

## **INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING**

**REGULAR PLANNING COMMISSION MEETINGS** are held at 7 p.m. on the last Monday of each month at the Village Hall.

The applications must be submitted far enough in advance of the Planning Commission meeting to allow time to meet the requirements for advertising (15 days in advance of the meeting) and notifying the owners of property within 300 feet.

HEARINGS WILL NOT BE SCHEDULED UNLESS **ALL** INFORMATION IS SUBMITTED AND FEE PAID.

Applicant must attend the Village Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant. Said written approval **must be notarized** and left on file with the Village.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. A map at a scale of not less than 1"=50' showing the subject parcel in selection to adjoining parcels of land.
2. Proof of ownership - DEED
3. Completed application form
4. Application fee – Not Refundable (covers costs for meetings, advertisements, mailing, etc.)

The procedural requirements of the City-Village Zoning Act for amending the zoning ordinance including the requirement that the Planning Commission hold a public hearing, notice of which is to be given by publication in a local newspaper not less than 15 days before the date of the public hearing.

Following the public hearing, the Planning Commission shall then submit the proposed amendatory ordinance to the Village Council together with their recommendation and a summary of comments received at the public hearing.

The adoption of the ordinance or denial of the rezoning request will take place at the Village Council meeting.