Village of River Forest Planned Development Process

Pre-Filing Conference- Discuss with Village Staff Application Requirements, Village Regulations and Escrow for Village expenses

VBOT Introduction- Introduce project with Village Board, show preliminary site plan, drawings.

EDC/HPC (if applicable) - Introduce project for review.

Development Review Board (DRB) Pre-Filing Meeting- Introduce Project, Submit Requests for Application Waivers

Neighbor Meeting- Introduce Project and Solicit Feedback from Stakeholders- Applicant to mail notice 15 days in advance (Village to post notice on its website)

Formal Application Submittal- Submit Application in accordance with Planned Development Requirements

Village Technical Committee Review- Internal Village meeting of all departments to review application

Notice of Public Hearing- Once application is complete, notice is published by Village in local paper 15 days before Hearing. Notice posted on subject property and Village Website

Notice of Public Hearing- Applicant to mail notice to property owners within 500 feet 15 days before public hearing

Development Review Board Public Hearing- Public comment from stakeholders, questions from the DRB

Development Review Board Meeting #2- Deliberations of the Development Review Board

Development Review Board Meeting #3 (If Necessary) - Recommendation to the Village Board within 45 days of close of public hearing

Notice of Village Board Meeting - Applicant to mail notice to neighbors within 500 feet 7 days in advance

Village Board Meeting(s)- Review and Action within 60 days of DRB recommendation

Review of Plans Submitted - If approved by the Village Board, applicant may submit final building plans to the Village for review and approval

Post-Approval Deadlines- Submit complete building permit (9 months); Begin construction (15 months); Complete construction (33 months)

Applicant Responsibility

Village Responsibility

Meeting Dates

DRB – 1st & 3rd Thursdays VB – 2nd & 4th Mondays

Revised 5/1/17

This is intended for use as a visual aid only. If there is any conflict between the flow chart and the Ordinance, the language in the Ordinance controls.