The following is an outline of the procedural steps required for each of the development categories shown. The requirements of each document to be submitted to the City are detailed in Ordinance No. 3817, “Zoning Ordinance”, Ordinance No. 3239, “Subdivision and Site Development Regulations”, and Ordinance No. 4660 “Design Review Committee” and appropriate State of Illinois statutes.

A) Annexing Property to the City:
   1. Prepare annexation plat with legal description.
   2. Prepare zoning plat with legal description.
   3. Prepare annexation and zoning petition.
   4. Submit Items 1, 2, and 3 to Mayor and Council.
   5. Council refers petition to Plan Commission. Also referred to Zoning Board of Appeals, if required.
   7. Plan Commission and Zoning Board of Appeals submit written recommendations to the City Council.
   8. City Council reviews recommendations and takes appropriate action on the petition.

B) Rezoning Within Corporate Limits:
   1. Prepare plat and legal description of property to be rezoned.
   2. Prepare rezoning petition.
   3. Submit Items 1 and 2 to Mayor and Council.
   5. Placement of sign at property.
   7. Plan Commission and Zoning Board of Appeals submit written recommendations to the City Council.
   8. City Council reviews recommendations and takes appropriate action on the petition.
C) Subdivision or Re-subdivision Within Corporate Limits:
   1. Prepare preliminary plat of subdivision.
   2. Prepare final plat of subdivision.
   3. Prepare petition asking for approval of plats including any waivers and/or
      variances from pertinent ordinances.
   4. Submit Items 1, 2, and 3 to Mayor and Council.
   5. Council refers petition to the Design Review Committee, Plan Commission, and
      Zoning Board of Appeals.
   6. Placement of sign at property.
   8. Public hearing with Plan Commission and Zoning Board of Appeals.
   9. Design Review Committee, Plan Commission, and Zoning Board of Appeals
      submit written recommendations to the City Council.
 10. City Council reviews recommendations and considers the approval of the plats
      and may grant waivers and/or variances sought by the developer.

D) Building and Site Development Permits:
   1. Submit development plans, specifications, and construction cost estimates for the
      building(s) and/or site work to the Building Inspector’s office and to the Design
      Review Committee.
   2. Complete and execute the “Application for Plan Examination and Building
      Permit” and pay fee.
   3. Obtain building permit.
   4. If waivers and/or variances are sought, at this point, a petition detailing the
      waivers and/or variances needs to be prepared.
   5. Submit petition to the Mayor and Council.
   6. Council refers petition to the Zoning Board of Appeals.
   7. Public hearing with the Zoning Board of Appeals.
   8. Zoning Board of Appeals submit written recommendations to the City Council.
   9. City Council reviews recommendations and takes appropriate action on the
      petition.