



Village of Long Grove
Economic Development Commission
Workflow for New Business to the Village

Your Bridge to Business



Hello!

The first step in your Bridge to Business is getting to know some key people. These Village representatives will be your advocates throughout your journey. Click on the links below to find contact information for:

[Village President](#) – Bill Jacob

[Village Manager](#) – Bill Balling

[Economic Development Commission Chairperson](#) – Roger Goble

Let's have a conversation! We can't wait to learn about your business and help you discover why Long Grove is your Bridge to success.



Step 2: Location, Location, Location

You have a great idea for a new business, or for expanding your existing business. The next step in your Bridge to Business is finding a new location.

Find available existing buildings [here](#).

If you are planning on developing an available property, simply click [here](#).

For more detail, your Bridge to Business has you covered. Learn why Long Grove is your [Bridge to a Dynamic Lake County Marketplace](#).

Once you find an attractive building or site, schedule an initial planning meeting with our [Village Manager](#) and [Village Planner](#). We can put you in touch with the appropriate property owners, developers, and other Village authorities to put your business plan in motion.



Step 3: Getting Into the Zone

In the event your selected building or development property requires a zoning change, your Bridge has you covered again. The [Village Planner](#) will bring your zoning request to the Village Board in order to request a zoning change from the Planning & Zoning Commission.

Applications for commercial development typically follow the process of:

1. Initial Meeting(s) w/ Village Staff
2. Pre-application meeting with Village President, Trustee, PCZBA Chair [**and EDC Chair**] and staff.
3. Village Board request for referral to PCZBA (as required).
4. PCZBA Public Hearing (minimum of 2 meetings)
5. PCZBA referral of building design, landscaping, signage, conservancy to AC and CSCC [**and EDC**] for their reviews and recommendations to the PCZBA (as required).
6. PCZBA close of public hearing and recommendation to the Village Board incorporating the recommendations of the AC and CSCC [**and EDC**] so as to be a comprehensive and complete as possible.
7. Village Board action on recommendations of the PCZBA.
8. If approved, Building Permits may then be applied for.



Step 4: May I See Your License?

Some businesses require a Village License (food, beverage, etc.). Work with the [Village Manager](#) and [Administrative Assistant](#) to file the proper paperwork and to bring your application to the Village Board for approval and license issuance.



Step 5: This Little (or Big) Business Went to Market

Once you open for business, your Bridge keeps you covered. Long Grove offers tremendous opportunities to promote your business including:

- [Village Festivals](#)
- [Downtown Business Association](#)
- [Frequent communication to residents](#)
- [Lake County Partners](#)
- [IL Small Business Development Center at CLC](#)
- And a host of networking opportunities to build relationships with your fellow business owners. (EDC breakfast meetings, etc. if/when these are established)