



Village of Bloomingdale
Department of Community & Economic Development
201 S. Bloomingdale Road
Bloomingdale, Illinois 60108
(630) 671-5668

PLANNING & ZONING COMMISSION
APPLICATION DIRECTIONS

*The following items must be submitted as collated packets: **Do not make copies of the directions.**

Submittal: 14, legible copies of the following to be provided on legal (8.5" or 11") or ledger (11" x 17") size paper or folded to those sizes, **plus 5 full size copies** of all plans:

- Completed Planning and Zoning Commission Application, including supplementary information which includes a project narrative, building elevations, site plan, landscape plan, traffic study, etc., and the certifications that must be signed and notarized. Please see Chapter 4, in the Village of Bloomingdale's Zoning Code, for a complete list of submittal requirements. Any other drawings shall be folded to aforementioned dimensions. **Please note that all projects also require the submittal of a thumb/flash drive to be submitted with all drawings in PDF Format.**
- Plat of Survey and Site Plan of the subject site drawn to scale. One full size copy (24" x 36") is required in addition.
- One copy of Proof of Ownership and, if needed, a letter of authorization.
- Application Fee (See Fee Schedule in General Application)

General Information

Applicant must complete ALL sections of the application. Failure to complete any section of the application could result in delay in the consideration of the application. A public hearing will not be scheduled until the application is complete and complies with all applicable sections of the Zoning Ordinance. If a section of this application is not applicable, please write "N/A" in the appropriate area.

Important Boards and Commission meeting dates

Planning and Zoning Commission
1st and 3rd Tuesday of each month.
Consists of 7 members and recommends to the BOT. **Meetings are at 6 p.m.**

Standing Committee of the Whole & Board of Trustees
2nd and 4th Monday of each month. Consists of the Village President and 6 Trustees.
Meetings are at 6 & 7 p.m., respectively

Please note that a representative familiar with the application must be present at all meetings to present the application.

PROCESS

1) Completed application packets must be submitted at least **30 days prior** to the Planning and Zoning Commission meeting to the **Staff Secretary or Assistant Planner**. Staff examines the application to determine whether it is complete and complies with all applicable regulations.



2) Public hearing documentation

A) The applicant must submit, as part of the original submittal, the necessary legal notice for the required public hearing. Staff will complete the necessary publication in the local newspaper not more than 30 (thirty) days and not less than 15 (fifteen) days prior to the hearing date.

B) Applicant places a visible Public Hearing Sign on the property. Sign must be placed a minimum of 15 (fifteen) and not more than 30 (thirty) days prior to the scheduled public hearing. The applicant is required to contact a sign vendor for the sign production.

C) Applicant is required to notify all property owners within 250 feet, in all directions, of the subject property. The 250 feet is measured from each property line of the property. The applicant must mail by **certified mail, "return receipt requested" to each property owner of record**. This mailing must be completed not more than 30 (thirty) days and not less than 15 (fifteen) days prior to the hearing date. Information regarding the property owner is available at the applicable township assessor's office.

D) The applicant must submit to Village staff prior to, or at the public hearing: 1) list of the names and addresses of all property owners within 250 feet of the subject site, 2) all certified mail receipts and 3) the completed signed and notarized "Certification of Proper Notice" form.



3) Village staff prepares a report to the **Planning and Zoning Commission** prior to the public hearing being conducted. The Planning and Zoning Commission may close the hearing and deliberate that night or continue the hearing and or deliberation to the following month. The Planning and Zoning Commission will forward a recommendation to the Board of Trustees.



4) The **Village Board of Trustees** after receiving the Planning and Zoning Commission's recommendation shall take action on the application. Staff completes the necessary adopting ordinance documents that must be signed by the applicant prior to Board action.

2025-2026 Planning and Zoning Commission Calendar

The foregoing deadlines are not a guarantee of placement on a given agenda date. Placement will take into account the completeness of the submittal, the complexity of the request and review, and the number and type of items already on a Planning and Zoning Commission agenda at any one meeting. The Planning and Zoning Commission will generally consider no more than two (2) items per meeting, and sometimes only one (1) if the item is sufficiently complex or generates substantial public interest. All dates are subject to change or cancellation.

Submittal Deadline (Friday)	PZC Meeting Date	Committee of the Whole Meeting Date (Tentative)
December 5 th	January 6 th	January 26 th
December 19 th	January 20 th	February 9 th
January 2 nd	February 3 rd	February 23 rd
January 16 th	February 17 th	March 9 th
January 30 th	March 3 rd	March 23 rd
February 13 th	March 17 th	April 13 th
March 6 th	April 7 th	April 27 th
March 20 th	April 21 st	May 11 th
April 3 rd	May 5 th	May 25 th
CANCELLED	May 19 th	CANCELLED
May 1 st	June 2 nd	June 22 nd
May 15 th	June 16 th	July 13 th
June 5 th	July 7 th	July 27 th
CANCELLED	July 21 st	CANCELLED

SAMPLE PUBLIC NOTICE

To be completed working in cooperation with the Assistant Planner. Please contact 630-671-5668 or tollefrude@vil.bloomington.il.us. Sample:

STATE OF ILLINOIS)
COUNTY OF DUPAGE)
VILLAGE OF BLOOMINGDALE)

NOTICE OF PUBLIC HEARING

TAKE NOTICE that on the ___th day of ___, 202_, at the hour of 6:00 p.m., or as soon thereafter as the matter may be heard, the Planning and Zoning Commission of the Village of Bloomingdale will conduct a public hearing at the Village of Bloomingdale Village Hall, 201 South Bloomingdale Road, Bloomingdale, Illinois, upon the application for a petition submitted by _____, owners/lessees/contract purchasers of the property legally described herein, for the purpose of **(DESCRIPTION OF PROPOSAL)**; located on **(ADDRESS)**.

The Petition requests: **PLEASE LIST ALL PROCESSES AND WAIVERS REQUIRED**

(1) _____; (2) _____ (3) _____; and (4) such other zoning permission or relief related to said application as identified during the public hearing process.

The subject property, which is zoned ___ pursuant to Ordinance ___ is located within the corporate limits of the Village of Bloomingdale, is legally described as follows:

LEGAL DESCRIPTION
Insert legal description here

Common Address: _____, Bloomingdale, IL 60108
Property Index Number: _____

A copy of the application for _____ is on file with the Village Clerk of the Village of Bloomingdale and is available for public inspection at the Bloomingdale Village Hall during normal business hours. Member of the public are invited to attend the public hearing, at which time an opportunity will be given to address the member of the Planning and Zoning Commission.

This Notice is given pursuant to the Village of Bloomingdale Zoning Ordinance.

Persons requiring auxiliary aids and services should contact the Assistant Planner, 201 South Bloomingdale Road, Bloomingdale, Illinois 60108, or call 630-671-5668, five (5) days prior to the meeting in inform of their anticipated attendance. Text telephone (TDD) users may call 630-893-7175.

By order of the Planning and Zoning Commission, Bloomingdale.

Date: _____

/s/ Leonard Jaster
Chairman, Bloomingdale Planning and Zoning Commission

Publish no later than _____