
PUBLIC HEARING REQUIREMENTS AND PROCEDURES*

A PUBLIC HEARING BEFORE THE PLAN COMMISSION/ ZONING BOARD OF APPEALS REQUIRES:

1. Filing an Application

The applicant must obtain and complete the necessary application form from the Community Development Department at 3S258 Manning Avenue or www.warrenville.il.us.

2. Costs

With the filing of a completed application(s), a \$480.00 administrative fee and a \$600.00 deposit (totaling \$1,080.00) must be submitted. The deposit money is used by the City for payment of the costs of the publication of a legal notice in the newspaper, the services of a court reporter at the hearing, the transcript of the hearing proceedings, and removal of the public hearing sign if not removed by the applicant within seven (7) days after conclusion of the public hearing. Any balance remaining after these costs have been covered will be returned to the applicant. In the event the above-noted costs exceed the initial deposit, the City will require submission of additional monies.

3. Applications and Accompanying Submittals Reviewed by the City

If the application(s) are complete, a public hearing before the Plan Commission and/or Zoning Board of Appeals will be scheduled for a date determined by the volume of cases waiting to be heard, and to ensure adequate public notification of the public hearing according to State Statute. (Refer to accompanying Public Hearing Requirement Schedule.)

4. Hearing Notice Drafted

The City drafts a public hearing notice, listing the date, time, location and purpose of the hearing. The City submits the notice to a local newspaper for publication in compliance with statutory requirements.

5. Applicant Mails Notice to Owners of “Adjacent” Properties

The City will prepare and provide the applicant a copy of the Legal Notice/Notice of Public Hearing. The applicant must mail a copy of such notice, by Certified Mail, with Return Receipt Requested (hard copy), to the owners of all properties located within 250 feet (excluding street/road rights-of-way) of the perimeter boundary of the applicant’s property (collectively the “Adjacent Property Owners”). It is helpful to also include a copy of the proposed Site Plan with your Legal Notice mailings. Said notice must be sent to the Adjacent Property Owners’ addresses listed on the most current DuPage County property tax records. All electronic or hard-copy returned green receipts from this mailing must be provided to the Plan Commission Recording Secretary the day of the public hearing, along with the list of property owners to whom the applicant sent the notices. Adjacent Property Owners and taxpayer address information may be obtained from local title companies and/or from the Township Assessor’s Office in which the property is located. Contact information for the two Township Assessor Offices that serve the City of Warrenville is as follows: Winfield (630) 231-3573; Naperville (630) 355-2444.

6. Public Hearing Sign

The City drafts Public Hearing Sign language, stating the subject of the public hearing, the type of action being requested, and the date, time, and location of the

public hearing. The applicant will be given a copy of such language, and must post a sign that reflects such language in the front yard of the property, which must remain in place until the public hearing is concluded. It is helpful to also include a copy of the proposed Site Plan on the face of the sign. The applicant must remove the sign within seven (7) days after the conclusion of the public hearing by the Plan Commission/Zoning Board of Appeals. If the sign is not removed within seven (7) days, the City will remove the sign and a \$100 removal fee will be deducted from the public hearing deposit.

7. Prior to the Public Hearing

No later than the end of the day on Thursday of the week before the public hearing, the applicant must submit 15 **collated sets** of documents pertinent to request (Application, Site Plan/elevations no larger than 11" x 17"), together with an electronic copy of such document submission, to the Community Development Department. These sets are distributed to the Plan Commission/ZBA, City Council, and City staff in advance to allow adequate time for review prior to the public hearing. They are also posted on the City's website, per the City's Website Transparency Policy and the Illinois Open Meetings Act.

8. The Public Hearing

A formal public hearing is held before the Plan Commission and/or Zoning Board of Appeals. This board is comprised of citizens who serve as appointed volunteers, and is a recommending body. The applicant and/or a representative are required to attend the meeting to present the proposed project and answer any related questions, and turn in all signed green hard copy return receipts of mailing and list of addressees. If an electronic presentation will be presented, it must be submitted to staff no later than 5:00 p.m. on the day of the public hearing.

9. Recommendation to City Council

The Plan Commission and/or Zoning Board of Appeals sends their recommendations to either approve or deny the request to City Council. With the exception of Minor Variance requests decided by the Zoning Board of Appeals, the City Council has final authority to grant or deny the request.

10. Council Action

In cases of unanimous recommendation from the Plan Commission/Zoning Board of Appeals, staff drafts an ordinance for City Council approval. The ordinance returns to the Council for two "readings" as part of the final approval process. (In most cases, the Council will consider staff's written requests to waive the second reading of the ordinance.) If the Plan Commission/Zoning Board of Appeals' recommendation is not unanimous, the City Council reviews the request at its meeting and, if approved, directs staff to draft an ordinance.

11. Issuance of Permit

Once the ordinance has been approved and applicable approval conditions are satisfied, a permit can be issued for the project.

12. Estimated Length of Time

If all requirements are met, the process generally takes approximately 2.5-3 months.

