



TEN STEP REVIEW & APPROVAL PROCESS
USED FOR: ANNEXATION AGREEMENTS

This process typically takes between 90 to 120 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 Planning Commission. 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 Zoning and Planning 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 Planning Commission. The Public Review Bodies 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. Their recommendation will be forwarded to the appropriate City Council Committee.
Documentation Required: Revised plans based on Public Review Body's comments, if necessary then, (2) copies and a CD or USB Drive in pdf format.
7. **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.
8. **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.
9. **PUBLIC NOTICE REQUIREMENT:** A public hearing is required for this Petition to be held at the City Council meeting. Prior to the City Council meeting, the Zoning and Planning staff will publish the necessary public notice in the Beacon News.
10. **CITY COUNCIL:** The petition will be considered by the full City Council under the Unfinished Business for a final decision. Attendance at the City Council meeting is required.

NOTE: Subsequent to approval by City Council a RECORDING PROCESS must be followed for ANNEXATION AGREEMENTS

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

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