

Special Use Application Process & Timeline

6936-6950 Roosevelt Road (Alcuin Montessori)

Zoning Regulations

Civic Building (School & Day Care) requires a special use permit.

Project Review Team

The applicant submits a preliminary application for a technical review by the Plan Review Team (PRT). Staff reviews the preliminary application for compliance with the Zoning Ordinance regulations and provides comments to the applicant.

Application Submittal

Once PRT comments are received by the applicant and any modifications are made, the applicant submits a final Special Use application for Village Board referral to a hearing body. The application is formally scheduled on a Village Board agenda and is made available to the public. *Once the meeting date is confirmed and the agenda approved, the application becomes available for public view and is posted to the [Village website](#), typically the Friday before the Village Board meeting.*

Village Board Referral

Monday, June 19, 2017

At the scheduled meeting, the Village Board refers the Special Use application to a hearing body, typically the Zoning Board of Appeals. The selected hearing body holds the public hearing, which must be advertised.

Public Hearing(s)

**Wednesday, July 19, 2017 -
Special ZBA Meeting (7:00PM)*

Comments about the application from the general public may be [submitted to the DCS department](#) or made in person at the public hearing. The hearing body examines the application, reviews the public comments and conducts the public hearing. Upon conclusion of the public hearing, the hearing body makes a recommendation of approval, approval with conditions or denial to the Village Board.

Village Board Decision

**Monday, August 7, 2017,
depending on Zoning Board of
Appeals public hearings*

Based on the hearing body's recommendation, its findings and public comments, the Village Board may decide to approve, deny or require modifications to the application. The Village Board may determine that substantial modifications require the hearing body to re-review the application through the public hearing process.

* These meeting dates shown above are projected based upon historical reviews and continuances of similar projects. The public hearing continuation dates will be determined by the Zoning Board of Appeals' and Applicant's availability. These dates are subject to actions and meeting notices in compliance with the Open Meetings Act. All meeting agendas are posted at least 48 hours in advance of the meeting. These agendas are posted on the village's website www.oak-park.us and on the message board within the lobby of Village Hall.