

VILLAGE OF HINSDALE
**SITE PLAN REVIEW/
EXTERIOR APPEARANCE REVIEW APPLICATION**
INSTRUCTIONS AND SUPPLEMENTAL INFORMATION FOR APPLICANT

The information listed here is provided for the benefit of the applicant. This information is not part of the application and should not be submitted to the Village as part of the application.

- I. What constitutes a completed application for a design review permit?
1. Thirty (30) copies of the completed application form.
 2. Thirty (30) copies of the completed site plan.
 3. Thirty (30) plats of survey for the subject property. These must be drawn to scale and include a legal description for the property. These may be copies; originals are not required.
 4. Thirty (30) of any architectural, engineering, landscape architect, and any other drawings which support this application. Materials to be used and colors must be clearly noted on these drawings.
 5. Any other information required by the Village Staff, Village Boards, and/or Village Commissions.

- II. Important dates to know:

Plan Commission - Meets on the **second Wednesday** of each month

Zoning and Public Safety Committee - Meets on the **fourth Monday** of each month

Board of Trustees - Meets on the **first and third Tuesday** of each month

- III. Composition of various Boards and Commissions:

Plan Commission - consists of nine (9) appointed members. These members are appointed by the Village President and confirmed by the Board of Trustees.

Zoning and Public Safety Committee - consists of four (4) members of the Village Board of Trustees.

Board of Trustees - The elected Village President and six trustees. The President casts the deciding vote in the case of a tie vote of the trustees.

IV. What is the time period involved for a site plan review?

1. **Consideration by Staff:** An application for a site plan and/or exterior appearance review must be submitted at least two (2) Fridays prior to consideration by the Plan Commission at its regular meeting. During this time period, Staff will examine the application to determine whether it is complete and complies with all applicable codes and regulations.
2. **Consideration by the Plan Commission:** Within sixty (60) days after the conclusion of a public meeting, the Plan Commission will forward a recommendation to the Board of Trustees.
3. **Consideration by the Zoning and Public Safety Committee:** At its meeting after receipt of the Plan Commission's recommendation of approval or denial, the Zoning and Public Safety Committee of the Board of Trustees will consider the application.
4. **Consideration by the Board of Trustees.** Within ninety (90) days after receipt of a recommendation from the Plan Commission, the Board of Trustees shall take action on the application.

V. When is a site plan review required?

1. Any development or redevelopment for which this Code requires a special use permit, including planned development approval.
2. Any development or redevelopment for which this Code requires an exterior appearance review or a design review permit.
3. Any development or redevelopment (other than remodeling that does not involve the creation of any new floor space or the change of any use) of any structure, whether new or existing, other than for one single family detached dwelling unit involving a parcel under single ownership or control having an area in excess of 30,000 square feet.
4. Any development or redevelopment involving the creation or expansion of a parking lot or garage.
5. Any development or redevelopment involving a recreational vehicle storage area, a residential recreational facility, or an antenna or antenna support structure subject to Paragraphs 9-101D7 or 8 of this Code.
6. Any non-residential development on a lot abutting or across a right-of-way from any residential district.