

# COURTESY REVIEW

## Process Guide

Typical Timing: 2 weeks

Community Development Department  
City of Warrenville  
3S258 Manning Avenue  
Warrenville, IL 60555  
tel: (630) 393-9050 • fax (630) 393-1531



### What is a Courtesy Review?

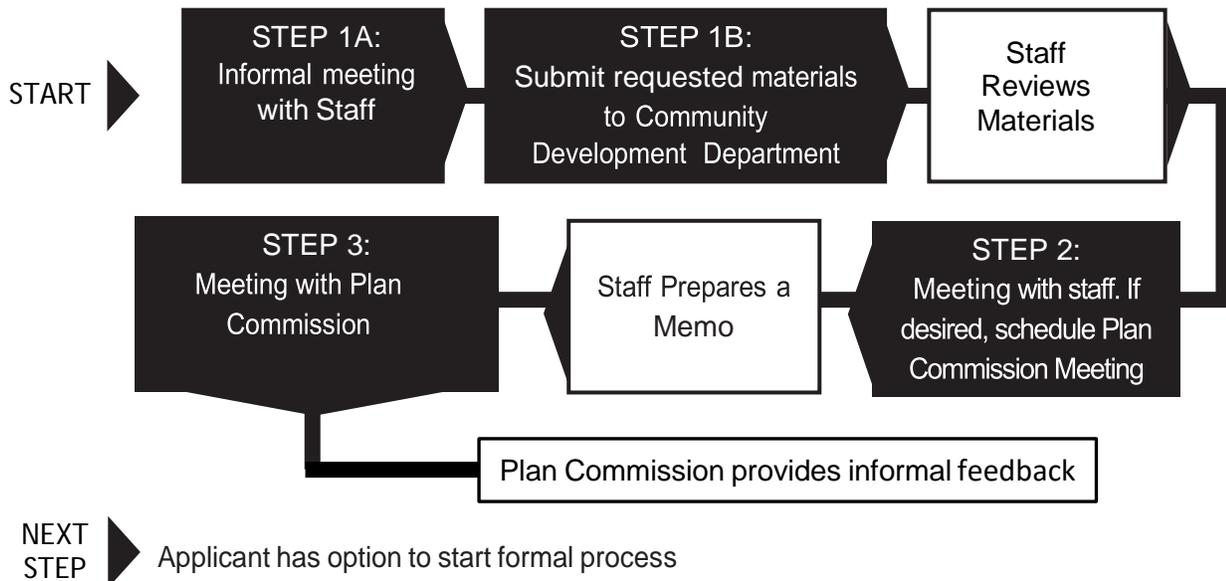
A courtesy review is a review process before the official review process. It allows you, the homeowner or developer, to meet with staff and, if desired, decision-makers to discuss your project before going through the formal process.

### What are the benefits of a courtesy review process?

The primary benefit of this review is it provides you with the opportunity to receive direct and detailed feedback from City Staff and the Plan Commission. The process is also free. There is no charge to present your idea/concept in rough form. In short, the courtesy review process helps you determine the feasibility of your project before making significant investments.

### To start the courtesy review process staff will need the following items:

- Courtesy Review Application**
- Written Summary of Proposal:** Describe the project in as much detail as you can
- Plat of Survey:** of the property certified by a registered land surveyor (If available)
- Proof of Ownership:** Deed or Tax Receipts
- Letter of Authorization:** Letter authorizing applicant to present for property owner
- Plans:** of project (If available)



See process guides to learn more about formal zoning approval process and filing requirements.

QUESTIONS? Please call (630) 393-9050 or refer to the City of Warrenville's website [www.Warrenville.il.us](http://www.Warrenville.il.us)

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### COURTESY REVIEW APPLICATION INFORMATION FORM

#### Applicant Information

Date: \_\_\_\_\_

1. Name/Title: \_\_\_\_\_

2. Company: \_\_\_\_\_

3. Address: \_\_\_\_\_  
\_\_\_\_\_

4. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

5. E-mail Address: \_\_\_\_\_

6. Applicant is the:  Owner  Contract Purchaser  Broker  Attorney  Tenant  
 Other (Specify) \_\_\_\_\_

#### Subject Property Information

8. Address(es): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Permanent Parcel Identification Number(s) PIN(s) of the Subject Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Present Zoning Designation(s) of Subject Property: \_\_\_\_\_

11. Present Land Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Proposed Land Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_