



**ACCESS TO PROPERTY.** If a Development Application is submitted, please note that a site inspection may take place and photographs of the applicant's property may be taken prior to consideration/approval. Submission of a Development Application serves as notice and acceptance that Village staff may access your property.

**DESIGN REVIEW BOARD.** The Design Review Board meets twice a month on the second and fourth Thursday at 5:00 pm, except in November and December when they meet on the first and third Thursday at 5:00 pm. All required materials, including **1 digital copy** and 9 sets of paper copies (11"x17" preferred) shall be submitted with the application. Applications will not be placed onto an agenda without the review and approval of the Zoning Administrator. **All plans shall be drawn to scale.**

**NEW BUILDINGS:**

- Elevations and Floor Plans
- Site, Landscaping, Screening, Parking, Circulation and Lighting Plans, as applicable
- Survey, including as-built upon completion
- Renderings and material samples, preferred

**ADDITIONS/MODIFICATIONS:**

- Elevations and Floor Plans associated with addition/modified area
  - Accurate representation of window and doors, including trim
- Site, Landscaping, Screening, Parking, Circulation and Lighting Plans, as applicable
- Survey, including as-built upon completion
- Renderings and material samples, preferred

**PATIOS**

- Site, Landscaping, and Screening Plans
- List of proposed materials
- List of plantings
- Survey, if required

**PLAN COMMISSION.** The Plan Commission meets once a month on the fourth Tuesday at 6:30 pm. Applications for Conditional Use Permits and Special Exceptions, and all associated/required materials shall be on file with the Planning & Development Department by 4:30 pm at least 4 weeks prior to the next available meeting in order to publish and mail required notices.