

City of St. Charles

Development Review & Approval Process

Information for Applicants



CITY OF
ST. CHARLES

ILLINOIS • SINCE 1834

Development Applications & Process Timelines

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

The following applications may be required. Process timelines are approximate and are based on typical projects. Timelines will vary depending on size of the property, whether engineering plan review or a public hearing is required, and meeting schedules. Multiple applications submitted for a single project will be reviewed concurrently.

Concept Stage Application:

- Concept Plan: 45-60 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: 60-90 days
- Minor Subdivision Final Plat: 30-45 days

(* = Public Hearing required)

Application forms can be accessed here:

<https://www.stcharlesil.gov/forms/zoning/zoning-subdivision-pud-applications>

Meeting Information

Development Review Team (DRT)

Thursdays @ 1:30pm

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

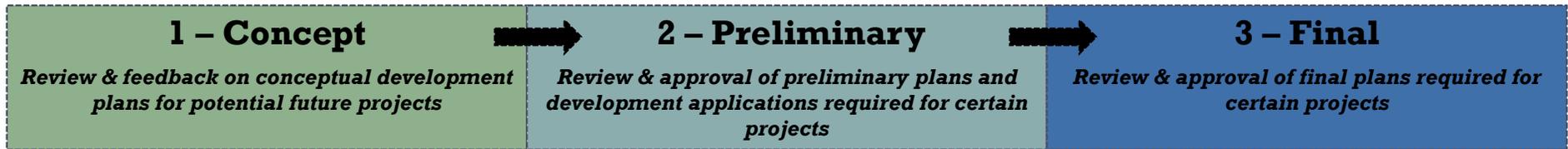
2 E. Main St. – Council Chambers

City of St. Charles
Community Development Division
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[www.stcharlesil.gov/departments/
community-development](http://www.stcharlesil.gov/departments/community-development)



Stages of Review:

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



Development Review Team (DRT) Meeting

- Attendance recommended for applicants, architects and engineers.
- Includes all City review staff from Planning, Development Engineering, Public Works, Building, Police and Fire.
- For unique projects that raise policy questions for the City, staff may recommend a formal “Pre-Application” meeting (with an agenda and minutes distributed to Plan Commissioners and City Council members).

Concept Plan Application

- Review process provides feedback on conceptual development plans
- Optional for most projects, required for certain PUD applications – See [Section 17.04.140](#) of City Code

Plan Review

- Staff review plans and provide comments on project feasibility and code applicability.
- Direction is provided for future preliminary level plan submittals.

Review at Public Meetings:

1. Historic Commission – review & comment (for properties located in Historic District).
 2. Plan Commission – review and comment.
 3. City Council Planning & Development Committee – review and comment.
- Conclusion is feedback for applicant to consider; no formal action.

Completeness Review (1 week)

- 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 incorrect or missing.

Plan Review (3-4 weeks)

For projects with engineering plan review

- Staff review of plans for City Code compliance, including zoning and subdivision, preliminary civil engineering requirements, stormwater, and Fire Code.
- Approx. 3 week review time for initial plan submittals; 2 weeks for re-submittals.
- Plan review comments are provided.
- Based on review comments, staff determines if the project is ready to proceed for public meetings, and a project schedule is set.

Hearing Notice Period (3-4 weeks)

Required for certain applications only

- For applications involving a public hearing, notice is published in the newspaper and neighboring property owners are notified.

Public Meetings

1. Historic Commission – review & recommendation (for properties located in Historic District).
2. Plan Commission – holds public hearing, review & recommendation.
3. City Council Planning & Development Committee – review & recommendation.
4. City Council – votes on ordinance approving the applications.

Completeness Review (1 week)

- This stage is required for certain PUD applications and Plats of Subdivision prior to submittal for Building Permit.
- Staff conducts a completeness review of submitted application(s).

Plan Review (3 to 4 weeks)

For projects with engineering plan review

- Staff review plans for conformance with approved Preliminary Plans, final civil engineering requirements, stormwater permit, etc.
- Plan review comments are provided and revised plans responding to comments are submitted.
- Approx. 3 week review time for initial plan submittals; 2 weeks for re-submittals.

Public Meetings

Final Plat applications only

1. Plan Commission – review & recommendation.
2. City Council 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 submitted for signatures and recorded.
- Submittal for building permit.