



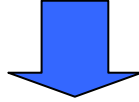
**PLANNING & ZONING
GUIDE TO THE DEVELOPMENT REVIEW PROCESS**

Village of Matteson
Planning Division
Community Development Department
4900 Village Commons
Matteson, Illinois 6060443
(708) 283-4940

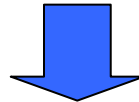
October 2012

SUMMARY OF THE DEVELOPMENT REVIEW PROCESS

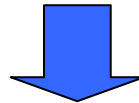
STEP 1: Pre-application Meeting with Project Review Team



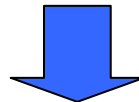
STEP 2: File Application with Community Development Department



STEP 3: Staff Review of Required Application Materials and Documentation

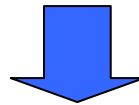


STEP 4: Re-submittal/Follow-Up Review, if necessary



STEP 5: Plan Commission Review & Recommendation

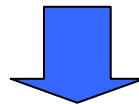
Schedule Public Hearing or Meeting
Prepare a Staff Report & Distribute Plan
Commission Packets



Prepare Plan Commission Action Form
& Distribute to Village Board

STEP 6: Village Board Review & Action

Village Board Considers Requested
Action/s (1st meeting)



Village Board Considers Ordinance
(2nd meeting)

STEP 7: Notification of Approval or Denial

INTRODUCTION

The primary purpose of this guide is to provide an overview of the development review process of the Village of Matteson. This guide is intended to help individuals gain a better understanding of the process and to help reduce any confusion individuals may have when filing a development review application with the Village. A clear understanding of this process will help with the timely processing of development applications by the Village.

It is important to note that the information contained in this document is an overview of the process, timeline, and submittal requirements for review of a development proposal. This guide should not be considered a substitute for any ordinances, codes or policies of the Village. It is always advisable that an applicant consult the Zoning Ordinance and Subdivision Regulations for more detailed information.

If at any time you have questions about the processes or requirements described in this Guide, please do not hesitate to contact any member of the Planning & Zoning Division of the Community Development Department at (708) 283-4940.

WHAT TYPES OF DEVELOPMENT PROPOSALS REQUIRE A FORMAL VILLAGE REVIEW?

There are a variety of development proposals that require review and approval by the Village. These proposals can range in scope from smaller-scale developments such as an individual commercial lot development, to larger scale developments such as a 50-acre residential, commercial or industrial project. The following is a list of applicable requested actions:

- Annexation & Annexation Agreement
- Special Use Permit
- Rezoning
- Variance
- Preliminary Subdivision Plat
- Final Subdivision Plat
- Preliminary Planned Unit Development (PUD)
- Final Planned Unit Development (PUD)
- PUD Amendment
- Text Amendment

Development proposals are reviewed by the Village to ensure compliance with adopted codes and ordinances, which are in place to protect the public health, safety and welfare. The degree of review by the Village will vary depending on the accuracy of the required submittal items, compliance with Matteson's codes and ordinances, and overall complexity of the proposal.

Since there can be a wide range of development proposals that require varying degrees of review by the Village, it is extremely important to contact the Planning & Zoning Division of the Community Development Department before submitting any development review application to

the Village. A short discussion with a representative of the Planning & Zoning Division can help to determine what actions and reviews are necessary. This may assist in the prevention of unnecessary delays and expense.

HOW LONG DOES IT TAKE FOR VILLAGE REVIEW OF A DEVELOPMENT PROPOSAL?

The amount of actual time it takes to review a development proposal will vary depending on the number of requested actions, accuracy of the required plans and supporting documentation, complexity of the proposal, negotiations (if an annexation agreement is involved), response times, public hearing/meeting schedules and number of active development proposals under review.

The detailed explanation of the development review process that follows provides an outline of the major steps for most development proposals.

APPLICATION FORMS AND FEES

Application forms, including the Planning & Zoning Fees Schedule can be obtained on the Village's website www.villageofmatteson.org under Community Development Department, Planning & Zoning Division or by calling the Planning & Zoning Division at (708) 283-4940.

The applicant will be responsible for paying all fees incurred by the Village through its professional consultants (Village Attorney, Special Counsel, Village Engineer and/or any other consultant as needed). The applicant will be notified in writing and billed for these fees. All fees must be paid prior to the development being released for building permit review. Reimbursement to the Village shall be required immediately in the event an application is inactive for a period of six (6) months.

GENERAL OVERVIEW OF DEVELOPMENT REVIEW PROCESS

STEP 1: Pre-Application Meeting

Although this first step is optional, every applicant is encouraged to participate in a pre-application meeting with Project Review Team to initiate the review process for each new development, zoning change, special use permit or subdivision and discuss the feasibility of the proposal. A pre-application meeting allows the applicant to familiarize themselves with the Village's filing requirements, procedures and general development policies. It also affords the applicant an opportunity to receive preliminary input from staff representatives on his/her proposal prior to investing time and money on formal, detailed plans and documentation.

In order to facilitate a more productive discussion of the proposal a concept plan should be

submitted to staff one (1) week in advance of the meeting for distribution to the Project Review Team. The Project Review Team typically meets once a week however pre-application meetings can be scheduled by contacting, Ryan Franklin, Planner at (708) 283-4944.

STEP 2: File Application with Community Development Department

Upon submission of a formal application package, the Community Development Department will confirm that the submittal package is complete. If the submittal package is complete, the plans and supporting documentation will be distributed to the appropriate departments, consultants and agencies to begin the review process. However, if the submittal package is incomplete the Community Development Department will notify the applicant of any deficiencies in the submittal package via a telephone call, email or written letter.

