROVAL