

Hillman Site Plan Review Process Chart

A PRE-APPLICATION CONFERENCE WITH THE ZONING ADMINISTRATOR , PLANNING COMMISSION CHAIR, AND/OR PLANNING COMMISSION IS AVAILABLE (SECTION 5.3).

TIMELINE

APPLICANT

PROVIDES ZONING ADMINISTRATOR APPLICATION, FEE, & 6 COPIES OF SITE PLAN
SPECIAL PLANNING COMMISSION MEETING MAY BE REQUESTED

30 DAYS PRIOR TO PLANNING COMMISSION MEETING

ZONING ADMINISTRATOR

REVIEWS APPLICATION FOR COMPLETENESS. IF COMPLETE, PLACES SITE PLAN ON AGENDA OF NEXT PLANNING COMMISSION MEETING.

WITHIN 7 DAYS OF APPLICATION SUBMITTAL

JOINT SITE PLAN REVIEW

REVIEWS OCCUR WITHIN VILLAGE DEPARTMENTS AND OTHER AGENCIES
PUBLIC SAFETY, FIRE, POLICE, PLANNING, SOIL EROSION, BUILDING, DRAIN COMMISSIONER, TRANSPORTATION

WITHIN 14 DAYS OF APPLICATION SUBMITTAL

PLANNING COMMISSION REVIEW

PLANNING COMMISSION REVIEWS SITE PLAN
IF APPLICANT IS DEPENDENT UPON ZBA ACTION, SAID ACTION IS REQUIRED PRIOR TO SITE PLAN APPROVAL

WITHIN 30 DAYS OF APPLICATION SUBMITTAL

PLANNING COMMISSION DECISION

PLANNING COMMISSION DECIDES UPON SITE PLAN
ZONING PERMIT IS ISSUED UPON APPROVAL OF SITE PLAN.
ZONING PERMIT EXPIRES IF CONSTRUCTION HAS NOT BEGUN WITHIN ONE YEAR OF APPROVAL.

WITHIN 60 DAYS OF SITE PLAN REVIEW