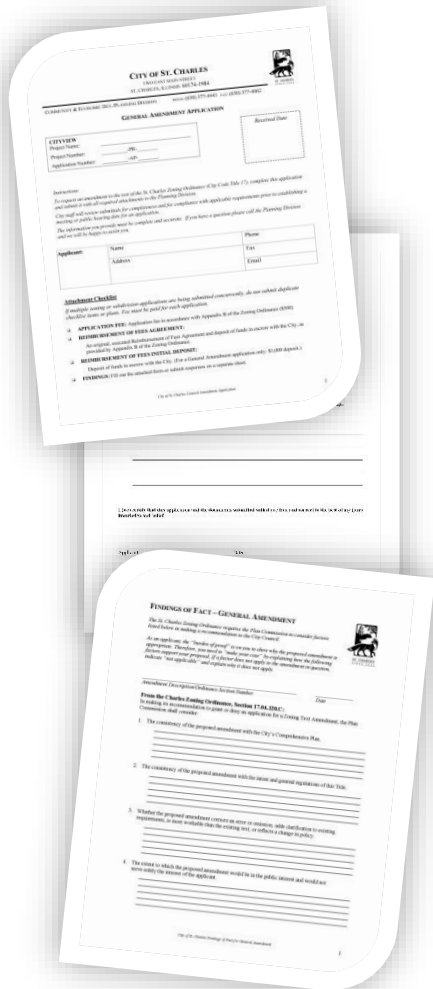


City of St. Charles Zoning & Development Applications

Information for Applicants



CITY OF
ST. CHARLES

ILLINOIS • SINCE 1834

Development Applications & Process Timelines

Contact staff to discuss your project before submitting development applications. Staff will identify which applications are required and will provide a tentative meeting schedule.

The following applications may be required. Process timelines are approximate and are based on typical projects. Timelines will vary depending on size of the property, whether engineering plan review or a public hearing is required, and meeting schedules. Multiple applications submitted for a single project will be reviewed concurrently.

Concept Stage Application:

- Concept Plan: 45-60 days

Preliminary Stage Applications:

- General Amendment: 45-60 days*
- Map Amendment: 45-60 days*
- Special Use: 60-90 days*
- Special Use for PUD: 60-120 days*
- PUD Preliminary Plan: 60-90 days
- Minor Change to PUD: 30-45 days
- Preliminary Plat of Subdivision: 60-90 days

Final Stage Applications:

- PUD Final Plan: 60-120 days
- Final Plat of Subdivision: 60-90 days
- Minor Subdivision Final Plat: 30-45 days

(* = Public Hearing required)

Application forms can be accessed here:
<https://www.stcharlesil.gov/forms/zoning/zoning-subdivision-pud-applications>

Meeting Information

Development Review Team (DRT)
Thursdays @ 1:30pm
2 E. Main St. – Council Committee Room

Historic Preservation Commission
1st and 3rd Wednesdays @ 7:00pm
2 E. Main St. – Council Committee Room

Plan Commission
1st and 3rd Tuesdays @ 7:00pm
2 E. Main St. – Council Chambers

Planning & Development Committee
(Committee of the City Council)
2nd Mondays @ 7:00pm
2 E. Main St. – Council Chambers

City Council
1st and 3rd Mondays @ 7:00pm
2 E. Main St. – Council Chambers

City of St. Charles
Community Development Division
2 E. Main St.
St. Charles, IL 60174
630.377.4443
cd@stcharlesil.gov
[www.stcharlesil.gov/departments/
community-development](http://www.stcharlesil.gov/departments/community-development)



Application Types:

Concept Plan

Concept Plan

- To request review and feedback on conceptual development plans for future projects.
- Optional for most projects, required for certain PUD applications.
- Process is for feedback only; no formal action is taken.
- More info: [Section 17.04.140](#)

General Zoning

General Amendment (Zoning Text Amendment)

- To request a change to the text of the Zoning Ordinance, Title 17 of the City Code.
- Change applies to all similarly zoned property.
- Requires public hearing.
- More info: [Section 17.04.320](#)

Zoning Map Amendment (Rezoning)

- To request to change the zoning classification of a specific property.
- Requires public hearing and notice to surrounding property owners.
- More info: [Section 17.04.320](#)

Special Use

- To request a Special Use for a property. Special Uses are identified for each zoning district and may be acceptable if established in an appropriate manner and location within the subject zoning district.
- Requires public hearing and notice to surrounding property owners.
- More info: [Section 17.04.330](#)

Planned Unit Developments (PUDs)

Special Use for PUD

- To request establishment of a Planned Unit Development (PUD) or amendment to an existing PUD ordinance (PUD Amendment).
- PUDs are a unique type of Special Use request, intended to accommodate projects which are planned and developed as a unit.
- Establishes a PUD ordinance with unique development standards, which often include deviations from Zoning Ordinance standards.
- Requires public hearing and notice to surrounding property owners.

PUD Preliminary Plan

- To request approval of development plans for property within a PUD. Includes preliminary engineering plans, landscape plan, building elevations, and preliminary plat of subdivision (if applicable).
- For new PUDs, submitted and reviewed together with the Special Use for PUD Application.
- Recommendation is based on compliance with the PUD standards and other City Code requirements.

Minor Change to PUD

- To request approval of minor changes to the approved PUD Plans which do not change the concept or intent of the PUD.
- No Plan Commission meeting.

PUD Final Plan

- Approval of final engineering plans for property within a PUD.
- Required for PUDs that include subdivision and creation of multiple new lots.
- Staff-level review and approval.

More info about PUD Applications: [Section 17.04.400-430](#)

Plats of Subdivision

Preliminary Plat of Subdivision

- To request approval of the division of property into two or more lots.
- Preliminary Engineering plans are required.
- More info: [Section 16.04.070](#)

Final Plat of Subdivision

- To request approval of the final plat document to formally create new lots, dedicate streets, and provide easements.
- Final Engineering plans are required.
- A combined Preliminary-Final Plat review process may be requested.
- More info: [Section 16.04.080](#)

Minor Subdivision – Final Plat

- To request approval of the division of property meeting certain standards regarding subdivision code compliance, size, and infrastructure improvements.
- Engineering plans are not required.
- More info: [Section 16.04.040](#)

Meeting Process for Most Applications:

1. Plan Commission – holds public hearing/review & recommendation
2. City Council Planning & Development Committee – review & recommendation.
3. City Council – vote.