



Planning Commission Application Process

Prior to Meetings –

- Previously approved meeting minutes to be updated and included in packet
- Minutes from the previous Planning Commission meeting and Packet of application information shall be provided to Commission Members the Thursday preceding the scheduled meeting.

The Village Planning Coordinator should provide the following information to each applicant upon request for application and appearance in front of Commission. . The material provided will depend on the nature of the application (see below). Once the applicant has presented the information required to the Planning Coordinator, the Coordinator will present the packet to the Commission to be scheduled for an upcoming meeting (Pending list – see below).

Change of Occupancy

The following documents shall be provided to the applicant for guidance in preparing their application for change of occupancy.

- Instruction Form
- Application form – Change of Occupancy/Change of Use – to be filled out in its entirety, signed, and dated
- Change of Occupancy /Use Questionnaire
- Change of Occupancy/Change of Use review Checklist –
- Short form EAF
- If property has multiple tenants then the Planning Coordinator shall also provide the applicant with a Tenant Parking Requirement list to be filled out.

NOTE: The Village Code states that any structural or layout **changes to the exterior of the building** would then require the Change of Occupancy to then fall under the Site plan approval requirements rather than the Change of Occupancy.

ONCE ALL THESE DOCUMENTS HAVE BEEN RECEIVED THE PLANNING COORDINATOR SHALL PLACE THE APPLICANT ON THE PENDING LIST.

Site Plan Modification/Review

The following documents shall be provided to the applicant for guidance in preparing their application for Site Plan Modification/Review.

- Application form – Site Plan Approval – to be filled out in its entirety, signed, and dated
- Site Plan Modification Questionnaire – (Including narrative – see questionnaire)
- Commercial Site Review Checklist – (if the applicant has any questions regarding the relevancy of the information to their application they should be instructed to contact the Village Engineer
- Photographs depicting key features of the site
- Short or Long form EAF depending on extent of site development and location (Commercial Zone D). Commission can also make a determination during review of the Pending documentation
- If a property has multiple tenants, then the Planning Coordinator shall also provide the applicant with a Tenant Parking Requirement list to be filled out.

Subdivision Application

The following documents shall be provided to the applicant for guidance in preparing their application for change of occupancy.

- Application form – Subdivision/Site Combination – to be filled out in its entirety, signed, and dated
- Subdivision Questionnaire
- Long Form EAF
- Subdivision Plan review Plan

Pending List

Once the Planning Coordinator has received the necessary information, the application shall be placed on the pending list. At the completion of the next scheduled meeting the Planning Coordinator shall provide all the gathered information, plus any previous meeting minutes relevant to the site for the Commission's review. The Commission will then assess the information provided and determine if the applicant is adequately prepared or if the Planning Coordinator needs to go back to the applicant and gather additional information. Once the Commission has determined the application to be complete the applicant will be scheduled for the next available meeting. To maintain a timely meeting, meetings shall be kept to no more than four (4) scheduled applications per meeting.

Previous Meeting Minutes

- Minutes from previous meeting shall be modified per meeting actions, finalized, and entered into the permanent record. Final minutes shall be emailed to designated Commissioner for confirmation.

- For any change of occupancy at a site or site plan modification application that has previously been presented to the commission shall have those minutes also included in the packet.

Process Steps & Timing – The following is a sequence of steps to provide guidance in support of applicants.

1. At the close of the meeting a summary of action items resulting from the meeting shall be identified by the Coordinator
2. Pending items shall be presented for Commission review prior to the close of the meeting but discussions shall not be included in the meeting minutes
3. The following day any open items owed to any applicant from the previous night's meeting shall be addressed by the Coordinator (Wed.)
4. If any open items resulting from the Commission review of the Pending List packets have been identified; the Coordinator shall contact the applicant and identify the missing information and establish a date for providing the information. (Wed)
5. Minutes from Tuesday Meeting shall be emailed to Commissioner Martin (or other designated Commissioner) by the Friday immediately following the meeting. The minutes will be reviewed and returned in time to support the packet distribution.

General Note –

At the time a plan is approved the plan shall be stamped and signed prior to proceeding on to the next topic on the agenda.