Village of Wauconda Building, Zoning & Planning Department
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PLANNING & DEVELOPMENT REVIEW POLICY & PROCEDURES — Attachment "A"

This handout along with Attachment B, a "Development Review Flow Chart" is intended to provide land Owners/Developer with a summary of planning and development review procedures followed by the Village of Wauconda. It does not supersede or in any way modify the Wauconda Zoning Ordinance, Development Ordinance, or other requirements of the Village or county, state, or federal agencies. Copies of the Zoning Ordinance, Development Ordinance and other ordinances may be viewed at the Village website **www.wauconda-il.gov**. In addition Attachment C provides "A Developer's Guide to Documents and Fees" also available on the Village website.

STEP ONE: PRE-APPLICATION CONFERENCE (not required, but recommended)

The pre-application conference is an opportunity for the Owner/Developer to review Village policy and practices with Village Staff along with review of basic site planning information, the requirements of Village development ordinances and codes, potential fees (see Attachment D) and some indication of acceptability of the proposed project. The Owner/Developer should contact Chris Miller, Director of Planning & Zoning at 847-526-9605 or **cmiller@wauconda-il.gov** to arrange a meeting and provide him with a property address and a description of the Owner/Developer's intent.

STEP TWO: CONCEPT PLAN REVIEW

Concept review is designed to allow an Owner/Developer an opportunity to present an idea or concept to the Village without spending large sums of money. The Owner/Developer should refer to the Village Development Ordinance Section 4.2. Conceptual Planning Stage for information required to be submitted. Attachment E consists of a "Concept Plan Checklist" which may assist the Owner/Developer with providing information the Village will need to review a proposal at the Concept Plan Review stage. When submitting Concept Plan information or documents the Owner/Developer should also submit a completed "Application for Planning & Technical Review". See Attachment F for a copy of this application.

Process:

1. The Owner/Developer submits 1-set of required Concept Plan documents plus a digital copy in PDF format of all documents to the Director of Planning & Zoning (Director of P&Z).
2. The Director of P&Z will review documents for completeness of information and provide the Owner/Developer with written comments containing recommended corrections, revisions or the need for additional information within 10 working days following their receipt of all the required materials.
3. At such time as the Concept Plan is generally found consistent with Village ordinances, policy and practice the Director of P&Z will schedule the Owner/Developer for a Committee of the Whole (C.O.W.) Meeting where the Owner/Applicant may present the idea or concept plan to the Village Board.
4. Committee of the Whole meetings of the Village Board are normally held on the 2nd and 4th Tuesdays of each month. This appearance shall not constitute any endorsement, support or implied approval of the project by the Village Board. It is intended to give the applicant feedback from the Village's Trustees.
5. No later than 12:00 p.m. on the Tuesday immediately preceding the Committee of the Whole meeting, the developer will provide the Village with 15 folded and collated sets of Concept Plan documents for distribution to the Village Board.
6. Based upon the reaction to the Concept Plan by the Village Board, the developer may choose to proceed to the next step of the process.

STEP THREE: PRELIMINARY PLAN TECHNICAL REVIEW

At this point, the developer shall prepare a preliminary plat or plan, and preliminary engineering, architectural, and landscape plans incorporating concept review comments for a more detailed review by the Village Staff and Consultants. Attachment G consists of a "Preliminary Plan Checklist" which may assist the Owner/Developer with providing information the Village will need to review a proposal at the Preliminary Plan Review stage. If an Annexation of Property is being proposed a Draft Annexation Agreement is needed to be filed with the Preliminary Plans.

Process:

1. The Owner/Developer shall provide an updated "Application for Planning & Technical Review" (Attachment F).
2. The Owner/Developer shall provide a signed "Escrow Agreement" form (Attachment H) along with an initial escrow deposit. The Owner/Developer should contact the Director of P&Z to learn the amount of the escrow deposit, if it was not established during the Pre-Application Conference or Concept Review stage of review.
3. The Owner/Developer shall submit 5-sets of the Preliminary Plan documents to the Director of P&Z along with a digital copy in

PDF format of all documents and the Director of P&Z will distribute the Preliminary Plans to the Building Commissioner, Director of Village Operation, Village Engineer and Village Attorney for review, comment and information.

