



THREE STEP REVIEW AND APPROVAL PROCESS
USED FOR: STAFF REVIEWS

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 Planning and Zoning Division. Development details of the project are discussed at these meetings and handouts are given. Petitioner attendance at this meeting is required.
Required: (1) [DST Pre-Application Meeting Form](#) emailed to coaplanning@aurora-il.org or faxed to (630) 256-3089. A DST member will then contact you within 3-5 business days to make an appointment.
- PETITION SUBMITTAL:** The Petitioner is required to meet with the DST staff in order to formally submit a Land Use Petition. This meeting shall establish the completeness of the submittal. Incomplete petitions will not be accepted. Call (630) 256-3080 to schedule an appointment.
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 (4) copies of all attachments. In addition to the number of paper copies indicated, all documents should be submitted on a CD in pdf format.
- DST STAFF COUNCIL:** This is a City staff review body made up of representatives from all applicable City departments and divisions, the Fox Valley Park District and the FoxMetro Reclamation District. Staff will send out review comments generally within two weeks of being on the Planning Council Agenda. The petition will appear at Planning Council until all of the technical issues have been worked out (2-6 weeks). Once review is completed, Planning Council will forward the petition on to the Planning Commission. Petitioner attendance at this meeting is advised especially for the first occurrence.
Documentation Required: Revised plans based on Staff's review comments, if necessary then, (4) copies. In addition to the number of paper copies indicated all documents should be submitted on a CD in pdf format.

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

* * *