

<b>POLICY ID: ZON-001</b>	<b>TITLE: <i>Plan Commission Public Notification for Public Hearings</i></b>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
<b>EFFECTIVE DATE: <i>Immediate</i></b>	<i>Chris Fallon</i> _____ <i>Village Clerk</i>	<b>8/23/10</b>

When a public hearing before the Plan Commission is required, the following notification procedures shall be followed:

A. **Legal Ad.** (per existing ordinances) The notice of the time, date, and location of the Planning Commission public hearing shall be published by the Village at least two (2) times in a newspaper of general circulation in the Village of Kronenwetter (7) calendar-days prior to the date of the Planning Commission public hearing on a Conditional Use Permit or a Zoning Change Request. The notice of the time, date, and location of the Planning Commission public hearing shall be published by the Village at least one (1) time in a newspaper of general circulation in the Village of Kronenwetter (10) calendar-days prior to the date of the Planning Commission public hearing on an Application for Variance Request.

B. **Public Notice.** Notice of the Plan Commission public hearing shall be sent by regular mail to the applicant, each landowner adjoining the subject property and each landowner within one-hundred (100) feet of the subject property. Notice of the Planning Commission public hearing shall be sent at least seven (7) calendar-days prior to the Planning Commission public hearing. The notice shall be prepared and mailed by the Village. The failure of any person required by this section to receive the notice shall not invalidate or otherwise have any effect upon a public meeting or public hearing or action taken on the application.

C. **Local Government Notice.** The Village shall send one copy of the application at least seven (7) calendar-days prior to the Plan Commission public hearing to the adjoining local government for review and comment when the project effects another municipality, or the primary access to the effected property is through an adjoining municipality.