

Glenview Development Process Flowchart

TYPICAL TIMING Stage 1+2 = 1-3 months | Stage 3 = 3-5 months | Stage 4 = 1-3 months | Stage 5 = Depends on construction

STAGE 1 DEVELOPMENT MEETING

START

Gather information about your project

1. Where is the site?
2. What is the proposed land use?
3. Describe your proposal?

Attend informal meeting with staff to go over project

Staff reviews applicable codes, ordinances, and guidelines and explains the plan review procedures

STAGE 2 PRELIMINARY SITE PLAN REVIEW

[PSPR]

Prepare related development documents (dimensioned) *

Main exhibits include:
Site Plan, Engineering, Architecture, Preliminary Landscape Plan, Signage, etc.

Submit PSPR application, fees, and exhibits to staff

Attend formal meeting with staff

Resubmit if revisions are needed

Complete Final Appearance Commission process

Fees paid and building permits issued

Staff review of documents

Submit permit documents and final Appearance Commission exhibits

Resubmit if revisions are needed

STAGE 4 BUILDING & ENGINEERING PERMIT REVIEW PROCESS

Village Board consideration and approval (2 meetings)

STAGE 3 COMMISSION REVIEW

[Plan, Appearance, Zoning Board, etc.]

Prepare and submit applications, fees, and exhibits to staff **

Site Plan Review, Conditional Use, and/or Rezoning / Text Amendment, etc.

Resubmit if revisions are needed

Staff conducts Completeness Check

STAGE 5 CONSTRUCTION AND PROJECT CLOSE-OUT

Construction and inspections

Certificate of Occupancy; pay and issue business license

RESOURCES + FOOTNOTES

* Requirements for the preliminary and final site plan review submittals can be found in Sec 54-84 of the municipal code.

** For more information on required approvals, development documents, and the review process in general, please visit the Village website at: glenview.il.us

If applicable, Commission recommendation of related development approvals

Commission reviews development proposal. Revise based on comments; additional meetings may be needed

Attend Commission Meeting(s) / Public Hearing (if needed)

Public Notice sent by staff for rezoning, conditional use, and variation projects