



FIVE STEP REVIEW & APPROVAL PROCESS  
**USED FOR: ANNEXATIONS / INCENTIVE AGREEMENTS / DEDICATIONS / VACATIONS / ADMINISTRATIVE REVIEWS / BOUNDARY AGREEMENTS**

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*This process typically takes between 45 to 60 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 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](mailto: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.
  
2. **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.
  
3. **COMMITTEE:** This Petition will be review by the Planning and Development Committee or Finance Committee of the City Council depending on the type of Petition. This is a sub-committee of the City Council and is made up of three (3) alderman and one (1) alternative alderman. The Committee will review the application and their recommendation will be forwarded to the Aurora City Council. Petitioner attendance at this meeting is required.  
**Documentation Required:** Revised plans based on Public Review Body's comments, if necessary then, (1) Copy and a CD in pdf format.
  
4. **COMMITTEE OF THE WHOLE:** The Petition will be considered by the City Council at the Committee of the Whole meeting, a work session for the Council. After their consideration, the petition will either be placed under Unfinished Business or the Consent Agenda of the next City Council meeting for a final decision. Petitioner attendance at this meeting is required.
  
5. **CITY COUNCIL:** The petition will be considered by the full City Council either under the Unfinished Business for a final decision. Attendance at the City Council meeting is required if the item is placed under Unfinished Business.

**NOTE:** Subsequent to approval by City Council a **RECORDING PROCESS** must be followed for **ANNEXATIONS / INCENTIVE AGREEMENTS / DEDICATIONS / VACATIONS**. For **VACATIONS OF RIGHT OF WAY** a Public Hearing is required at the City Council Meeting. For **BOUNDARY AGREEMENTS** a Public Notice is required in the newspaper.

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