



## 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 as Applicant 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.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Printed Name(s) and Title, if applicable

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone/Email

SUBSCRIBED AND SWORN to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
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.  
Public



## 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 applicants should consult the code to ensure compliance.

<u>Zoning Application</u>	<u>Published</u>	<u>Mailed</u>	<u>Posted</u>
Zoning Text Amendment	X		
Zoning Map Amendment	X	X	
Special Use (including variations)	X	X	
Variation	X	X	
Planned Development (including special use or variations)	X	X	X
Plan Review	X	X	X

**Published Notice:** Notice of time and place of the hearing shall be published at least once, not more than thirty (30) nor less than fifteen (15) days before the hearing, in one or more newspapers with a general circulation within the village. The applicant shall provide an affidavit that notice as herein required was given which shall include a copy of the published notice.

**Mailed Notice:** Notice of the hearing shall be given by the applicant by certified mail, return receipt requested, to all record owners of property within five hundred feet (500') in each direction of the subject property. Notice as required herein shall be given no less than fifteen (15) days nor more than thirty (30) days in advance of the hearing date. At the time of the hearing, the applicant shall provide an affidavit that notice as herein required was given and which shall include a copy of the notice along with a list of the property owners and their addresses to whom notice was given and the receipts for certified mailing. (Ord. 03-O-866, 1-6-2003)

**Content Of Mailed and Published Notice:** The notice of public hearing shall, at a minimum, include:

- a. A legal description of the subject property.
- b. The address or common name of the subject property.
- c. The name of the petitioner.
- d. A description of the petitioner's request including, but not limited to, the requested rezoning, acreage of the subject property, proposed mix of uses, and number and type of dwelling units, if any.
- e. The time, place, and purpose of such hearing. (Ord. 91-O-587, 8-5-1991)

Posted Notice: The petitioner shall post and maintain, for a period of not less than fifteen (15) days prior to the hearing, the notice of public hearing. Said notice shall be erected not more than fifteen feet (15') from the front lot line(s), and not less than four feet (4') above ground, nor more than six feet (6') above ground, and placed in such a manner so as to be visible from the adjacent street(s). The face of the notice shall be three feet by four feet (3' x 4') with black letters on a white background; said letters shall be of minimum size as indicated below. Said notice shall be in the following form:

ZONING HEARING THIS PROPERTY (2" size print)

NOTICE OF PUBLIC HEARING

Petitioner: )

(1.5" size print)

Purpose:

Date:

Time:

Place: