



VACATION APPROVAL PROCESS

This process typically takes between 7 to 15 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 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. 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.

3. **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.

4. **CITY COUNCIL:** The petition will be considered by the full City Council under the Direct to Council Consent Agenda for a final decision.

NOTE: Subsequent to approval by City Council a **RECORDING PROCESS** must be followed for **VACATIONS**.

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

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