

# Process for Annexation, Zoning, and Subdivision

The infographic below depicts the general process for land use applications in the Village, such as annexation, rezoning, and variances. The process can be more complicated for multi-faceted projects, so the processes are described in greater detail on the next page. Every public meeting includes time for public comments whether or not related to the meeting business, and public hearings provide a defined time for the public to question and comment on the specific application.



## Step 1: Introductions

- Staff meets with the applicant to discuss the process and requirements.
- Applicants for new businesses or larger projects may give an informal presentation to the Village Board.



## Step 2: Submittal & Staff Review

- Applicants submit Land Use Application and supporting documents.
- Staff reviews and may make comments for resubmission.



## Step 4: Planning & Zoning

- Public hearing is held at a Planning and Zoning Commission meeting.
- PZC votes on recommending the application.



## Step 3: Public Notice

- Once a hearing date is set, public notices are given at least 15 days prior, usually through the Daily Herald newspaper, letters to neighbors, and signs posted near the roadway.



## Step 5: Village Board Meeting

- Village Board hears the application, PZC recommendation, and staff recommendation if applicable and takes final vote on approval.
- No public hearing except for developments involving a development agreement, usually during annexations.



## Step 6: Post-Approval

- If approved, the applicant may continue to permitting and construction.
- Permit approvals from the Village, County, and State agencies are commonly required.

Questions?

View the Village [Zoning Code](#) and [Subdivision Regulations](#) for more information, or contact Village Hall.

Detailed Descriptions of Processes

Note that these processes frequently occur together, so the steps for each are laid out such that simultaneous steps are grouped in the horizontal dashed boxes.

	<b><u>Annexation</u></b>	<b><u>Zoning Relief</u></b>	<b><u>Subdivision</u></b>
Introductory Stage (not required by code)	<p>Meeting with staff to discuss the process and documentation required</p> <p>Introductory presentation to the Village Board for initial feedback</p>	<p>Meeting with staff to discuss the process and documentation required</p> <p>Introductory presentation to the Village Board for initial feedback</p>	<p>Meeting with staff to discuss the process and documentation required</p> <p>Introductory presentation to the Village Board for initial feedback</p>
Concept Stage			<p>Presentation of concept plan to PZC - vote on approval with any comments/conditions</p> <p>Presentation of concept plan to VB without official vote - feedback only</p>
Preliminary Stage (may be combined with final stage)	<p>Presentation of application and public hearing at VB - vote on approval</p> <p>**If annexation agreement is included, <b>public hearing</b> on agreement at VB - vote on approval</p>	<p>*Presentation of application and <b>public hearing</b> at PZC - vote on recommending approval</p> <p>Presentation of application to VB - vote on approval</p>	<p>**Presentation of preliminary plan and <b>public hearing</b> at PZC - vote on recommending approval</p> <p>Presentation of preliminary plan to VB - vote on approval</p>
Final Stage	<p>**If amendments to annexation agreement needed, repeat entire process</p> <p>Permitting &amp; Construction</p>	<p>*If modifications to zoning needed, repeat entire process</p> <p>Permitting &amp; Construction</p>	<p>Presentation of final plan to PZC - vote on recommending approval</p> <p>Presentation of final plan to VB - vote on approval</p> <p>Permitting &amp; Construction</p>

\*requires 15-30 days' public notice through Daily Herald, letters to neighboring properties within 250 ft, and signage posted on property

\*\*requires 15-30 days' public notice through Daily Herald