

# Getting Started



## on this page:

- ◆ Overview
- ◆ Check Your Zoning
- ◆ Working with City Council & Commissions

## Overview

The City of Naperville is committed to providing excellent customer service as you move through the process of planning, initiating, and completing your demolition or rebuild project. A general outline for the permit process is outlined below:

**1. Informational Meeting:** Prior to submitting an application for a demolition or single-family permit, you may be required to register and attend an informational meeting. City staff will provide you with the information necessary to successfully plan and complete your project. Meetings are held on the second and fourth Wednesday of each month at 9:30 a.m. in the Naperville Municipal Center, located at 400 S. Eagle Street in downtown Naperville. Reservations are required.

**2. Application Submittal:** The City of Naperville will only accept complete applications for demolition and single-family permits.

**3. Plan Review:** The review process for demolition and new single-family permits is coordinated by the Transportation, Engineering and Development Business Group (T.E.D.) with reviews from the following city departments:

- ◆ Building
- ◆ Engineering
- ◆ Electric Utility
- ◆ Fire
- ◆ Forestry
- ◆ Water and Wastewater
- ◆ Zoning

The review cycle for permit applications is 21 days for first submittals and 14 days for all subsequent submittals. Upon completion of the permit application review, comments received from all departments will be compiled and provided to the permit applicant.

**4. Release of Permit:** Attendance at a “Release of Permit” meeting is required one time per calendar year in order to obtain a permit for demolition, infill single-family or a large room addition. This meeting is held on the second Wednesday of each month at 9:00 a.m. in the Municipal Center.

The City of Naperville requires that neighbors within 250 feet be notified via personal delivery or first class mail 7-15 days prior to your scheduled demolition. Your demolition permit will not be released unless a demolition date and the appropriate neighbor notification have been coordinated.

(Continued on back)

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## Check Your Zoning

You may review zoning information and receive a detailed property report online by visiting the city's Web site at [www.naperville.il.us](http://www.naperville.il.us). While on the city's homepage, simply select the "Planning Viewer" application, which can be found on the blue bar at the very bottom left side of the page.

The City of Naperville's Municipal Code is available online at [www.naperville.il.us/municipalcode.aspx](http://www.naperville.il.us/municipalcode.aspx). You may also access the Codebook from the city's Web site at [www.naperville.il.us](http://www.naperville.il.us) by selecting "Government," and then choosing "Municipal Code" from the alphabetized list of topics. The city's online codebook includes a helpful search feature, or you can browse topics using the menu on the left-hand side of the page.

## Working with City Council and Commissions

If your project requires variances or subdivision waivers you will be required to receive consideration and approval through the Naperville City Council. The City Council meets on the first and third Tuesday of each month at 7 p.m. in the City Council Chambers of the Municipal Center.

## Historic Preservation Commission

The Historic Preservation Commission (HPC) preserves and protects Naperville's Historic District by encouraging preservation of locally-designated historic buildings. Modifications to historic buildings that are visible from the public right-of-way may be subject to HPC review and approval. If you are considering work on a historic building, please contact the City of Naperville at (630) 420-6694 to obtain further information. The commission meets on the fourth Thursday of every month at 7:00 p.m. in the Naperville Municipal Center.

## Plan Commission

The Plan Commission maintains the city's master plan, a blueprint of future growth needs. The members forward recommendations to the City Council on zoning, land use and subdivision requests. Meetings are held the first and third Wednesday of each month at 7:00 p.m. in the City Council Chambers of the Municipal Center.

## Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) makes recommendations for variances to the city's zoning and sign ordinances. The board meets the second Tuesday of each month at 7:00 p.m. in the City Council Chambers of the Municipal Center.

Your Request	Commission Review Required?	City Council approval required?
Certification of Appropriateness	Historic Preservation Commission	No
Variance	Zoning Board of Appeals	Yes
Small Subdivision	None	Yes
Small Subdivision with Waiver	Plan Commission (presentation)	Yes
Small Subdivision with Zoning Variance	Plan Commission (public hearing)	Yes