



SIX STEP REVIEW & APPROVAL PROCESS
USED FOR: AUTHORIZED VARIANCES

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. **REQUESTS AND REFERRALS:** Once submitted and accepted the Petition will be listed on the next City Council or Committee of the Whole meeting to be referred to the applicable Staff and Public Review Body. Petitioner attendance at this meeting is NOT necessary nor required.

4. **PLANNING COUNCIL:** This is a City staff review body made up of representatives from all applicable City departments and divisions, the Fox Valley Park District and the FoxMetro Reclamation District. Staff will send out review comments generally within two weeks of being on the Planning Council Agenda. The petition will appear at Planning Council until all of the technical issues have been worked out (2-6 weeks). Once review is completed, Planning Council will forward the petition on to the Public Review Body. Petitioner attendance at this meeting is advised especially for the first occurrence.
Documentation Required: Revised plans based on Staff's review comments, if necessary then, (2) copies and a CD or USB Drive in pdf format.

5. **PUBLIC NOTICE REQUIREMENT:** A public hearing is required for this Petition to be held at the Public Review Body meeting. Prior to the Public Review Body meeting, the Petitioner is required to send letters of notification to the surrounding property owners and post a sign of notification on the property. The Planning staff will supply the Petitioner with a form letter for this mailing and a sign. An affidavit assuring compliance and completion of the notification requirements must be received by the Planning and Zoning Division **22 days prior** to the Public Review meeting. Planning staff will publish the necessary public notice in the Beacon News. (Note: for certain variances including sign variances only the Beacon News notice is required.)

6. **PUBLIC REVIEW BODY:** This Petition will be reviewed by a Public Review Body, being the Zoning Board of Appeals. The Public Review Body are made up of citizen and residents of Aurora and appointed by the Mayor. The Public Review Body will deliberate upon testimony from the Petitioner and Staff and render a final decision.
Documentation Required: Revised plans based on Public Review Body's comments, if necessary then, (2) copies and a CD in pdf format.

NOTE: Subsequent to approval by City Council a **RECORDING PROCESS** must be followed for **AUTHORIZED VARIANCES**.

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

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