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CITY OF NAPERVILLE

TRANSPORTATION, ENGINEERING, AND DEVELOPMENT (TED)

BUSINESS GROUP

400 S. Eagle Street

Naperville, IL 60540

[www.naperville.il.us](http://www.naperville.il.us)

**PUBLIC HEARING INFORMATION PACKET**

|  |  |
| --- | --- |
| Case Number: | PZC # |
| Meeting Date: |  |
| Notice Deadline: |  |
| Required Notice: | *(see instructions on following page)* |
|[ ]  Sign (Attachment 1) |
|[ ]  Written Notice for PZC (Attachment 2)  |
|[ ]  Written Notice for CC (Attachment 3) |
|[ ]  Affidavit (Attachment 5) |

**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 (630) 420-6100 x9.

**Written Notice**

A sample letter providing the required “Notice of Public Hearing” is provided on **Attachment 2**; a sample letter providing the required “Notice of Public Meeting” is provided on **Attachment 3** *(note: please see cover page to determine which attachment is appropriate for your case)*. Prior to sending this letter, please insert information into the required information fields on the applicable attachmentand 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 (630) 420-6100 x9.

\* 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 4** for signature log).

**Affidavit**

Upon completion of the applicable notifications, and prior to the meeting date, the Petitioner must file a sworn (notarized) affidavit stating that proper notice has been given (see **Attachment 5**); if needed, free notary service is available at the Naperville City Clerk’s Office located at 400 S. Eagle Street, Naperville, IL (9 a.m. to 5 p.m., Monday through Friday). 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 4**) must also be attached.

PUBLIC HEARING SIGN

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# NOTICE OF PUBLIC HEARING

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

The Owner of the Property is . The property is currently zoned . The Petitioner is seeking to at the Subject Property.

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 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.

The petition is on file as Case # and may be viewed in the Planning Services Team Office located at 400 S. Eagle Street, Naperville, Illinois (Naperville Municipal Center). Further details regarding this case will also be available in the Planning and Zoning Commission meeting packet which will generally be posted to the City of Naperville’s website (<http://naperville.granicus.com/ViewPublisher.php?view_id=2>) by the end of business on Friday . 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 Planning Services Team, 400 S. Eagle Street, Naperville, Illinois, 60540.

Dated at this

 Petitioner (or Attorneys for Petitioner)

 By:

Information on this matter can be obtained from:

 or: Planning Services Team

 400 S. Eagle Street

 City of Naperville

# NOTICE OF PUBLIC MEETING

PUBLIC NOTICE is hereby given to all persons interested that , (Petitioner), has filed with the City of Naperville, 400 S. Eagle Street, Naperville, Illinois, a petition for a under the provisions of Title 6 (Zoning Regulations) of the Naperville Municipal Code (as amended), for the property located at with a common street address of and legally described as:

The Owner of the Property is . The property is currently zoned . The Petitioner is seeking to at the Subject Property.

A public meeting will be held on said petition before the Naperville City Council in the Council Chambers, 400 S. Eagle Street, Naperville, Illinois, on at 7:00 p.m. at which time the City Council will hear the evidence presented on this matter and such other matters as may properly come before the City Council.

The petition is on file as Case # and may be viewed in the Planning Services Team Office located at 400 S. Eagle Street, Naperville, Illinois (Naperville Municipal Center). Further details regarding this case will also be available in the City Council meeting packet which will generally be posted to the City of Naperville’s website (<http://naperville.granicus.com/ViewPublisher.php?view_id=2>) by the end of business on Wednesday . Objections to, or support in favor of said application, may be offered verbally at the meeting or may be submitted in writing to and filed with the Office of the Planning Services Team, 400 S. Eagle Street, Naperville, Illinois, 60540.

Dated at this

 Petitioner (or Attorneys for Petitioner)

 By:

Information on this matter can be obtained from:

 or: Planning Services Team

 400 S. Eagle Street

 City of Naperville

###### SIGNATURE LOG

Case #:

###### Surrounding Owners Notified

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | PIN # | **Signature****(if hand-delivered)** |
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#### **AFFIDAVIT**

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 , which is between 15 and 30 days prior to the meeting date of , 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 , which is between 15 and 30 days prior to the meeting date of , all in accordance with the procedures of the City of Naperville.

Further, this Affiant sayeth not.

 By:

# SUBSCRIBED and SWORN to before me

Thisday of ,

 Notary Public

***[Affix Seal]***