



... Make your first stop with the Village Manager for any Development and New Business ideas

Relevant Documents Available From: Village website

- Master Plan
- Zoning Codes
- Design Guidelines
- Shoreland Ordinance
- Weekly Manager's Memo

Planning & Development Department

- Permits
- Brochures
- Occupancy Checklist
- Committee Calendars
- Design Review Board Requirements

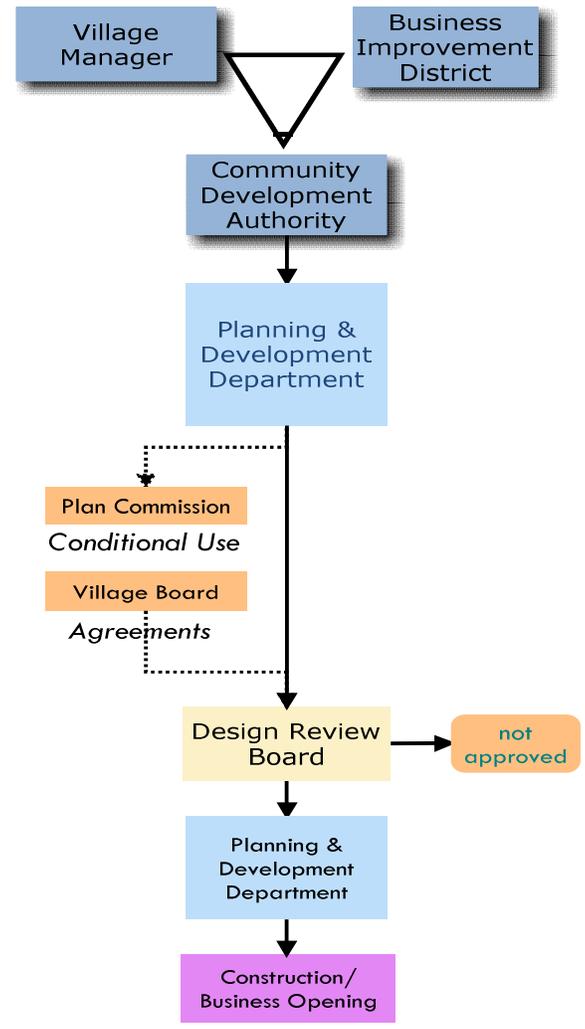
PROCESS FOR DEVELOPING OR OPENING A NEW BUSINESS

Step 1 Inquiries
Preliminary development and business discussions with the Village Manager, the Community Development Authority, and the Business Improvement District Executive Director are encouraged

Step 2 Submit Plans
The Planning & Development Department generally requires 2 sets of plans, contractor information, permit applications, and scope of work information for construction and business occupancy permits

Step 3 Approval
All exterior work must be approved by the Design Review Board

Step 4 Permits
Permits are approved and enforced by the Planning & Development Department



BOARDS AND DEPARTMENTS INVOLVED IN DEVELOPMENT

Timing and Submittals

Office of the Village Manager	Developer's and Business Owner initial contact. Meet as needed.
Business Improvement District	Board meets 2nd Wednesday each month, 8:30 A.M., or by appointment with the BID Executive Director via the Manager's office.
Community Development Authority	Meets monthly at 7:30 A.M. Contact the Village Manager's office for scheduled meetings.
Design Review Board	Meets 2nd and 4th Thursday each month, 5:00 P.M. Required submissions through Dept. of Inspection and Zoning.
Planning & Development Department	Accepts all permit applications and supplemental information. Meets as needed.
Plan Commission	Meet as needed with items presented via the Department of Inspection & Zoning
Village Board of Trustees	Meets 1st and 3rd Monday each month, 7:30 P.M. with exceptions. May be contacted through the Village Manager's office or through the Village's website.
Board of Appeals	Meets 2nd Tuesday each month, 5:30 P.M., with items presented via the Department of Inspection & Zoning

DESCRIPTION OF BOARDS AND DEPARTMENTS INVOLVED IN DEVELOPMENT

Village Manager's Office

Responsible for execution of Village policies and programs. Administers Development plans and projects.

Business Improvement District **BID**

Serves Shorewood's business community by coordinating shared marketing efforts, the Façade Improvement Program, and business loan opportunities.

Community Development Authority **CDA**

Facilitates improvement and redevelopment of the business district by maintaining and enforcing the Master Plan, encouraging developers and business owners to invest in the district, and providing investment incentives through Tax Incremental Financing.

Design Review Board **DRB**

Reviews plans for all commercial and residential exterior alterations made to structures and land, including signage, landscaping, fences and dumpsters. Plans are submitted to the Department of Inspection and Zoning Services, accompanied by all applicable completed permit applications.

Planning & Development

Reviews and approves all building, electrical, plumbing, HVAC and other permit applications. Enforces code compliance. Collects Design Review Board documents for submission.

Plan Commission

Duties and powers include adopting, amending or adding to master plan; major changes in public facility location; private platting, leasing and sale of lands for public or semi-public housing; and so forth.

Village Board of Trustee's **VB**

Adopts regulatory ordinances, including zoning amendments. Approves developer agreements.

Board of Appeals **BOA**

Hears appeals from administrative decisions relative to alleged building, zoning, or sign code violations..

COMMITTEE CALENDARS

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	VB				
Week 2		BOA	BID	DRB	
Week 3	VB				
Week 4				DRB	

*Placed on agenda's Wednesdays, the week prior to scheduled public meeting