



Notice Requirements for Plan Commission/Zoning Approvals

Prior to most plan commission or zoning approvals, the Village of Kildeer Zoning code requires that a public hearing be held with notice to the public. **It is the responsibility of the petitioner/applicant to ensure that notice is provided within the Code requirements.** A summary of the required notice is below but there are different requirements for different planning and zoning actions and so applicants should consult the code to ensure compliance.

Limited Commercial District Plan Review: (see 5-10A-5 C)

- Publication in a general circulation newspaper between 15 and 30 days prior to the hearing
- Notice must be mailed certified mail, return receipt requested to all record owners within 250' of the property between 15 and 30 days prior to the hearing
- Notice must be posted on-site not less than 10 days prior to the hearing

Planned Development Preliminary Plan Notice: (see 5-14-4 C.5)

- Notice must be posted on-site not less than 15 days prior to the hearing
- Notice must be mailed certified mail, return receipt requested to all record owners within 500' of the property between 15 and 30 days prior to the hearing

Variations: (see 5-17-7 C)

- Publication in a general circulation newspaper between 15 and 30 days prior to the hearing
- Notice must be mailed certified mail, return receipt requested to all record owners within 500' of the property between 15 and 30 days prior to the hearing

Amendments: (see 5-17-9 C)

- Publication in a general circulation newspaper between 15 and 30 days prior to the hearing for text and map amendments
- Notice must be mailed certified mail, return receipt requested to all record owners within 500' of the property between 15 and 30 days prior to the hearing for map amendments only.

Special Uses: (see 5-17-10 D)

- Publication in a general circulation newspaper between 15 and 30 days prior to the hearing
- Notice must be mailed certified mail, return receipt requested to all record owners within 500' of the property between 15 and 30 days prior to the hearing for map amendments only.

It is recommended that applicants applying for multiple approvals use the most restrictive interpretation and provide notice by publication, posting a sign on site and mailing notice to property owners. In all cases, the applicant will be asked to verify that notice has been sent prior to finalizing the plan commission agenda and will be asked for the documentary proof of notice at or prior to the hearing.

Plan Commission/Board of Appeals Application

Applicant: _____

Property Owner (if not Applicant): _____

Address of Subject Property: _____

Requested Action: _____ Special Use _____ Planned Development
(check all applicable) _____ Rezoning _____ Subdivision
_____ Variance

Current Zoning: _____ Proposed Zoning: _____

Description of Requested Action: _____

Please submit as an attachment, a detailed description of the requested action, including site plan, elevations, construction documents, and/or other documentation as applicable. If applicable, include a detailed description of each specific variance to normal zoning requirements in the applicable zoning district. Application Statements may be accompanied by further explanation of any or all of the statements:

The undersigned applicant hereby states:

- 1) That the proposed use at this particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood.
- 2) That such use will not under the circumstances of the particular case be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or injurious to property values or improvement in the vicinity.
- 3) That the proposed use will comply with the regulations and conditions specified in the zoning ordinance for such use, and with the stipulation and conditions made part of any authorization as may be granted by the Village Board of Trustees.

STATE OF _____)
) SS
COUNTY OF _____)

I, Being duly sworn, on oath depose and say that I/we are the _____ of the property involved in this application, and that I/we have familiarized myself/ourselves with the rules and regulations of the Zoning Ordinance and the Plan Commission/Board of Appeals with respect to preparing and filing this application, and that the statements, answers and any other submitted documentation contained with or attached to this application have been prepared thoroughly to the best of my/our ability, and are in all respects true and correct.

Signature(s)

Printed Name(s)

Address (if different than location)

Phone/Email

SUBSCRIBED AND SWORN to before me
this ____ day of _____, 20 ____

(seal)

Notary Public

Note: Please print or type application. Application must be accompanied by the appropriate hearing fee. Check may be made payable to the Village of Kildeer. If applicable, the applicant will be responsible to set up a cash escrow to cover consultant fees, as may be deemed necessary.