4. Technical review of the documents will be completed within 10 working days following their receipt of all the required materials. Written comments will be provided to the Director of P&Z who will then provide the Owner/Developer with the comments, which may include recommended corrections, revisions, and requests for additional information. The Director of P&Z along with input from the Owner/Developer will determine whether a Joint Meeting of Village Staff, Village Consultants with the Owner/Developer is needed.
5. The Owner/Developer should respond in writing to the Village technical review comments and resubmit plans or documents as needed. Resubmittal of preliminary plans and documents may occur until Village Staff determines that the Preliminary Plans are consistent with Village Ordinances, Policies and Practices or where a policy decision is needed by the Village Plan Commission/Zoning Board of Appeals (PC/ZBA) and Village Board. Each re-submittal will be processed as noted above.
6. At such time as the Preliminary Plan is found consistent with Village ordinances, policies and practices the Director of P&Z will coordinate with the Owner/Developer to schedule a PC/ZBA Meeting. PC/ZBA regular meetings are held on the 1st and 3rd Wednesday of each month. The Director of P&Z will provide the PC/ZBA with a report along with the most recent reports received from Village Staff and Village Consultants. The Owner/Developer shall present the Preliminary Plan to the PC/ZBA and the PC/ZBA will provide a recommendation to the Village Board.
7. No later than 12:00 p.m. on the Tuesday immediately preceding the PC/ZBA meeting, the Owner/Developer will provide the Village with 8 folded and collated sets of Preliminary Plan documents for distribution to the PC/ZBA. The documents should be in a "readable" 8.5"x 11" or 11"x17" format or half sheet size.
8. Preliminary Plans or Plats involving zoning relief including: a zoning change, text amendment, conditional use permit or a zoning variance, prior to proceeding to a PC/ZBA Meeting must submit appropriate zoning application(s) and follow the Zoning Review Process (Attachments I & J) which will proceed concurrently with the preliminary plan review process by the PC/ZBA.
9. When the Owner/Developer plans include the annexation of property to the Village a Draft Annexation Agreement must be part of the preliminary review process and that prior to going to the Village Board C.O.W. a Public Hearing must be conducted by the Village Board on the Draft Annexation Agreement. The Director of P&Z will coordinate with the Village Administrator, Village Attorney and Owner/Developer to schedule a hearing date. The Owner/Developer is responsible for publication and notices, similar to those required for zoning relief.
10. The Director of P&Z will coordinate with the Village Administrator to schedule the Owner/Developer for a Committee of the Whole (C.O.W.) Meeting where the Owner/Applicant may present the Preliminary Plan to the Village Board and the Director of P&Z will present the PC/ZBA recommendation and findings of fact. Where an ordinance is required for the approval of a zoning application the ordinances will be prepared by the Village Attorney for review concurrently with the Preliminary Plan and Zoning at the C.O.W. Meeting.
11. Following approval by the Village Board of the Preliminary Plans and Zoning Applications (when necessary) the Owner/ Applicant may proceed to the Final Development Plan Review stage.

STEP FOUR: FINAL PLAN or PLAT REVIEW

The Final Plan or Plat Review stage is where the Owner/Developer provides detailed plans and specifications used for the construction of a development. At the option of the Owner/Developer this step may be combined with the Preliminary Plan review and is generally encouraged where a proposal is small and does not require any zoning relief. The Owner/Developer is encouraged to review the Village Development Ordinance Section 4.6 Final Planning Stage Documentation for documents required to be submitted.

Process:

1. The Final Plan or Plat review process is similar to the process of the Preliminary Plan including Items 3 through 7 and Item 9 above. If there has been any change to the representatives a revised Application (Attachment F) should be provided and the Escrow Account needs to be replenished, as needed.
2. If there are any "Public Improvements" required as part of a development plan a Letter of Credit or other financial guarantee that the improvements will be installed shall be presented to the Village Attorney for review prior to Final Approval by the Village Board**.**
3. After Final Plan or Plat review and approval the Owner/Developer may proceed with Village staff for appropriate permits (subdivision improvements, building permits, zoning certificates) as needed.

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PLANNING & DEVELOPMENT REVIEW FLOW CHART — Attachment "B"

Step 1. PRE-APPLICATION CONFERENCE WITH VILLAGE STAFF
Village staff informal review with village officials

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Step 2. CONCEPT PLAN
Plan Submittal and Staff/Consultants Review
Presentation to VILLAGE BOARD (Village Board Meeting Information Advisory Only—No Action)

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Step 3. PRELIMINARY PLAN / PLAT - TECHNICAL REVIEW
Plan Submittal and Staff/Consultants Review (Re-submittal if Needed)

Outside Agency Reviews

Step 3a: ZBA/PLAN COMMISSION REVIEW

PUBLIC HEARING REQUIRED
- Public Notice Requirements
- Findings of Fact
- Recommendation to Village Board

PUBLIC HEARING **NOT** REQUIRED
- Regular Meeting Notice
- No Findings of Fact
- Recommendation to Village Board

Annexation Agreement / Development Agreement Finalized with Village Staff

Step 3b: VILLAGE BOARD REVIEW

RETURN TO ZBA/PLAN COMMISSION

APPROVAL OF:
1. Annexation Agreement/Development Agreement
2. Annexation Ordinance, if needed
3. Rezoning Ordinance, if needed
4. Preliminary Plan/Plat

Note: If there is an Annexation, a Draft Annexation Agreement must be filed with the Preliminary Plan/Plat.

DENIAL

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Step 4: FINAL PLAN AND PLAT
Plan Submittal and Staff/Consultants Review (Resubmittal if Needed)

Step 4a: ZBA/PLAN COMMISSION REVIEW & Recommendation

Step 4b: VILLAGE BOARD REVIEW
Approval, Approval with Conditions, or Denial

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Step 5: Proceed to Village Staff/Consultants for Appropriate Permits
(Subdivision improvements, building permits, zoning certificates)