



FIVE STEP REVIEW & APPROVAL PROCESS  
**USED FOR: INCENTIVE AGREEMENTS / DEDICATIONS / VACATIONS / ADMINISTRATIVE  
REVIEWS**

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*This process typically takes between 45 to 60 days starting from Step Two below.*

1. **DST PRE-APPLICATION:** The Development Services Team is composed of representatives from Building and Permits, Engineering, and the Zoning and Planning Division. Development details of the project are discussed at these meetings and handouts are given. Petitioner attendance at this meeting is required.  
**Required:** Complete the [DST Pre-Application Meeting Form](#) on the City's website. A DST member will then contact you within 3-5 business days to make an appointment.
  
2. **PETITION SUBMITTAL:** The Petitioner is required to submit all required documents as listed below to the Zoning and Planning Division, in order to formally submit a Land Use Petition. This Staff shall establish the completeness of the submittal. Incomplete petitions will not be accepted. Call (630) 256-3080 if you have any questions.  
**Documentation Required:** The appropriate fee, (1) copy of the authorization/ letter of authority, (1) qualifying statement, (1) plat of survey, (1) legal description (8.5 x 11 sheet & Word Doc) and (2) copies of all attachments. In addition to the paper copies indicated, all documents should be submitted on a CD or USB Drive in pdf format.
  
3. **COMMITTEE:** This Petition will be review by the Building, Zoning and Economic Development Committee or Finance Committee of the City Council depending on the type of Petition. This is a sub-committee of the City Council and is made up of three (3) alderman and one (1) alternative alderman. The Committee will review the application and their recommendation will be forwarded to the Aurora City Council. Petitioner attendance at this meeting is required.  
**Documentation Required:** Revised plans based on Committee's comments, if necessary then, (1) Copy and a CD or USB Drive in pdf format.
  
4. **COMMITTEE OF THE WHOLE:** The Petition will be considered by the City Council at the Committee of the Whole meeting, a work session for the Council. After their consideration, the petition will either be placed under Unfinished Business or the Consent Agenda of the next City Council meeting for a final decision. Petitioner attendance at this meeting is required.
  
5. **CITY COUNCIL:** The petition will be considered by the full City Council either under the Unfinished Business or the Consent Agenda for a final decision. Attendance at the City Council meeting is required if the item is placed under Unfinished Business.

**NOTE:** Subsequent to approval by City Council a **RECORDING PROCESS** must be followed for **INCENTIVE AGREEMENTS / DEDICATIONS / VACATIONS**.

For more Information and Document Format Guidelines [click here.](#)

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