STEP 3: Staff Review

The Community Development Department will distribute the plans and supporting documentation to the various departments, consultants and agencies that comprise the Village's Project Review Team. Each department, consultant and agency will complete their respective reviews by the deadline stated in the distribution cover sheet and provide written comments to the Community Development Department.

The Community Development Department will organize the respective comments/concerns and send a comprehensive review letter to the applicant or designated contact person. To continue moving forward through the review process in an expeditious manner, it is also strongly recommended that initial review comments and/or concerns be addressed with any subsequent submittal of plans and materials.

STEP 4: Re-submittal/Follow-Up Review, if necessary

Once the applicant has received the written comments/concerns from the Community Development Department, revised plans and/or supporting documentation need to be resubmitted to the Village by the date specified within the review letter. Upon submission of the revised plans and/or supporting documentation, the Community Development Department will distribute the materials to the various departments, consultants and agencies. Each department, consultant and agency will complete their respective re-reviews and confirm initial comments/concerns have been addressed and/or provide any written follow-up comments to the Community Development Department.

- **Follow-Up Review Letter** – Upon completion of the follow-up review, the Community Development Department will organize any remaining comments/concerns and send either a follow-up review letter or email to the applicant or designated contact person advising him/her of outstanding issues.

- * If necessary, the Community Development Department will contact the applicant or designated contact person to coordinate a follow-up meeting between respective departments, consultants, agencies and the applicant or designated contact person to resolve remaining comments/concerns.

STEP 5: Plan Commission Review and Recommendation

At the scheduled meeting/public hearing, the Plan Commission will conduct a review the application. Upon conclusion of the Plan Commission review, staff will generate a Plan Commission Action Form, including the Commission’s recommendation for approval, approval with conditions or denial to the Village Board. The recommendation of the Plan Commission is advisory only and shall not constitute a waiver from applicable code or ordinance requirements.

The Plan Commission meets the first Thursday of each month at 7:00 p.m. at the Village Hall in the Council Room.

Prior to the scheduled hearing or meeting date, the Community Development Department has to complete the following preparations:

A. Notification of Scheduled Plan Commission Meeting/Hearing

Upon confirmation that there are no outstanding issues, the proposal will proceed to Plan Commission for review. The proposal will be scheduled for a public hearing or public meeting. The Community Development Department will notify the applicant of the scheduled hearing/meeting date and time, and the required number of plans and materials (packet materials) needed for the meeting/public hearing. The Community Development Department will also advise the applicant or designated contact person of a time/date deadline for submission of the required Plan Commission packet materials.

All plans and supporting documentation required for Plan Commission packets need to be folded individually to a size no greater than 9” x12”. Sheets can be stapled together if part of a numbered set.

B. Public Notice (if a Public Hearing)

Not more than 30 days or less than 15 days before the public hearing before the Plan Commission, a legal notice will be placed in a newspaper of general circulation in the Village which will describe the requested action/s, location of the subject property and the time, date and location of the public hearing.

C. Preparation of a Staff Report & Distribution of Plan Commission Packets

The Community Development Department will prepare a Staff Report and distribute all Plan Commission packets (reports, plans and supporting documentation) the Friday prior to the scheduled Plan Commission meeting/public hearing. A copy of the respective Staff Report will

be sent to the applicant or designated contact person by fax, email, or U.S. mail (one method only).

STEP 6: Village Board Review & Action

The Village Board makes the final decisions regarding any application submittal. Before a final decision is made, a requested action/s will appear as an agenda item on a minimum of two Village Board agendas; the first time as a new business item under the active agenda and the second time as a new business item under the consent agenda.

The Village Board meets the first and third Mondays of each month at 7:30 p.m. at the Village Hall in the Council Room.

A. Consideration of the Requested Action/s (1st meeting)

At the first Board meeting, the requested action/s will be presented for discussion and direction only. The Village Board provides direction based upon review the plans and supporting documentation; the evaluation, discussion and recommendation by staff and the Plan Commission, as well as consider any public testimony and/or comments.

Upon completion of the Village Board's review of the requested action/s, the Village Board may direct the Village Attorney to prepare an applicable Ordinance for consideration and adoption at the next or subsequent regularly scheduled Board meeting.

B. Consideration of the Ordinance (2nd meeting)

At the second Board meeting, the applicable Ordinance prepared by the Village Attorney is presented for any further discussion and final consideration. If the Ordinance is approved by the Village Board, the Ordinance approving the requested action/s is signed by the Village President, and kept on file in the Village Clerk's office.

Only when the Ordinance is approved by the Village Board and in receipt of the necessary signatures does the action become official.

STEP 7: Notification of Ordinance Approval

If the Village Board approves the applicable ordinance as presented, the Community Development Department will send a copy of the approving ordinance to the applicant or designated contact person by fax, email, or U.S. mail (one method only).

Note: The Planning & Zoning Development Review Process is complete upon the satisfaction of all conditions outlined in the approving ordinance and payment of any outstanding consultant fees incurred during the review process. Upon completion of the

Planning & Zoning Review Process, including final engineering plan approval (if applicable), the development will be released for building permit review.

CONCLUSION

The development review process for the Village of Matteson doesn't have to be a confusing or difficult experience for individuals unfamiliar with Village codes and ordinances, filing requirements, procedures or general development policies. This guide is intended to provide a concise overview of this process and to help individuals become familiar with the steps and timeline of the development review process.