

**THE  
VILLAGE OF ROBBINS**

**DEVELOPMENT PROCESS**

**2022**

Village of Robbins

## **PROSPECTIVE DEVELOPER PROCEDURES**

Please complete the attached Development Application and return to the Planning Department for processing. Also, details are included in the attached Development Process packet for our review.

STEP 1- Submit application and conceptual plan

STEP 2- Review of application/site plan

STEP 3- Architectural Review

STEP 4- Meet with Planning/Zoning Board at a public hearing

STEP 5- Present your plan to the Mayor and Board of Trustees during a Committee of the Whole Meeting

STEP 6- Present your plan to the Mayor and Board of Trustee at the Village of Robbins council meeting

STEP 7- Begin development of the project

For additional information regarding pin number and property owners, please go to the following websites:

Cook County Assessor's Office [www.cookcountyassessor.com](http://www.cookcountyassessor.com)

Cook County Treasurer's Office [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com)

If you have any questions or need additional information, please call (708) 385-8940.



Village of Robbins  
3327 W. 137<sup>th</sup> Street.  
Robbins, IL 60472

**Trustees**

David R. Dyson  
Ernest Maxey  
George Brewton  
Tiffany Robinson  
Michael Collier Sr.  
Gregory Jackson

Darren E. Bryant  
Mayor  
Sharon S. Dyson  
Clerk

Development Application  
**Prospective Developer**

**APPLICANT'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**Brief Description of Business Plan:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Area(s) of Development Interest:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Rendering and site plan with PIN(s) required prior to application being reviewed**

**FOLLOW THE STEPS LISTED BELOW TO ENSURE THE MOST EXPEDIENT  
PROCESS FOR DEVELOPMENT**

**STEP 1- SUBMIT APPLICATION AND CONCEPTUAL PLAN**

1. A brief history of the company and accomplishments made.
2. An overall scope of the project:
  - a. Type of development
  - b. Size of the proposed development
  - c. Location of development
  - d. Local Amenities and Benefits
    - I. How does your development benefit our Village?
    - II. Proposed profit projects
  - e. Detailed information of the property value and status
    - I. Do you own the land/property where development will take place?
    - II. Are you negotiating with contractors?
    - III. How soon do you want to begin construction?
3. Business Plan
4. Marketing Plan
  - a. How do you plan to market your facility?
  - b. What type of clientele would you like to attract?
5. Site Plan
  - a. Must be detailed
    - I. Include square footage of site and parcel
    - II. Differentiate the phases of development
    - III. Legal description of property
  - b. Include a parking plan- Parking requirements for commercial Development is found in the Zoning Ordinance.
  - c. Compensatory storage of storm water needs to be addressed Even if the project has not been engineered
  - d. Copy of the plat of survey dated from within the past year
6. Landscaping Plan
  - a. If you are unaware of our landscaping ordinance, please obtain a copy of it.

**STEP 2 – REVIEW OF APPLICATION / SITE PLAN**

To prepare for the Planning/Zoning Commission the applicant must submit (6) copies of the application and conceptual plan. Upon submission the information will go under review to determine if this is a viable project for the Village to consider. Please allow (10) business days after receipt of information for review. The result of this review will be an approval or denial of the application. If approved, the applicant will be informed of the administrative fee that will be required to move on to step 3 of the process.

### **STEP 3- ARCHITECTURAL REVIEW**

At this stage, the Planning Commission, Building Department, and village engineering firm will need to review the complete architectural plans inclusive of the street plan, water drainage, green area(soil samples), foundation, etc. to ensure the project will not impede upon or have a negative impact on adjacent neighborhoods as well as the flow of traffic and fire protection.

The architectural plan must be provided with minimum of three (3) copies size to be no smaller than 36" x 24". The review will not begin without appropriate plans. Allow 20 business days for review.

If your plan is approved, you will proceed to Step 4. If it is not approved, you must make the requested changes and resubmit the plan with the corrections to the Commission to be reviewed again at a future meeting. Failure to do so could result in the termination of your application.

### **STEP 4- MEET WITH PLAN AND ZONING BOARD AT A PUBLIC HEARING**

At a public hearing the petitioner will present the plans to residents and the general public who are located within a one-mile radius of the proposed development. All members involved (General Contractor, Trades, etc.) with the project should attend the hearing and address any questions from the board and the public. The result of this hearing will be to continue the hearing to a later date if additional information is needed or a recommendation to pass along to the Mayor and Board of Trustees.

### **STEP 5- PRESENT YOUR PLAN TO THE MAYOR AND BOARD OF TRUSTEES DURING A COMMITTEE OF THE WHOLE MEETING**

2<sup>nd</sup> Tuesday of the Month

At this stage, the petitioner will present the plan to the Mayor and Board of Trustees during the Committee of the Whole Meeting. The goal of this meeting is to give the Mayor and Board the opportunity to ask questions about the plan. The petitioner must provide total of (10) packets for review 7 business days prior to the meeting. The result of this meeting will be to recommend the project be approved and placed on the agenda for the next council meeting (Step 6).

### **STEP 6- PRESENT THE PLAN TO THE MAYOR AND BOARD OF TRUSTEES AT THE VILLAGE OF ROBBINS COUNCIL MEETING**

The Board of Trustees meetings are held on the second and fourth Tuesday of the month. The petitioner is required to have all members of the development team present to answer any questions.

After the presentation the Board will vote. Upon approval of the petition, the petitioner can pay the fee and register as a business in the village and apply and pay for building permits.

The Board of Trustees' vote is forwarded to the Village Clerk. The Board's actions as well as the Commissioner's recommendations have time limits, so action is required upon the decision with (30) days. If the development has not begun, the petitioner, in writing, will submit an explanation for the delay to the Board of Trustees' and Building Commissioner.

### **STEP 7- BEGIN DEVELOPMENT OF THE PROJECT**

Congratulations! Your application has been approved!

Village of Robbins