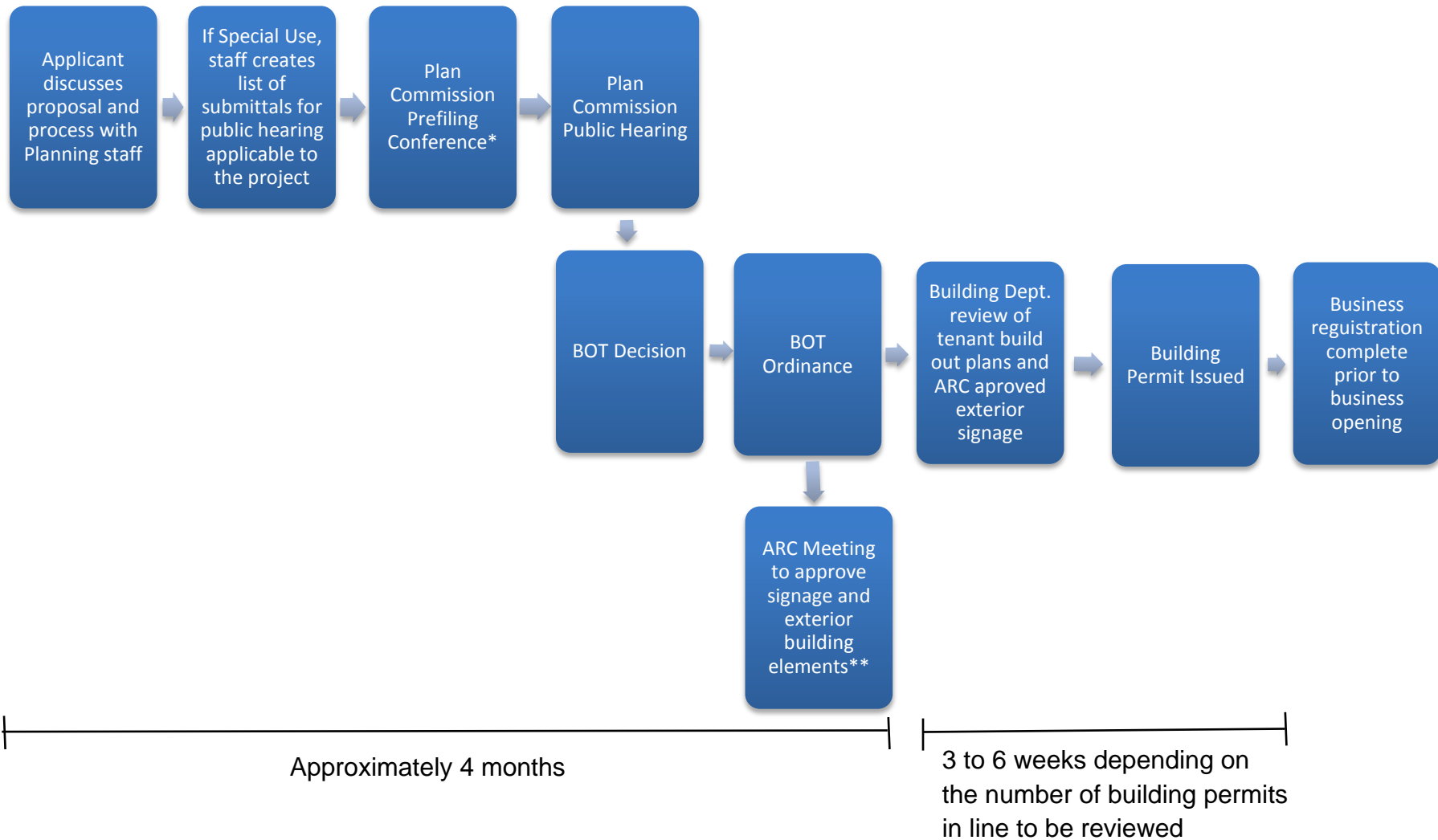


# Special Use Approval Flow Chart



Note: Above is a typical flow chart for a Special Use. Staff will guide the applicant depending on the specifics of the use.

\*Applies to all but the most routine Special Uses

\*\*The applicant may proceed to the ARC prior to the BOT if they wish

# Guide to the Approval Process for New Businesses and Property Improvements

## Board and Commissions:

BOT – Board of Trustees, meets 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month

PC – Plan Commission, meets 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month

ARC – Appearance Review Commission, meets 4<sup>th</sup> Monday of each month

## Definitions:

Prefiling Conference – An informal workshop meeting held by the Plan Commission. The purpose of a prefiling conference is for the applicant to obtain feedback and input from the Plan Commission prior to the public hearing.

Public Hearing – A meeting held by the Plan Commission where applicants formally present their plans for Plan Commission consideration. For public hearings, State Statute requires notification to surrounding property owners with 250 feet of the subject property and notification via publication in the local newspaper. At the public hearing, members of the public are given the opportunity to ask questions and express their opinions on the application. At the end of a public hearing, the Plan Commission takes a vote on the application and makes a recommendation to the Village Board of Trustees who have the final decision on the proposal.