

PROCESS GUIDE

Courtesy Review

Typical Timing: 1-2 weeks

3S258 MANNING AVENUE
WARRENVILLE, IL 60555
(630) 393-9050 TEL.
(630) 393-1531 FAX

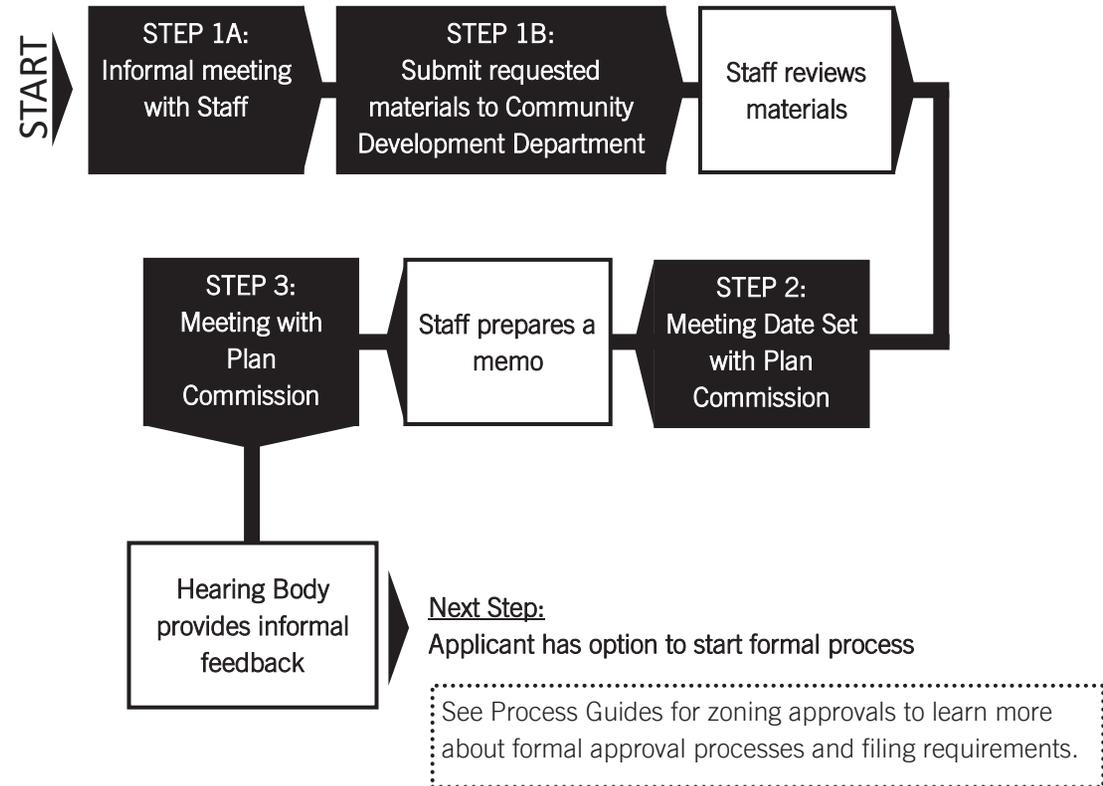


What is a courtesy review?

A courtesy review is a review process before the official review process. It allows you, the homeowner or developer, to sit down with decision makers to discuss your project before going through the formal process.

What are the benefits to going through a courtesy review process first?

A big benefit to you is costs—a courtesy review does not include any fees and allows you to present your idea/concept in rough form. In short, the courtesy review process helps you determine the feasibility of your project before making significant investments.



QUESTIONS?

This process is managed by the **Community Development Department**.

For any questions or concerns, call [\(630\) 393-9050](tel:6303939050) or refer to the City of Warrenville's website for more information: www.Warrenville.il.us

CHECKLIST

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What is the benefit of going through a Courtesy Review?

You may be considering modifications but have not yet decided to make them or you may be interested in hearing directly from the Zoning Board of Appeals about whether or not your project is in keeping with regulations.

FEES: None

COPIES: 15, 11x17 collated

TIMEFRAME: 1—2 weeks, dependent on scheduled meeting dates of the Plan Commission (PA)/Zoning Board of Appeals (ZBA)

FILING CONTENTS:

- Written Summary of Proposal:** describe the project in detail
- Plat of Survey:** of the property certified by a registered land surveyor
- Proof of Ownership:** Deed or tax receipts
- Letter of Authorization:** Letter authorizing applicant to present for property owner
- Plans:** of project

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