



**CITY OF NAPERVILLE
TRANSPORTATION, ENGINEERING,
AND DEVELOPMENT BUSINESS GROUP**

PUBLIC HEARING INFORMATION

Case Number	
Notice Deadline	

September 2016

Public Hearing Notice

The Applicant is responsible for completing the required public notice as follows:

Case Type	Publication	Sign	Written Notice
<i>Public Hearing Cases: variances, rezoning, conditional use, major changes, PUD deviations, and variances to Section 7-4-4 (Design Standards)</i>	Yes	Yes	Yes
<i>Minor Change: minor changes to conditional uses or PUD</i>	No	Yes	Yes
<i>Administrative Adjustments: administrative adjustments to conditional use or PUD</i>	No	No	No

As noted above, notice requirements vary by case type; therefore, please contact the project manager to review the requirements and timeline for distribution. Additional information is provided below for reference.

1. **Sign:** The applicant shall post a legible sign on the site of the proposed project at *least 15 days, but not more than 30 days, prior to the public hearing/meeting (see Exhibit A)*. The sign(s) shall be posted on the property in a location easily viewed from the public right-of-way. If multiple properties are involved, please contact the project manager to determine the appropriate signage.

2. **Written Notice:** The applicant shall give written notice (see **Exhibit B**) of the request to the owners of record of all lots within 300 feet (inclusive of the public right-of-way) from the property lines of the subject property. Names and addresses of owners of record may be obtained from the local township assessor's office. Written notices shall be sent by first class mail or delivered personally, *between 15 and 30 days prior to the hearing*. If delivered personally, the Applicant shall maintain a log signed by the individual receiving the letter to verify that notice was received.

At a minimum, the public hearing notice *must* include the following items:

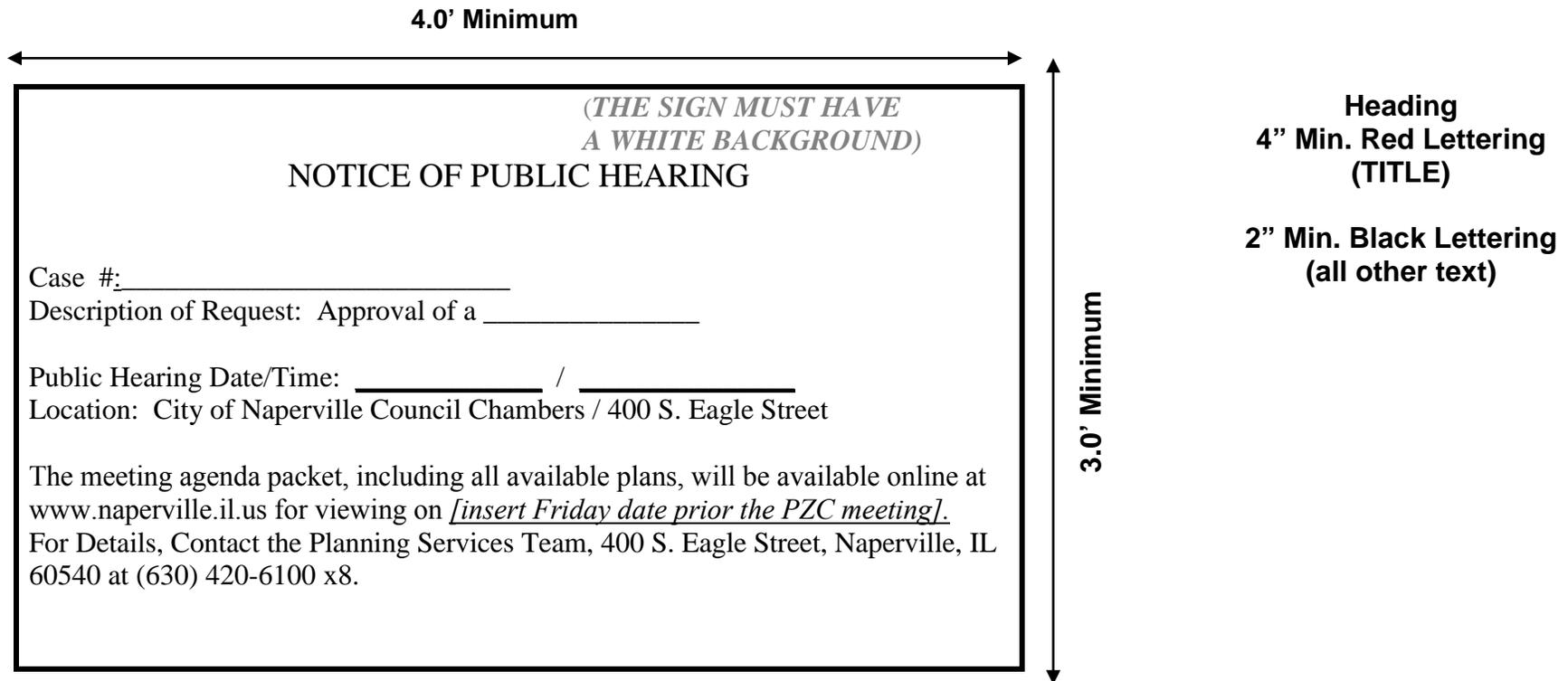
- The common address or location of the subject property
- Case number
- The nature, and the purpose of the request
- Date, time, and location of the Planning and Zoning Commission Meeting
- The name and address of the applicant *and* the owner of the subject property
- The City address where full information concerning the application may be obtained

