



CITY OF NAPERVILLE

TRANSPORTATION, ENGINEERING, AND DEVELOPMENT (TED)
BUSINESS GROUP
400 S. Eagle Street
Naperville, IL 60540
www.naperville.il.us

PUBLIC HEARING INFORMATION PACKET

Case Number: _____

Meeting Date: _____

Notice Deadline: _____

Required Notice: *(see instructions on following page)*

- Sign (Attachment 1)
- Written Notice for PZC (Attachment 2)
- Notice to Cable Providers
- Signature Log & Affidavit (Attachment 3 & 4)

INSTRUCTIONS FOR REQUIRED NOTICE

Sign

A sample public hearing sign is provided on **Attachment 1**. Prior to posting a sign on the subject property, please complete the empty fields on **Attachment 1** and submit a draft to City staff for review and approval. Upon receiving staff approval, the sign must be posted on the subject property *at least 15, but not more than 30 days*, prior to the public hearing date in a location easily visible from the public right-of-way. Questions regarding the sign text and/or placement may be directed to the assigned project manager at DRT@naperville.il.us

Written Notice

A sample letter providing the required "Notice of Public Hearing" is provided on **Attachment 2**. Prior to sending this letter, please insert information into the required information fields on the applicable attachment and submit a draft to City staff for review and approval. Following staff approval, this letter must be sent by first-class mail or hand-delivered* to the owners of record of all lots within 300 feet (inclusive of the public right-of-way) of the property lines of the subject property; said notice must be given *at least 15, but not more than 30 days*, prior to the meeting date. Names and addresses of owners of record may be obtained from the local township assessor's office. Questions regarding the content of the letter and/or notice requirements may be directed to the assigned project manager at DRT@naperville.il.us.

* If the letters are hand-delivered, the Petitioner shall maintain a log signed by the individual receiving the letter to verify that notice was received (see **Attachment 3** for signature log).

Notice to Cable Providers

An email notice shall be provided to the three cable providers listed below at least 15 days prior to the public hearing date. The notice shall include **the location and a description of the project** and include the following language: "You are receiving this notice of development application in accordance with your Franchise and/or License Agreement with the City of Naperville which requiring notification of annexation, construction or development where cable system extension is possible."

1. Comcast:

ATTN: Michael Paulos - Government and Regulatory Affairs

Email: Michael_Paulos@comcast.com

ATTN: Martha Gieras

Email: Martha_Gieras@cable.comcast.com

2. Astound:

ATTN: Juan J. Del Real

Email: juan.delreal@astound.com

3. AT&T:

ATTN: James Oskvarek, Mgr Osp Plng & Eng Design, ATO, Midwest C&E

Email: jo3198@att.com

Affidavit

Upon completion of the applicable notifications, and prior to the meeting date, the Petitioner must email a sworn (notarized) affidavit stating that proper notice has been given (see **Attachment 4**) to planning@naperville.il.us. For cases requiring written notice, the petitioner must attach a list of all property owners notified (listed by address and corresponding tax parcel identification numbers) to the affidavit. If notices were hand delivered, a copy of the signature log (**Attachment 3**) must also be attached.

PUBLIC HEARING SIGN

← 4.0' →
Minimum

Heading: 4" min.
letter heights, red
lettering (TITLE)

NOTICE OF PUBLIC HEARING

Case #: _____

Description of Request: Approval of a _____

Public Hearing Date/Time: _____ / _____

Location: City of Naperville Council Chambers/ 400 S. Eagle Street

For details, contact the Planning Services Team, 400 S. Eagle Street,
Naperville, IL 60540 at planning@naperville.il.us

All other text: 2" min.
letter heights,
black lettering. Sign
must have a white
background

↑ 3.0' ↓
Minimum

NOTICE OF PUBLIC HEARING

PUBLIC NOTICE is hereby given to all persons interested that [REDACTED], (“Petitioner”), has filed with the City of Naperville, 400 S. Eagle Street, Naperville, Illinois, a petition for a [REDACTED] (“Petition”) under the provisions of Title 6 (Zoning Regulations) and/or Title 7 (Subdivision Regulations) of the Naperville Municipal Code (as amended), for the property (“Property”) having a common street address of [REDACTED] and legally described as follows:

[insert Legal Description]

The Property is currently zoned [REDACTED] and is owned by [REDACTED] (“Property Owner”). The Petitioner, as authorized by the Property Owner, is seeking [REDACTED] at the Property. The Petition is on file with the City as Case # [REDACTED] and may be viewed online at <https://planning-development-naperville.hub.arcgis.com>

A public hearing will be held on the Petition before the Naperville Planning and Zoning Commission (PZC) at 7:00 p.m. on [REDACTED]. The meeting will be conducted in person during which the PZC will hear evidence presented on the Petition and such other matters as may properly come before it. The public hearing may also be viewed on WCNC (Ch. 6 – Astound, Ch. 10- Comcast, Ch. 99 – AT&T), and public input may be provided on the Petition as further described below.

Objections to the Petition, and testimony or comments in support of the Petition, may be provided by one or more of the following methods:

Submission of written comments prior to the meeting, or public hearing if applicable:

- Written comments may be emailed to planning@naperville.il.us.
- Written comments received by 5:00 p.m. the Wednesday before the meeting will be included in the meeting packet sent to the PZC. This meeting packet is also posted on the City’s website.
- Written comments received after 5:00 p.m. the Wednesday before the meeting through 5:00 p.m. the day before the meeting will be emailed directly to the PZC, but will not be included in the PZC packet or posted online.
- Written comments received after 5:00 p.m. the day before the meeting will be added to the case file.

Speaking during the meeting, or public hearing, if applicable:

- Individuals who wish to speak must be present in-person in City Council chambers at 400 South Eagle Street, Naperville.
- **Public Accommodation:** Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Community Services Department at least 48 hours in advance of the scheduled meeting. The Community Services Department can be reached in person at 400 S. Eagle Street, Naperville, IL., via telephone at 630-305-5300 or via e-mail at

napervilleclerks@naperville.il.us. Every effort will be made to allow for meeting participation.

Dated at this

Petitioner (or Attorneys for Petitioner)

By:

AFFIDAVIT

Case #: **[Click here and enter Case # assigned]**

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 **[Click here and enter date of posting]**, which is between 15 and 30 days prior to the meeting date of **[Click here and 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 **[Click here and enter date of posting]**, which is between 15 and 30 days prior to the meeting date of **[Click here and enter meeting date]**, all in accordance with the procedures of the City of Naperville.

Further, Affiant says that an email notice was provided to the cable providers in accordance with the Franchise and/or License Agreements between the City of Naperville and the cable provides.

Further, this Affiant sayeth not.

[Click here and enter name of Petitioner or Attorney Filing the Affidavit]

By: _____

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

Notary Public

[Affix Seal]