



## MINOR VARIANCE APPROVAL PROCESS

*This process typically takes between 15 to 30 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 all of the technical issues have been worked out, the Zoning Administrator will render a decision. The Zoning Administrator's decision is appealable by a member of the City Council or by the Petitioner within ten (10) business days from the day of the decision. If the Petition is not appealed, the decision of the Zoning Administrator stands as the final decision.  
**Documentation Required:** Revised plans based on Staff's comments, if necessary then, (2) copies and a CD or USB in pdf format.

**NOTE:** If the Petition is appealed, the Petition will then be considered by the Planning and Zoning Commission for final decision. Subsequent to approval, a RECORDING PROCESS must be followed for MINOR VARIANCE.

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

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