The applicant should submit draft sign and letter notification to staff for review prior to posting or distributing the public hearing notification. Upon completion of the notification and prior to the hearing, the Applicant must file a sworn (notarized) affidavit stating that proper notice has been given (see **Exhibit C**). This statement shall be on file with the Transportation, Engineering, and Development (TED) Business Group prior to the public hearing and must list all property owners notified by address, where the notification was sent and corresponding tax parcel identification numbers. If notices were hand delivered, a copy of the signature log must be attached for verification (see **Exhibit D**). **Failure to comply with this requirement will result in rescheduling of the matter at the Applicant's expense.**

City staff will publish a legal notice in a local newspaper of general circulation at least 15 days, but no more than 30 days, prior to the public hearing date.

SAMPLE NOTICE: SIGN

The following is an example of the signage requirements. Prior to posting a sign on the subject property, please submit draft sign text for City staff review and approval. Questions regarding the sign text and/or placement may be directed to the assigned project manager at (630) 420-6100 x9.



The sign must be posted on the property not more than thirty (30) days and not less than fifteen (15) days in advance of the public hearing.

SAMPLE NOTICE: LETTER TO SURROUNDING PROPERTY OWNERS

Please use this example to create the notice to property owners within 300 feet (inclusive of the public right-of-way) of the subject property (as applicable). Please submit a copy of the draft letter to the assigned community planner and project manager for review and approval prior to distribution.

NOTICE OF PUBLIC HEARING

PUBLIC NOTICE is hereby given to all persons interested that *[enter name of the applicant]*, (Applicant), has filed with the Office of the Planning and Zoning Commission, 400 S. Eagle Street, Naperville, Illinois, a petition for a *[enter the nature of the request]* under the provisions of the Naperville Zoning Ordinance No. 80-5 (as amended), for the property located at *[enter general description of the location]* with a common street address of *[enter address if applicable]* and legally described as:

[Insert Legal description, PIN#]

The Owner of the Property is *[insert name of the property owner]*. The *[type of request]* is requested in the *[insert applicable zoning designation]* Zoning District is for *[describe the nature of the request]* in order to *[general description of request]* under said ordinance. The petition, including all available plans, is on file as Planning and Zoning Commission Case # *[insert Case assigned]* and may be viewed in the Planning Services Team Office located at 400 S. Eagle Street, Naperville, Illinois (Naperville Municipal Center) and will be available online at www.naperville.il.us for viewing on *[insert Friday date before PZC meeting date]*.

A public hearing will be held on said petition before the Naperville Planning and Zoning Commission in the Council Chambers, 400 S. Eagle Street, Naperville, Illinois, on *[insert WEEKDAY, MONTH, DAY, YEAR of the public hearing]* at 7:00 p.m. at which time the Planning and Zoning Commission will hear the evidence presented on this matter and such other matters as may properly come before the Planning and Zoning Commission.

Objections to, or support in favor of said application, may be offered verbally at the hearing or may be submitted in writing to and filed with the Office of the Planning and Zoning Commission, 400 S. Eagle Street, Naperville, Illinois, 60540.

Dated at *[enter name and state of town mailed from]* this *[enter date and year]*

Applicant (or Attorneys for Applicant)

By: _____

Information on this matter can be obtained from:

[Attorney's Group Name and Address] or: Planning Services Team
400 S. Eagle Street
City of Naperville

SAMPLE AFFIDAVIT

Please use this example to create an affidavit. Free notary service is available from the Naperville City Clerk's Office, located on the first floor of the Naperville Municipal Center. The City Clerk's Office is open from 9 a.m. to 5 p.m., Monday through Friday.

AFFIDAVIT

Planning and Zoning Case #: _____

The undersigned, being first duly sworn on oath, deposes and says that the attached notice, marked Exhibit A and made a part hereof, has been, in accordance with the procedures of the City of Naperville, served by first class mail or hand-delivered to all persons listed in Exhibit B attached hereto and made a part hereof. Said mailings being post marked *[enter date of posting]*, which is between 15 and 30 days prior to the meeting date of *[enter meeting date]*, are to the best of the Affiant's knowledge, a true and complete list containing the names of all the persons to whom the current real estate tax bills are sent of those premises lying within 300 feet, including rights-of-way, in all directions of the property lines of the premises for which the application has been made.

Further, Affiant says that a sign setting forth notice of the application and the meeting date was posted on said premises by *[enter date of posting]*, which is between 15 and 30 days prior to the meeting date of *[enter meeting date]*, all in accordance with the procedures of the City of Naperville.

Further, this Affiant sayeth not.

[Type Name of Applicant or Attorney Filing the Affidavit]

By: _____

SUBSCRIBED and SWORN to before me
This *[enter date]* day of *[enter month]*, *[enter year]*

Notary Public

[Affix Seal]

