

# Pre-Application 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 Pre-Application Review?

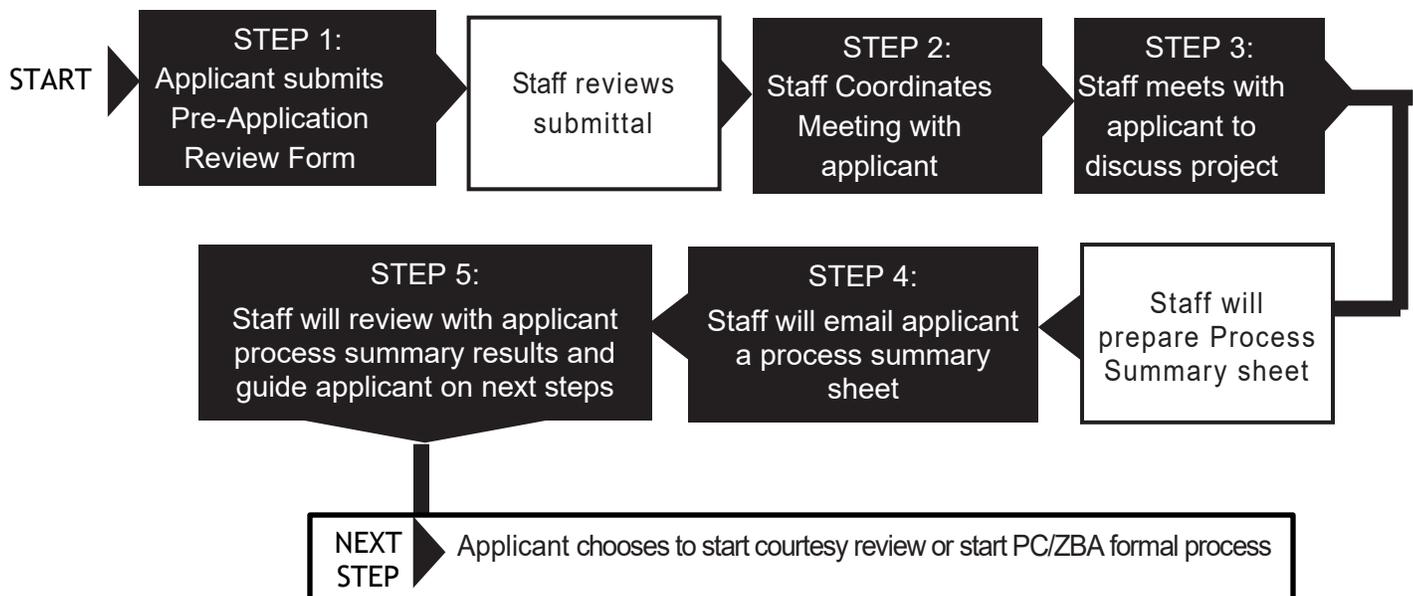
A Pre-Application Review is an opportunity to discuss your development idea with city staff before going through any formal process. It's a great way to appreciate the steps that will be needed to transform your idea to a completed project.

### What are the benefits of a Pre-Application Review process?

The primary benefit of this review is it provides you with the opportunity to receive direct and detailed feedback from City Staff. The process is also free. There is no charge to present your idea/concept in rough form. In short, the process helps you determine the feasibility of your project before making significant investments. You will be provided with a meeting summary after your meeting to detail key requirements, costs, and approval process.

### To start the Pre-Application Review process staff will need the following items:

- Pre-Application Review Form**
- Written Summary of Proposal:** Describe the project in as much detail as you can.
- Concept Plans:** of project (If available)
- Plat of Survey:** of the property certified by a registered land surveyor (If available)



### Ready for a meeting?

Please complete this form and email to [walker@warrenville.il.us](mailto:walker@warrenville.il.us) . You will be contacted to schedule a meeting. Typical timing to set up a meeting is within 2 weeks of request.

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## City of Warrenville

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### PRE-APPLICATION REVIEW 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  Developer  
 Other (Specify) \_\_\_\_\_

7. Any additional contacts attached to this project list below: (ex. Architect, Engineer, Project Manager)

\_\_\_\_\_  
\_\_\_\_\_

#### Subject Property Information

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

9. Permanent Parcel Identification Number(s) PIN(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Present Zoning Designation(s): \_\_\_\_\_

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

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

13. Have Specific questions for us? Please list here so staff can prepare information. (If available):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_