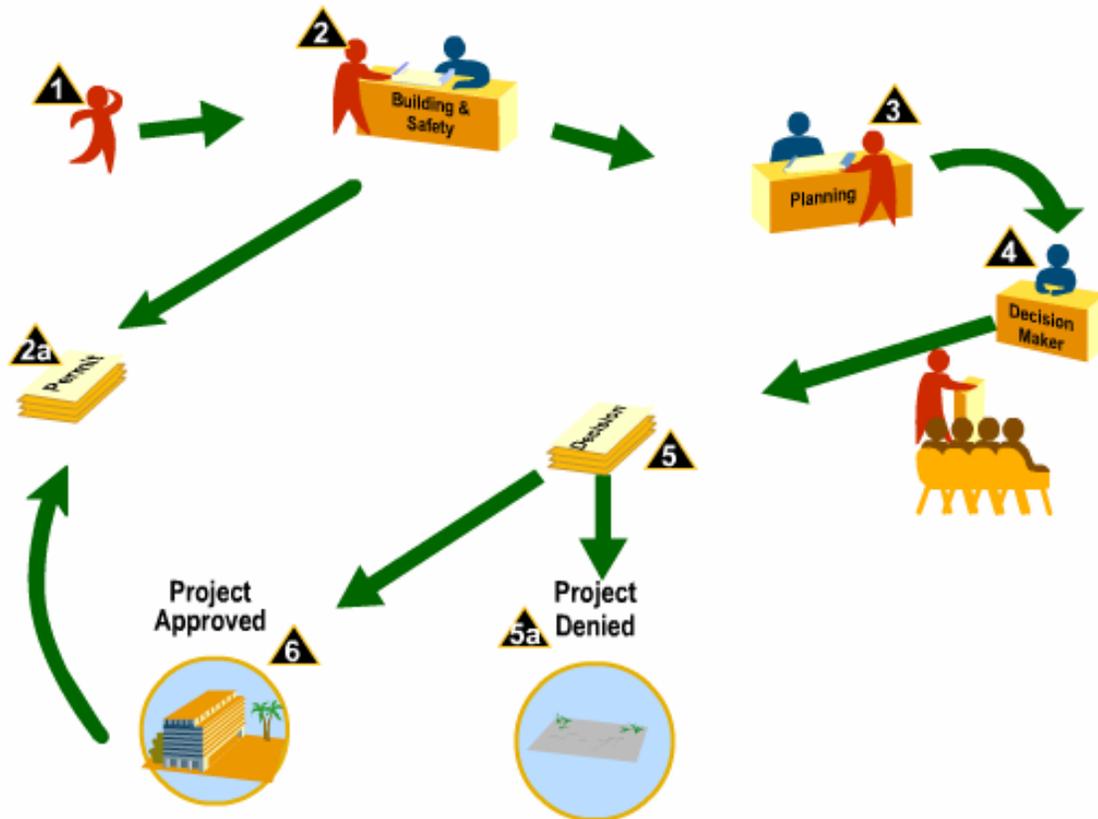


## DEPARTMENT OF PLANNING AND ZONING Land Use (Entitlement) Permit Process

Keep in mind that these are simplified versions aimed at providing the user with a general understanding of the planning process.



1. **A person wonders what they can do with their property or already has an idea in mind for a project at a specific location. Typical questions they may have are: What is the zoning on my property? Can I put this type of business or use at this location?**

The first thing they should do is to go to building department to check the zoning regulations on the property, to discuss the project with the building department staff, and to apply for the necessary building permits.

2. **At the building department public counter, the proposed project is reviewed to determine whether or not it meets all of the zoning regulations.**

If it conforms to all zoning regulations, the applicant has their plans approved by the building department and a building permit is issued. This is called "by right development" where the applicant has the right to build or use their property if all of the zoning requirements of the property are met.

If it doesn't conform to the zoning regulations or requires approval by the Department of Planning and Zoning, building will instruct the applicant to go to the planning department to apply for the necessary land use permits (entitlements)

3. **At the planning public counter, the project is reviewed to determine which type of land use permit the applicant must apply for to have their project considered for approval, the application procedure is explained and the application form is distributed. After the applicant completes the application form, they return to the planning counter to submit their application package.**



DEPARTMENT OF PLANNING AND ZONING

*Land Use (Entitlement) Permit Process*

4. For most project that are not by right, a public hearing is required. When a public hearing is required a public hearing notice is mailed out to the appropriate parties. At the public hearing, any individual or community group has the right to speak on the proposed project. Written comments are also accepted per the instructions on the hearing notice. Depending on the required action, the project is reviewed by the appropriate decision-maker.
5. After considering all the public testimony and the planning staff recommendations, the decision maker (Village Council) will make a decision (determination) on the proposed project. The determination will either approve the project as is, approve the project with conditions or deny the project.
  - 5a. Project is denied
6. After a project is approved, the applicant must return to the Building Department to obtain necessary building permits.
  - 2a. Once an application receives a building permit, they can go ahead with their project. NO public hearing or further discretionary approvals are required.

For additional information please contact the Department of Planning and Zoning