



## CONDITIONAL USE APPROVAL PROCESS

*This process typically takes between 60 to 75 days starting from Step Two below.*

- 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 to make an appointment.
- 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. The 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 on the Land Use Petition. In addition to the paper copies indicated, all documents should be submitted on a CD or USB Drive in pdf format.
- STAFF REVIEW:** Staff will usually send out review comments within two weeks of petition submittal. Once review is completed, Staff will forward the petition on to the Planning and Zoning Commission.  
**Documentation Required:** Revised plans based on Staff's review comments, if necessary then, (2) copies and a CD or USB Drive in pdf format.
- PUBLIC NOTICE REQUIREMENT:** A public hearing is required for this Petition to be held at the Planning and Zoning Commission meeting. Prior to the Commission 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 Zoning and 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 Commission meeting. In addition, an affidavit assuring the compliance and completion of the sign posting must be received by the Zoning and Planning Division **10 days prior** to the Commission meeting. The Zoning and Planning staff will publish the necessary public notice in the Beacon News.
- PLANNING AND ZONING COMMISSION:** This Petition will be reviewed by the Planning and Zoning Commission. The Commission is a board of Aurora residents, appointed by the Mayor. The Commission will hold a public hearing and deliberate upon testimony from the Petitioner, Citizens and Staff. Their recommendation will be forwarded to the Building, Zoning and Economic Development Committee. Petitioner attendance at this meeting is required.  
**Documentation Required:** Revised plans based on Commission's comments, if necessary then, (2) copies and a CD or USB in pdf format.

6. **BUILDING, ZONING AND ECONOMIC DEVELOPMENT COMMITTEE:** This Petition will be reviewed by the Building, Zoning and Economic Development Committee. This is a sub-committee of the City Council and is made up of five (5) 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.

7. **COMMITTEE OF THE WHOLE:** The Petition will be considered by the City Council at the Committee of the Whole meeting, a working session for the Council. A vote will not take place at this meeting. 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.

8. **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.

**Documentation Required:** Revised plans based on Committee's comments, if necessary then, (1) Copy and a CD or USB Drive in pdf format.

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

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