



NINE STEP REVIEW & APPROVAL PROCESS
USED FOR: ANNEXATION AGREEMENTS / REZONINGS / SPECIAL USES / AUTHORIZED VARIANCES / CHURCH SITE PLANS / MAJOR VARIANCES / SPECIAL SIGN DISTRICTS / COMPREHENSIVE PLANS

This process typically takes between 60 to 90 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 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 paper copies indicated all documents should be submitted on a CD in pdf format.

3. **REQUESTS AND REFERRALS:** Once submitted and accepted the Petition will be listed on the next City Council or Committee of the Whole meeting to be referred to the applicable Staff and Public Review Body. Petitioner attendance at this meeting is NOT necessary nor required.

4. **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.

5. **PUBLIC NOTICE REQUIREMENT:** A public hearing is required for this Petition to be held at the Public Review Body meeting. Prior to the Public Review Body 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 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 Planning and Zoning Division **22 days prior** to the Public Review meeting. 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.)

6. **PUBLIC REVIEW BODY:** This Petition will be reviewed by a Public Review Body, being either the Planning Commission, Zoning Board of Appeals, or FoxWalk-Design Review Committee/ RiverWalk Committee depending on the type of petition. The Public Review Bodies are made up of citizen and residents of Aurora and appointed by the Mayor. The Public Review Body will deliberate upon testimony from the Petitioner and Staff. Their recommendation will be forwarded to the appropriate City Council Committee.
Documentation Required: (4) additional copies of all plans. In addition to the number of paper copies indicated all documents should be submitted on a CD in pdf format. These documents must be received no later than the Wednesday prior to the scheduled Public Review Body meeting.
7. **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.
8. **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.
9. **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 **ANNEXATION AGREEMENTS / AUTHORIZED VARIANCES / MAJOR VARIANCES**. For **ANNEXATION AGREEMENTS** an additional Public Hearing is required at the City Council Meeting.

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

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