

Planning & Zoning

Planning and Zoning Activities

- Technical advisors to Planning and Zoning Commission
- Site plan zoning review
- Annexation, Rezoning, and Subdivision review
- Conditional and special use reviews
- Comprehensive Plan revisions
- Zoning ordinance amendments
- Site plan zoning compliance
- Liaison with other Village Departments for new developments

Zoning Reviews

- Staff reviews all building permit applications to verify compliance with zoning requirements. The basic zoning ordinance can be viewed online (</government/CodeofOrdinances.asp>), purchased at the Village Hall or reviewed at the Villa Park Public Library.

Administrative Subdivision

In 2001, the Village approved an administrative plat review process for 2 lot single family residential subdivisions. The process allows an applicant to subdivide one (1) single family residential lot into two (2) single family residential lots provided that the subdivision meets all zoning requirements without going through the public hearing process. In order to be able to apply for the administrative plat review, you must meet the requirements listed below. The application form and fees can be found below.

Administrative Plat Review Criteria

- Property is located in a single family residential zoning district
- Two-lot subdivision
- Site is less than one acre
- No new streets will be created or an existing street extended

The subdivision complies with subdivision, zoning, stormwater, & all village ordinances

Information Required for Planning and Zoning Petition

Administrative Subdivision Application

Signature Blocks for Administrative Subdivision

Planning and Zoning Commission

- The [Planning and Zoning \(P&Z\) Commission](#) is a combination of both the zoning board of appeals and the plan commission.
- Nine member board of residents
- Meets the second Thursday of every month at Village Hall

Zoning Relief Process

- Development that does not meet all zoning regulations must seek zoning relief from the P&Z.
- The process takes approximately 90 days (from the day the application is submitted to final Village Board approval)
- A preliminary site plan should be submitted for staff's review before beginning the zoning relief process.
- The application, fees and all supporting documents are due a minimum of 30 days prior to the next P&Z meeting.
- The zoning relief process is generally as follows:

Pre-Application Meeting: Pre-Application Meeting with representatives from the Community Development Department, Public Works Department, and Fire Department is an informal meeting to discuss the proposal and any requirements to apply for the Planning & Zoning Commission.

Application Procedure: The applicant shall prepare and submit to the Community Development Director, all information required by the Village of Villa Park including but not limited to completed application(s), all materials identified in the Checklist for Planning & Zoning Commission, a completed application data form and all applicable fees.

Meeting Dates & Application Deadlines: All materials shall be completed in full and approved as to form by the Community Development Director 6 weeks in advance of the scheduled public hearing. The Planning & Zoning Commission meets regularly on the second Thursday evening each month at 7:30 p.m. in the Board Room, second floor of Village Hall, 20 South Ardmore Avenue. At the call of the chairperson and at such other times as such commission or the corporate authorities may determine, other meetings may be held. See meeting dates and application deadlines below:

<u>Meeting Date</u>	<u>Application Date</u>
December 10, 2009	October 29, 2009
January 14, 2010	December 3, 2009
February 11, 2010	December 31, 2009
March 11, 2010	January 28, 2010
April 8, 2010	February 25, 2010
May 13, 2010	April 8, 2010
June 10, 2010	April 29, 2010
July 8, 2010	May 27, 2010
August 12, 2010	July 1, 2010

Referral from the Village Board to the Planning & Zoning Commission: When the Director determines the application is complete, he/she shall request time on the Agenda

of the Village Board meeting, such date to be specified by the Village Manager's Office. The Village Board reviews the request and refers the matter to the Planning & Zoning Commission

Public Notice Procedures: Between 15 to 30 days prior to the public hearing, notice is published in a local newspaper and all adjacent property owners within 250' exclusive of right-of-way are mailed notice of the upcoming public hearing. In addition, petitioner must place the Notice of Public Hearing sign on the subject property. Failure to post the sign or receive written notice shall not invalidate or delay the holding of the public hearing.

Public Hearing Process: A public hearing shall be convened on a date established by the published notice. You are required to attend this public hearing to present the evidence and testimony and to answer any questions from the public and the commission. Applicants are encouraged to make extensive use of exhibits to illustrate their application. The order of business at any public hearing shall be as follows:

PUBLIC HEARING PROCEDURE: (Please note that no further testimony on this matter can be considered after the close of the public hearing.)

- a. Presentation of Petitioner
- b. Staff Input
- c. Public Participation and Questions
- d. Questions from the Commission
- e. Closing Comments of Petitioner
- f. Close Public Hearing
- g. Discussion by Commission Members
- h. Motion

In cases where the Planning & Zoning Commission finds that the anticipated increased activity in the Village due to the proposed development requires the provision of additional public service, facilities or the like, the Planning & Zoning Commission may require a dedication or reservation of land, monetary payments or the construction of improvements, as a legal condition of approval for subdivision or development. Such developer contributions shall not be required unless the anticipated increased activity necessitating the contribution is specifically and uniquely attributable to activities of the developer which generates costs, which would otherwise be cast upon the public.

Committee of the Whole (before the Village Board): The Recommendation of the Planning & Zoning Commission together with a transcript of the proceedings and other information gathered at the public hearing shall be forwarded to the Village Board. You are required to attend this meeting of the Village Board to answer any questions the Village Board may have.

Readings of the Ordinance: There is typically a First and Second Reading of the Ordinance before the Village Board which take place at separate meetings. If applicant submits a letter requesting that the first and final reading be combined and the Community Development Director feels that it is appropriate, the first and final reading can be combined into one meeting

Building Permits: For any construction, a building permit will be required. Don't forget to apply for permits prior to beginning any work

Information Required for Planning and Zoning Petition

Entire Planning & Zoning Application Packet
Planning and Zoning Checklist
Application Form
Variation Application
Conditional Use application
Special Use Application
Rezoning or other Amendment Application
Statement of Ownership Interest
Affidavit of Ownership Interest/Trust Disclosure Form
Kane-DuPage Soil and Water Conservation District Land Use Opinion
Application (http://www.kanedupageswcd.org/land_use.htm)
Signature Blocks for Planned Unit Development
Signature Blocks for Subdivision
Planning & Zoning Application Fee Schedule

Planning Resources

American Planning Association: www.planning.org
Chicago Metropolitan Agency for Planning <http://www.cmap.illinois.gov/default.aspx>
Metropolitan Planning Council <http://www.metroplanning.org/index.html>