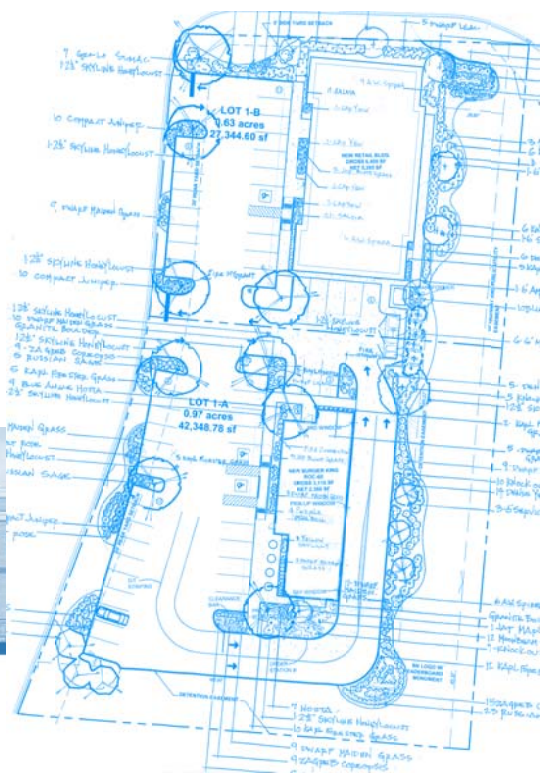


Development Approval Process Timeline



September 2014

St. Charles Development Approval 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.

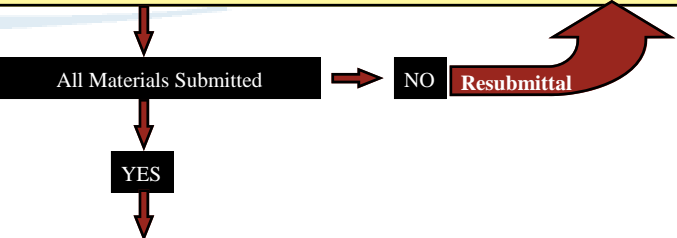
3 Weeks

Concept Plan Timeline

Pre-Application Meeting - First meeting with the Development Review Team (DRT) to receive preliminary feedback on the proposal, information about code requirements, and guidance on application procedures. Pre-Application Meeting required for PUD Applications; optional for other applications.

Submittal - Submit applications, fees, plans, attachments and deferred revenue account information. Project Manager from the Planning Division is assigned.

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.

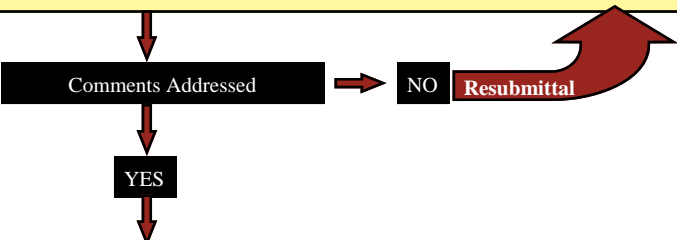


Plan Distribution - Once a complete submittal is received, the Project Manager distributes the submittal to the DRT for Review (Typically, the first review takes 3 weeks).

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 (if necessary).

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.

Completeness Review

1 Week

Detailed Plan Review

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

2-4 Weeks

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.

2-4 Weeks

Planning & Development Committee

(Meets on the 2nd Monday of every month)

Complex projects may require more than one meeting.

2-3 Weeks

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

2-3 Weeks

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

City Council

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

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. Notice for the hearing must be published 15 days prior to the Council Meeting.

Final City Council vote on project applications.

1-3 Weeks

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

Project Approval

Development Staff and Contacts

Community & Economic Development - 630-377-4443

Rita Tungare, Director of Community & Economic Development

rtungare@stcharlesil.gov

Planning Division - 630-377-4443

Russell Colby, Planning Division Manager

rcolby@stcharlesil.gov

Ellen Johnson, Planner

ejohnson@stcharlesil.gov

Building & Code Enforcement Division - 630-377-4406

Bob Vann, Building & Code Enforcement Division Manager

bvann@stcharlesil.gov

Development Engineering Division- 630-443-3677

Chris Tiedt, Development Engineering Division Manager

ctiedt@stcharlesil.gov

Economic Development Division- 630-443-4093

Matthew O'Rourke, Economic Development Division Manager

morourke@stcharlesil.gov

Public Works - 630-377-4486

Peter Suhr, Director of Public Works

psuhr@stcharlesil.gov

Electric - 630-377-4407

Tom Bruhl, Electric Services Manager

tbruhl@stcharlesil.gov

Fire - 630-377-4457

Kevin Christensen, Asst. Fire Chief

khristensen@stcharlesil.gov

Brian Byrne, Fire Prevention

bbyrne@stcharlesil.gov

Please contact the Community & Economic Development Department at 630-377-4443 to schedule a Pre-Application Meeting.