

# Planned Development Application Process

## Development Concept

*Applicant & Staff*

The Applicant/Developer approaches the Development Customer Services (DCS) Department with a plan. If DCS staff determines the proposal meets the criteria necessary for a Planned Development application, they advise them of the following steps.

## Design Conference

*Applicant*

A prospective applicant, prior to submitting a formal application for a planned development, shall meet for a pre-design conference with the Zoning Administrator, Village's architectural design consultant and any other Village staff members designated by the Village Manager. The purpose of the conference is to help the applicant understand the Village's expectations relative to design and contextually prior to the development of any conceptual designs.

## Neighborhood Meeting

*Applicant*

Prior to submitting an application for development approval, the applicant is required to conduct a neighborhood meeting. The meeting must be advertised. This is a forum for the applicant to present the project, seek feedback, and get to know the neighbors. Village Staff, elected officials and Plan Commission members do not participate in, or attend these meetings. Evidence of each meeting shall be provided to the public hearing body.

## Project Review Team

*Staff*

Once the neighborhood meeting is complete, the applicant submits a preliminary application of their project for a technical review before the PRT, a staff committee comprised of representatives from all Village departments. Staff reviews the preliminary application for compliance with the Planned Development regulations and provides comments to the applicant. The response can include a summary of suggested revisions or a request for additional information needed in preparation for the public hearing. During this phase, the application is a draft and is not available to the public.

## Application Submittal

*Applicant & Staff*

Once comments are received by the applicant and any modifications are made, the applicant submits their final Planned Development application. At this point, the application is tentatively placed on a Plan Commission agenda. Once the meeting date is confirmed and the agenda approved, the application *becomes available for public view* at Village Hall and will be uploaded to the Village's website ([www.oak-park.us](http://www.oak-park.us)).

## Public Hearing

The general public may send the DCS department comments on the application which are then forwarded to the Plan Commission, or they can attend the public hearing and provide the Plan Commission comments directly. The Plan Commission examines the application and conducts the public hearing. Upon conclusion of the public hearing, the Plan Commission makes a recommendation of approval, approval with conditions, or denial to the Village Board of Trustees.

## Village Board Decision

Based on the Plan Commission's recommendation, its findings and public comment, the Board may decide to approve, deny, or require modifications of the application. The Village Board could determine that substantial modifications may require the Plan Commission to re-review the application.