



# St. Charles Development Entitlement Process

## Staff Review

Staff receives applications and distribute plans and materials to Development Review Team (DRT)

Concept Plan reviews are offered to provide **FEEDBACK ONLY** to applicants from the Plan Commission and City Council and precedes the formal entitlement process.

Concept Plan reviews are mandatory for Special Use for a PUD and Major Changes to PUD Applications.

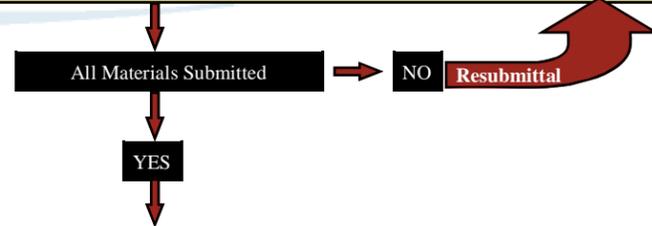
3 Weeks

### Concept Plan Timeline

**Pre-Application Meeting** - First meeting with the Development Review Team (DRT). Pre-Application Meeting required for PUD Applications; optional for other applications.

**Submittal** - Submit applications, fees, plans, attachments and deferred revenue account information. CD Director assigns Planner as Project Manager.

**Completeness Review** - Project Manager reviews submittal to ensure all the required documents and plans are included. If items are missing, or inadequate information is provided; plans will not be distributed for DRT review, and the applicant will be informed to submit additional materials.



**Plan Distribution** - Once a complete submittal is received, the Project Manager distributes the submittal to the DRT for Review (Review typically takes 3 weeks)

**Staff Review and Comment Letter** - The Project Manager will receive all departmental comments. The Project Manager will compile comments and forward them to the applicant.

**DRT Meeting** - Project Manager schedules a meeting with the DRT to discuss review comments.

**Submit Revised Plans** - If revisions are required applicant will need to submit revised plans to the Project Manager to be distributed for review.



Project Manager schedules a Public Hearing or Plan Commission meeting date as dictated by applications. Public Hearing Notices are sent to property owners within 250 feet of property and published in a local newspaper a minimum of 15 days prior to the Public Hearing.

### Development Entitlement Timeline

Completeness Review

1 Week

Detailed Plan Review

3 Weeks

Public Hearing (If Required)

2-4 Weeks

Planning & Development Committee

2-3 Weeks

City Council Meeting

1-3 Weeks

**Plan Commission**  
(Meets on the 1st and 3rd Tuesday of every month)  
*Projects requiring a Public Hearing will require a minimum of two Plan Commission Meetings; one for the Public Hearing and one for a Plan Commission Recommendation*

**Planning & Development Committee**  
(Meets on the 2nd Monday of every month)

**City Council**  
(Meets on the 1st and 3rd Monday of every month)

End of Concept Plan Process, proceed to Development Entitlement Process on the right side of chart

**Public Hearing (If Required)** The Plan Commission conducts the hearing. If all testimony is received the hearing is closed.

**Plan Commission Meeting** - Staff presents **Staff Report and Recommendation**. Plan Commission makes a recommendation.

**Planning & Development Committee (Committee of the Whole)** - Staff presents **Plan Commission Recommendation and Staff Recommendation**.

**City Council Meeting** - All plan revisions must be complete. City Attorney and Project Manager prepare ordinances and resolutions. Annexation Agreements require Public Hearing before City Council. Must be published 15 days prior to the Council Meeting.

Final City Council vote on project applications.

(Land Development Entitlement Process Typically 2-6 Months Depending on the Complexity of Applications)

**Project Approval**

# Development Staff and Contacts

## **Community Development - 630-377-4443**

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### Planning Division

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### Building & Code Enforcement Division - 630-377-4406

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### Development Engineering Division- 630-443-3677

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## **Economic Development - 630-443-4093**

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## **Public Works - 630-377-4486**

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## **Electric - 630-377-4407**

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## **Fire - 630-377-4457**

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Please Contact the Planning Division at 630-377-4443 or email [cjohnson@stcharlesil.gov](mailto:cjohnson@stcharlesil.gov) to schedule a Pre-Application meeting.