

Design Commission Appeal Process

Requirement

Chapter 28 Section 13.10 Appeal. For all petitioners appearing before the Design Commission who do not need to also appear before the Plan Commission or Zoning Board of Appeals, the petitioner has the right to appeal directly to the Village Board. The appeal must be made in writing and submitted to the Village Manager, within 30 days of receipt of the notice of denial by the Design Commission. The Village Board, at a regular meeting, will either:

- a. Agree with the Design Commission's decision, or
- b. Overrule or modify the decision of the Design Commission and direct the issuance of a permit.

Process

1. Upon denial of an application by the Design Commission a Notice of Denial shall be issued to the petitioner who has 30 days from receipt of notice to submit an appeal to the Village Manager.
2. After receipt of appeal an appropriate date for Village Board consideration of the appeal will be established.
3. For projects in residential district a sign providing notice of the public meeting by the Village Board to hear the appeal of the Design Commission denial shall be required to be posted by the applicant in accordance with the requirements for public notice set forth in Chapter 28 Section 14. Sign heading shall read – NOTICE OF PUBLIC MEETING.
4. Prior to the Village Board meeting the appeal letter, all items presented to the Design Commission and Design Commission meeting minutes will be placed on the Village Board agenda for consideration.

SAMPLE SIGN

Size to be approximately 30" high by 48" wide.

All words and numbers must be no less than 1.5" in height.

NOTICE OF PUBLIC MEETING

**MEETING FOR: VILLAGE BOARD REVIEW OF APPEAL REQUEST
FOR DESIGN COMMISSION DENIAL OF
PROPOSED TEARDOWN/NEW HOUSE**

**MEETING LOCATION: ARLINGTON HEIGHTS MUNICIPAL BUILDING
33 S. ARLINGTON HEIGHTS ROAD
ARLINGTON HEIGHTS, IL 60005**

DATE:

TIME:

PUBLIC ATTENDANCE & COMMENTS INVITED

FOR DETAILS CALL:

Or: Village of Arlington Heights
Department of Planning and
Community Development at
847-368-5200

(Petitioner's Name & Phone #)

1. Sign must state current action requested, date, time, and place of meeting.
2. Sign must be posted on private property facing and clearly visible from adjacent roadway(s), fifteen (15) days prior to the meeting date (i.e., if a corner lot, one sign must be provided facing each adjacent roadway).
3. All signs must be removed no later than ten (10) days after completion of the final meeting.
4. Photo must be taken of sign(s).
5. Sign must be on a flat hard surface that is readable.