

SUBMITTAL REQUIREMENTS

CERTAIN REQUESTS FOR APPROVAL BY THE PLANNING COMMISSION REQUIRE THE SUBMITTAL OF VARIOUS PLANS, PLATS, CSM'S, ANNEXATIONS OR ZONING RELATED MAPS. SUCH REQUESTS REQUIRE THE APPLICANT TO PROVIDE 3 FULL-SIZE COPIES AND 17 REDUCED-SIZE COPIES OF THE AFOREMENTIONED ITEMS FOR DISTRIBUTION TO THE COMMISSION MEMBERS AND OTHER LOCAL OFFICIALS. THE 17 REDUCED-SIZE COPIES MAY BE 11" X 17", 8 ½" X 14", OR 8 ½" X 11" PROVIDED THEY CAN BE CLEARLY READ.

THE REQUIRED COPIES MUST BE SUBMITTED TO THE VILLAGE AT LEAST NINE (9) DAYS PRIOR TO THE SCHEDULED MEETING DATE WHEN ACTION IS REQUESTED.

IF A PUBLIC HEARING IS REQUIRED, ALL FEES MUST BE PAID AND SUBMITTALS PROVIDED A MINIMUM OF 23 DAYS PRIOR TO THE SCHEDULED PUBLIC HEARING DATE.

REQUESTS WILL BE PROCESSED ONLY AFTER THE REQUIRED FEES ARE PAID AND THE REQUIRED COPIES ARE SUBMITTED.

NOTE : STAFF AND/OR COMMITTEE MEMBERS MAY VISIT THE PROPERTY SITE FOR INSPECTION OF YOUR PROEPRTY RELATED TO YOUR REQUEST

REQUIREMENTS FOR CUP – OUTSIDE SALE AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES

ONE PAGE WRITTEN PLAN OF OPERATION FOR THE OUTDOOR ALCOHOLIC BEVERAGE SERVING AREA. THE PLAN OF OPERATION SHOULD INDLUDE: Hours of Operation, Serving Policies, Abatement of Outdoor Noise, Litter Clean-up and any Other Relevant Information. A 8 ½ X 11 drawing to scale, of your property including the exact limits of the outdoor beverage serving area.