15 Attachment 3

Village of Lincolnwood
Planned Unit Development Procedure

START

Board of Trustees

Step 1: Pre-Application Process *(Required)*

- Developer shall request informal meeting with Board of Trustees
- Submit proposal in concept form to Administrative Officer
- Informal conversation with Board - no recommendations are made

Optional PC/ZBA Meeting

Step 2: Conceptual Plan Submittal *(Optional)*

- Developer may request public meeting with PC/ZBA
- Submit conceptual plan including 15 copies of: 1) written application, 2) required fees, 3) supporting data such as concept plan, site data, & environmental data (Sec. 8.05 (2)) to Administrative Officer for distribution and review
- PC/ZBA holds public meeting regarding conceptual plan

PC/ZBA Meeting

Max. 45 Days

Board of Trustees

Max. 90 Days

Max 3yrs ....

Step 3: Preliminary Plat *(Required)**

- Developer requests preliminary approval
- Submits application including 15 copies of: 1) written application, 2) required fees, 3) detailed plans, development schedule, preliminary engineering site data, etc (Sec. 8.05 (3)) to Administrative Officer
- PC/ZBA holds public hearing within 45 days and submits recommendation and findings to Board of Trustees
- Board of Trustees approves, approves with modifications or disapproves application within 90 days of receiving plan from PC/ZBA

PC/ZBA Meeting

Max. 45 Days

Board of Trustees

Max. 90 Days

Max 2yrs for construction

Step 4: Final Plat *(Required)**

- Developer submits application for final approval, which shall conform substantially to the preliminary approval documents, not longer than 3 years after preliminary plat approval
- PC/ZBA holds public meetingwithin 45 days and submits recommendation and findings to Board of Trustees
- Board of Trustees approves, approves with modifications or disapproves application within 90 days of receiving plan from PC/ZBA

**Note: Preliminary and Final Plat can be handled concurrently*