C. General Procedures and Public Notice Requirements

Application Process Flow-Chart

Step 1

Pre-Application meeting with Development & Planning Staff

The Applicant must submit 1 electronic copy of a sketch plan and a brief written narrative of the proposed plan, & a letter of permission from the property owner

Step 2

Preliminary Review by the Board of Trustees
(2nd & 4th Tuesday of the Month)

↔ **Optional preliminary consideration (Special Permit, Code and Zoning Map Amendment, Planned Unit Development)**

Step 3a

Submit Formal Application with all of the required Attachments
(1 electronic copy)

Step 3b

Village Staff Review

Application is deemed complete by staff and noticed for a public hearing

Step 3c

Plan Commission Public Hearing & Recommendation

↔ **Architectural Control Commission review if necessary**

Formal Plan Commission action presented to the Board of Trustees

Step 3d

Board of Trustees Review & Final Action