

PHASE 2

**B&D
COMMITTEE**

STEP	BUILDING & DEVELOPMENT COMMITTEE
1	Developer/Project Coordinator submits the required information to the Village and requests to present the project to the Building & Development Committee. Documents are emailed to all persons/emails on the Development Team Distribution List, Document 3.
2	The Village will process the request and inform the applicant when their project will be placed on the Agenda for Building & Development Committee review.
3	Building & Development Committee Review. <i>Includes initial observations, feedback, and code requirements. This is an informal presentation. A comprehensive review of the proposed project will be conducted upon formal project petition to the Planning & Zoning Commission (Phase 3).</i>

DOC #	SUBMIT OR RE-SUBMIT IF UPDATED	YES	NO	NA
1	Land Development Application.			
2	Project Narrative including any variance requests providing hardship, if applicable.			
3	Development Team Distribution List.			
5	Color Aerial with Project Name/Address (Madison County GIS).			
6	Color Snapshot of Village of Glen Carbon's Zoning Map of Site with Legend.			
7	Color Snapshot of the Village of Glen Carbon's Comprehensive Plan Map of Site with Legend.			
	Concept Plan (draft).			
	Elevations/renderings of the development with colors/building materials.			
	Nine (9) hard copies of each of the required documents for Village Board packets. These are due to the Department of B&Z not later than the Wednesday prior to the Tuesday B&D Meeting. All pictures and plans should be in color and 11x17 in size (LEDGER). All documents must be in color.			

APPLICATION FEES	REQUIRED FEES	AMOUNT DUE
NONE	\$0	\$0