



## MAJOR VARIANCES APPROVAL PROCESS

*This process typically takes between 45 to 60 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.
- 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. (Note: for certain variances including sign variances only the Beacon News notice is required.)
- 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 and render a final decision. 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.

**NOTE: Subsequent to approval by Planning and Zoning Commission a RECORDING PROCESS must be followed for MAJOR VARIANCES.**

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

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