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**PLANNING AND PUBLIC WORKS DEPARTMENT  
 COMPREHENSIVE PLANNED DEVELOPMENT DISTRICT (CPDD)  
 SITE PLAN REVIEW APPLICATION  
 (Requires Public Hearing)**

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**INTRODUCTION**

There are two areas within the City of Galesburg designated Comprehensive Planned Development District (CPDD). The areas include Sandburg Mall and adjacent properties and the area designated as Hawthorne Centre. Any development in either of the CPD districts is required to go through a formal site plan review process, which includes a public hearing before the Planning and Zoning Commission and review and approval by the City Council.

A CPDD site plan application may be submitted by the property owner or the property owner's authorized agent.

If you have any questions on the procedures or requirements of the City, the following may be contacted to provide further assistance:

PLANNING (Planning, Zoning and Building Inspections) 309/345-3619

FIRE DEPARTMENT (Fire Prevention) 309/345-3757

PUBLIC WORKS 309/345-3623

**KEY DATES**

APPLICATION DEADLINE	PUBLICATION DATE (LOCAL NEWSPAPER)	PLANNING AND ZONING COMMISSION PUBLIC HEARING	CITY COUNCIL REVIEW
12/21/2018	12/29/2018	1/15/2019	2/4/2019
1/28/2019	2/2/2019	2/19/2019	3/4/2019
4/1/2019	4/6/2019	4/23/2019	5/6/2019
4/29/2019	5/4/2019	5/21/2019	6/3/2019
5/28/2019	6/1/2019	6/18/2019	7/1/2019
7/1/2019	7/6/2019	7/23/2019	8/5/2019
7/29/2019	8/3/2019	8/20/2019	9/3/2019
8/26/2019	8/31/2019	9/17/2019	10/7/2019
9/30/2019	10/5/2019	10/22/2019	11/4/2019
10/28/2019	11/2/2019	11/19/2019	12/2/2019
11/25/2019	11/30/2019	12/17/2019	1/6/2020
12/19/2019	12/28/2019	1/14/2020	2/3/2020

## PURPOSE

The purpose and intent of requiring CPDD site plan approval is to ensure that plans are in conformance with the requirements in the Development Ordinance and include the compatible arrangement of buildings, off-street parking, lighting, landscaping, ingress and egress, and drainage of the site in a manner that will promote safety and convenience for the public and will preserve surrounding property values. Site plan review is not a substitute for required state and city building permit review.

## APPLICATION PROCESS

The City has created this step-by-step process to help ensure that all reviews are performed fairly and consistently. An application for CPDD site plan review shall be submitted to the City, on a form provided by the Planning and Public Works Department.

1. Contact the Planning and Public Works Department as soon as possible to discuss your situation and obtain an application form.
2. Applicant's engineer or architect prepares site plan in accordance with Sections 152.130 through 152.137 of the Galesburg Municipal Code.
3. Applicant completes and submits the application, along with 15 copies of the site plan and \$150 non-refundable filing fee to the Planning and Public Works Department. *Failure to do so will constitute an incomplete submittal and may result in a delay in processing the site plan.*
4. The Planning Manager shall compile the documents and schedule a meeting with the Development Review Committee (DRC).
5. The DRC is made up of City staff charged with reviewing site plans for completeness and compliance with City codes and regulations. The DRC shall submit comments to the Planning and Zoning Commission (PZC) based upon the guidelines established in the City's Development Ordinance.
6. A public hearing will be held before the PZC. A notice of the public hearing shall be published in the local newspaper not less than 15 days prior to the public hearing date, and a public notice sign will be posted on the premise not less than 10 days prior to the public hearing.
7. The applicant(s) or a representative must be present at the public hearing held before the PZC.
8. Once the PZC holds the public hearing and makes a recommendation, the site plan is forwarded to the City Council for review. The City Council is responsible for taking final action on the site plan.

**COMPREHNSIVE PLANNED DEVELOPMENT DISTRICT (CPDD)  
SITE PLAN REVIEW APPLICATION**

**APPLICANT/DEVELOPMENT NAME (if applicable):**

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**APPLICANT INFORMATION:**

Primary contact name	Mailing address	City, State, Zip
Phone	Fax	Email

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**SITE INFORMATION:**

Acres	Site address or location	Property Identification Number (PIN)
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**LEGAL DESCRIPTION:**

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**GENERAL DESCRIPTION OF PROJECT:**

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**CPD DISTRICT:**

Please check appropriate box:  Sandburg Mall  
 Hawthorn Centre

**PHASE NUMBER (to be completed by Planning and Public Works):**

Phase Number:

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I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites City representatives to make all reasonable inspections, investigations and pictures of the subject property during the processing period of the application. I agree to pay all fees consistent with the City payment policies and comply with City codes. I understand these fees will include publication and processing expenses and are non-refundable.

I understand that all correspondence from the City staff will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the application.

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Signature of owner or authorized agent

Date

#### **CHECKLIST OF REQUIRED CPDD SITE PLAN REVIEW APPLICATION ITEMS:**

- One original completed CPDD site plan review application form.
- Payment of a \$150 non-refundable filing fee. Checks should be made payable to "City of Galesburg".
- Fifteen (15) copies and (1) PDF copy of the CPDD site plan addressing all required items as listed in subsection 152.130 through 152.138 of the Development Ordinance.
- Authorized Signature Acknowledgement. If the owner(s) of the property in question will not be the primary contact or is not the applicant, then an acknowledgement must be signed by the property owner(s) designating an authorized agent for the petition. It shall state the authorized agent has the authority to deal with the property in all aspects with regards to the petition.
- Attachments such as building layouts or elevations, etc. in order to provide accurate and sufficient information for consideration by the Development Review Committee, Planning and Zoning Commission and City Council.
- The applicant(s) or authorized agent must be present at the Planning and Zoning Commission meeting to address any questions that may arise.