



FINAL PLAN AND PLAT (& REVISION) APPROVAL PROCESS

*This process typically takes between
30 to 45 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 as indicated 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.
- 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 deliberate upon testimony from the Petitioner 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 Commission's comments, if necessary then, (2) copies and a CD or USB Drive in pdf format.
- BUILDING, ZONING AND ECONOMIC DEVELOPMENT COMMITTEE (final decision, if not appealed):** This Petition will be review 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 render a decision. Petitioner attendance at this meeting is required. The Committee's decision is appealable by a member of the City Council or by the Petitioner within five (5) business days from the day of the decision. If the Petition is not appealed, the decision of the Committee stands as the final decision.
Documentation Required: Revised plans based on Committee's comments, if necessary then, (1) Copy and a CD or USB in pdf format.

6. **COMMITTEE OF THE WHOLE (informational only):** The Petition will be considered by the City Council at the Committee of the Whole as an informational only item.

NOTE: If a Final Plan Petition is affecting only a single lot and has not been submitted with another petition, the zoning administrator may refer the Petition to the Building, Zoning and Economic Development Committee without prior consideration by the Planning and Zoning Commission. If the Petition is appealed, the Petition will then be considered by the full City Council for final decision. Subsequent to approval by City Council, a RECORDING PROCESS must be followed for FINAL PLATS.

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

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