

City of St. Charles

Development Review & Approval Process

Information for Applicants



CITY OF
ST. CHARLES
ILLINOIS • 1834

Development Applications & Process Timelines

Contact staff to discuss your project before submitting development applications. Staff will identify which applications are required and schedule a Pre-Application meeting.

The following applications may be required. Process timelines are approximate and are based on typical projects. Timelines will vary depending on project scope, plan resubmittals required, public hearing requirements, and meeting schedules. Multiple applications submitted for a single project will be reviewed concurrently.

Concept Stage Application:

- Concept Plan: 60-90 days

Preliminary Stage Applications:

- General Amendment: 45-60 days*
- Map Amendment: 45-60 days*
- Special Use: 60-90 days*
- Special Use for PUD: 60-120 days*
- PUD Preliminary Plan: 60-90 days
- Minor Change to PUD: 30-45 days
- Preliminary Plat of Subdivision: 60-90 days

Final Stage Applications:

- PUD Final Plan: 60-120 days
- Final Plat of Subdivision: 60-120 days
- Minor Subdivision Final Plat: 60-90 days

(* = Public Hearing required)

Application forms can be accessed here:

<https://www.stcharlesil.gov/Services/Forms-Permits-Applications/Development-Applications/Zoning-Subdivision-PUD-applications>

Meeting Information

Pre-Application Meeting

By Appointment – schedule with Staff
2 E. Main St. – Council Committee Room

Historic Preservation Commission

1st and 3rd Wednesdays @ 7:00pm
2 E. Main St. – Council Committee Room

Plan Commission

1st and 3rd Tuesdays @ 7:00pm
2 E. Main St. – Council Chambers

Planning & Development Committee

(Committee of the City Council)
2nd Mondays @ 7:00pm
2 E. Main St. – Council Chambers

City Council

1st and 3rd Mondays @ 7:00pm
2 E. Main St. – Council Chambers

City of St. Charles
Community Development Dept.
2 E. Main St.
St. Charles, IL 60174
630.377.4443
cd@stcharlesil.gov

<https://www.stcharlesil.gov/Government/Departments/Community-Development>



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Stages of Review:

Some projects will involve all stages while others will involve only one or two

1 – Concept

Review & feedback on conceptual development plans for potential future projects

- Optional for most projects, required for certain PUD applications – See [Section 17.04.140](#) of City Code
- Conclusion is feedback for applicant to consider; no formal approval action.

Pre-Application Meeting

- Attendance required for applicant and their consultants.
- Includes City staff from Planning and Development Engineering.
- Staff will provide information on submittal requirements, review processes and expectations.

Application Submittal

- Application and required supporting information are submitted.
- Staff conducts a completeness review of submitted materials and provides a letter outlining submittal items that are incomplete or missing.

Plan Review

- Staff review by Planning, Engineering, Fire, Police, Public Works and Building & Code.
- Comments focused on high-level project feasibility and code applicability.
- Direction is provided for future preliminary level plan submittals.
- Resubmittal may be required prior to scheduling public meeting review.

Public Meetings

1. Historic Commission – Review & comment (for properties located in Historic District).
2. Plan Commission – Review and comment.
3. Planning & Development Committee – Review and comment.

2 – Preliminary

Review & approval of preliminary plans and development applications required for certain projects

Pre-Application Meeting

- *Same as Concept Pre-Application Meeting*

Application Submittal

- Required development applications and supporting preliminary plans are submitted.
- Staff conducts a completeness review of submitted application(s) and provides a letter outlining submittal items that are incomplete or missing.

Plan Review

For projects involving plan submittal

- Staff review by Planning, Engineering, Fire, Police, Public Works and Building & Code.
- Approx. 4-week review time for initial submittal; 2-3 weeks for each re-submittal.
- Detailed plan review comments provided for each submittal.
- Public meeting dates are identified once all outstanding review comments are addressed.

Public Hearing Notice Period

Required for some applications

- For applications involving a public hearing, notice is published in the newspaper and neighboring property owners are notified by mail.
- 15-30 day notification period.

Public Meetings

1. Historic Commission – Review & recommendation (for properties located in Historic District).
2. Plan Commission – Holds public hearing, review & recommendation.
3. Planning & Development Committee – Review & recommendation.
4. City Council – Votes on ordinance approving the application(s).

3 – Final

Review & approval of final plans required for certain projects

- Final stage is required for certain PUD applications and Plats of Subdivision prior to submittal for Building Permit.

Pre-Application Meeting

- *Same as Concept Pre-Application Meeting*

Application Submittal

- Required development applications and supporting final plans are submitted.
- Staff conducts a completeness review of submitted application(s) and provides a letter outlining submittal items that are incomplete or missing.

Plan Review

For projects involving plan submittal

- Staff review plans for conformance with approved preliminary plans, final engineering requirements, stormwater permit, etc.
- Approx. 4-week review time for initial plan submittals; 2-3 weeks for each re-submittal.
- Detailed plan review comments provided for each submittal.

Public Meetings

Final Plat applications only

1. Plan Commission – Review & recommendation.
2. Planning & Development Committee – Review & recommendation.
3. City Council – Votes on ordinance approving the Final Plat.

After Approval

- Land Improvement Agreement signed and Financial Guarantee provided.
- Final Plat mylar submitted for signatures and recorded.
- Submittal for building permit.