CODE VARIANCE PROCESS FLOW CHART
EFFECTIVE JULY 1, 2019

Complete variance application

Application made available to the public on the public portal

Submit to IDHS

Notice delivered to LBO and LFO

Public submits written comments to IDHS

IDHS reviews application and written comments and does one of the following

IDHS requests additional information

IDHS makes decision

IDHS holds hearing

IDHS places on Commission’s agenda

IDHS makes decision

Commission makes decision

LBO and LFO submits written comments to IDHS

5 business day clock begins

5 business day clock expires
Notes

1. In calculating when the decision clock begins, the first day is not counted but the last is. Decisions will be made on the sixth business day or later. Applications are processed 24 hours a day. So if an application is received at 11:59 PM on Monday, a decision may be made on Tuesday of the following week, assuming no holidays occurred during this period.

2. All decisions will be made public on the public portal. Additionally, notice of all decisions will be delivered to the LBO, the LFO, and any party who submitted a written comment.

3. When a variance application is placed on the Commission’s agenda, IDHS will provide notice to the applicant, the LBO, the LFO, and any person submitting a written comment.

4. All variances filed on July 1st, 2019, or earlier, will remain with the Commission for consideration.