



# City of Peru



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## City of Peru Development Procedures

Updated: May 15<sup>th</sup>, 2014

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.
6. Public Hearing.
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.
4. Council refers petition to Plan Commission and Zoning Board of Appeals.
5. Placement of sign at property.
6. Public Hearing.
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.
7. Public hearing with Design Review Committee.
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.