

Village of North Branch **Internal Staff Review Policy**

The Village of North Branch has established the policies below to guide review of zoning requests:

Zoning Compliance Permit (Any construction or building relocation not requiring site plan approval per Section 4.02 of the Zoning Ordinance)

- Application Intake – Zoning Administrator
- Review By – Zoning Administrator
- Response within – Five (5) business days, Approved, Denied, Application Incomplete
- Form of Response – In writing
- If Permit is Denied – Applicant receives reasons in writing

Site Plan

- Request for conceptual review meeting – Zoning Administrator
- Schedules conceptual review meeting – Village Clerk within five (5) business days of request
- Application Intake – Zoning Administrator
- Initial Review to determine completeness by – Zoning Administrator within five (5) business day of submission
- Submission to others (Fire Department, Police Department, DDA, DPW, Village Engineer, Village Planner) as determined necessary by the Zoning Administrator – Day site plan is determined complete
- Planning Commission meeting scheduled not less than fifteen (15) business days after site plan determined complete
- Review by others within ten (10) business days of submission by Zoning Administrator or earlier if an expedited review was approved by the Planning Commission Chair or the Village Council President
- Site plan and reviews submitted to Planning Commission members at least five (5) business days before Planning Commission meeting.
- Within five (5) business days of Planning Commission decision a copy of the draft minutes outlining the decision is mailed to the applicant. In the case of site plan approval, a zoning compliance permit is issued as well.

Uses Permitted After Special Approval (Includes Site Plan review)

- Request for conceptual review meeting – Zoning Administrator
- Schedules conceptual review meeting – Village Clerk within five (5) business days of request
- Application Intake – Zoning Administrator
- Initial Review to determine completeness by – Zoning Administrator within five (5) business day of submission
- Submission to others (Fire Department, Police Department, DDA, DPW, Village Engineer, Village Planner) as determined necessary by the Zoning Administrator – Day site plan is determined complete
- Planning Commission public hearing notices mailed and published after site plan determined complete
- Review by others within ten (10) business days of submission by Zoning Administrator.
- Site plan and reviews of site plan and Special Approval review submitted to Planning Commission members at least five (5) business days before Planning Commission meeting.

- Planning Commission holds public hearing on Special Approval. Makes decision regarding Special Approval based on standards in Section 19.03 of Zoning Ordinance and decision on site plan based on standards in Section 18.05 of Zoning Ordinance
- Within five (5) business days of Planning Commission decision a copy of the draft minutes outlining the decision is mailed to the applicant. In the case of site plan approval, a zoning compliance permit is issued as well

Rezoning

- Application Intake – Zoning Administrator
- Initial Review to determine completeness by – Zoning Administrator within five (5) business day of submission
- Submission to others (Fire Department, Police Department, DDA, DPW, Village Engineer, Village Planner) as determined necessary by the Zoning Administrator – Day application is determined complete
- Planning Commission public hearing notices mailed and published after application is determined complete
- Review by others within ten (10) business days of submission by Zoning Administrator
- Rezoning request and reviews of request submitted to Planning Commission members at least five (5) business days before Planning Commission meeting.
- Planning Commission holds public hearing on rezoning request and makes recommendation on request to Village Council.
- Within five (5) business days of Planning Commission recommendation a summary of the public hearing and recommendation are submitted to the Village Council.
- Within five (5) business days of Village Council decision a copy of the draft minutes outlining the decision is mailed to the applicant.

Variance

- Village Council also serves as ZBA
- Application Intake – Zoning Administrator
- Initial Review to determine completeness by – Zoning Administrator within five (5) business day of submission
- Submission to Village Planner as determined necessary by the Zoning Administrator – Day application is determined complete
- ZBA public hearing notices mailed and published not less than fifteen (15) days after application is determined complete. The meeting is normally scheduled ½ hour prior to the regular Village Council meeting. In some cases, the ZBA hearing made be scheduled for a different time or date.
- Review by Village Planner within ten (10) business days of submission by Zoning Administrator
- Variance request and reviews of request submitted to ZBA/Village Council members at least five (5) business days before ZBA meeting.
- Within five (5) business days of ZBA/Village Council decision a summary draft copy of the minutes outlining the decision is mailed to the applicant.

Appeal

- Village Council also serves as ZBA
- Application Intake – Zoning Administrator
- Initial Review to determine completeness by – Zoning Administrator within five (5) business day of submission
- Submission others (Fire Department, Police Department, DDA, DPW, Village Engineer, Village Planner) as determined necessary by the Zoning Administrator – Day application is determined complete
- ZBA public hearing notices mailed and published not less than fifteen (15) days after application is determined complete. The meeting is normally scheduled ½ hour prior to the regular Village Council meeting. In some cases, the ZBA hearing made be scheduled for a different time or date.
- Review by others (Fire Department, Police Department, DDA, DPW, Village Engineer, Village Planner) within ten (10) business days of submission by Zoning Administrator
- Appeal, copies of documents related to appeal and reviews of request submitted to ZBA/Village Council members at least five (5) business days before ZBA meeting.
- Within five (5) business days of ZBA/Village Council decision a summary of the draft minutes outlining the decision is mailed to the applicant.