Please refer to the following attachments:

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| 1. Written Notification Requirements | 3. City of Warrenville Meeting Schedule |
| 2. Sign Notification Requirements | 4. Plan Commission/ZBA Public Hearing Schedule |

**Note: This is to be used as a guide only. Please refer to the Warrenville Zoning Ordinance No. 1018, or contact Community Development staff at (630) 393-9050 for further details.*

WRITTEN NOTIFICATION REQUIREMENTS

1. WRITTEN NOTIFICATION

The City of Warrenville Community Development Department will draft a Legal Notice/Notice of Public Hearing (the “Notice”) after receipt and review of a complete application submittal. Said Notice will outline the date, time, location, and purpose of the required public hearing. A copy of the Notice will be supplied to the Applicant.

The Applicant shall mail copies of the Notice to Owners of Record of nearby properties in accordance with the following requirements:

- Notices shall be sent to the Owners of Record of each parcel of real estate included within the subject property and located within 250 feet of the perimeter of the subject property in all directions. Public streets and road rights-of-way are not counted toward meeting the minimum 250-foot notification dimension.
- Owners of Record mailing addresses shall be the mailing address listed on the most current DuPage County property tax records for each parcel located within the 250-foot notification zone.
- Notices shall be mailed not more than 30, nor less than 15 days prior to the public hearing date listed on the Notice.
- All Notices shall be sent via Certified Mail, with Return Receipt Requested (hard copy).
- A complete list of the Owners of Record to which the Applicant sent notices, along with the returned receipts (green signature postcards) from the Notice’s mailing, shall be provided to the Plan Commission Recording Secretary at the public hearing meeting or to the Community Development Department no later than 3:00 p.m. the day of the public hearing. This information must be provided in order for the public hearing to be conducted.

It is helpful to also include a copy of the proposed Site Plan with your Legal Notice mailings.

For a fee, an accurate list of the Owners of Record that must receive the above-detailed written notification may be acquired from local title companies and/or the Township Assessor’s Office in which the property is located. The PIN (Property Identification Number) of the Applicant’s property must be provided when contacting these entities for mailing notice assistance. Contact information for the Winfield Township Assessors’ Office (areas in Warrenville located north of Townline Road) and the Naperville Township Assessor’s office (areas in Warrenville located south of Townline Road) is as follows:

Winfield Township: (630) 231-3573

Naperville Township: (630) 355-2444





SIGN NOTIFICATION REQUIREMENTS

2. SIGN NOTIFICATION

1. Applicant shall post a sign at least 10 square feet in area in the front yard of the subject property, facing and visible from a public street, and no further than 30 feet from the right-of-way/property line. It is helpful to include the proposed Site Plan on the face of the sign.
2. The sign shall be erected no more than 30, not less than 15, days prior to the date of the scheduled public hearing. The sign shall remain continuously in place until the hearing is concluded, but no more than seven (7) days thereafter. Refunds of unused public hearing deposits shall be issued only after inspection of the property confirms the public hearing sign has been removed. If the sign is not removed within seven (7) days, the City will remove the sign and a \$100 removal fee will be deducted from the public hearing deposit.
3. The sign shall plainly state the type of action requested and the scheduled date, time, and location of the hearing thereupon. The copy and size of the public hearing sign shall be approved by the Community and Economic Development Director or his designee prior to installation. (Fax draft to 630/393-1531.) The public hearing sign shall be in substantial conformance with the following:

NOTICE OF PUBLIC HEARING

THIS PROPERTY IS THE SUBJECT OF A PUBLIC HEARING CONCERNING:

(Community Development Department will provide exact wording)

THE PUBLIC HEARING WILL BE HELD AT 7:00 P.M. ON *(insert date)* AT THE WARRENVILLE MUNICIPAL BUILDING LOCATED AT 28W701 STAFFORD PLACE, WARRENVILLE, ILLINOIS. FOR MORE INFORMATION CONTACT WARRENVILLE COMMUNITY DEVELOPMENT DEPARTMENT AT 630/393-9050.

The City of Warrenville does not have a policy of recommending a particular sign company to produce the Public Hearing Notice sign. The following companies have been contracted by petitioners in the past, and are listed only as a guide:

<u>SIGNARAMA</u> 1701 Quincy Avenue, #24 Naperville, IL 60540 630/527-0500 Fax: 630/527-0510	<u>ACCURATE REPRO</u> 2368 Corporate Lane, #100 Naperville, IL 60563 630/428-4433 Fax: 630/428-4449	<u>AUBREY SIGN CO.</u> 1847 Suncast Lane Batavia, IL 60510 630/482-9901 Fax: 630/482-9906	<u>ACTION SCREEN PRINT INC.</u> 30W260 Butterfield Rd. Warrenville, IL 60555 Phone: 630/393-1990 Fax: 630/393-1820
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2022 Plan Commission/ZBA Public Hearing Schedule

2022 Plan Commission/ ZBA Meeting Date (Thurs. after CC)	Newspaper Acceptance Deadline (11:00 a.m., 2 business days prior to publication)	* APPLICANT * Fees/Deposits/ Applications Deadline (3 bus. days before nwspapr. accept.)	Newspaper Publication of Legal Notice (no less than 15 days before pub. hrg.)	* APPLICANT * Certified Mailing & Public Hearing Sign Posting Deadline (2 wks. before pub. hrq.)	2022 City Council Meeting Date (following PC/ZBA meeting)
01/06/22	12/20/21	12/15/21	12/22/21	12/23/21	01/17/22
01/20/22	01/03/22	12/27/21	01/05/22	01/06/22	02/07/22
02/10/22	01/24/22	01/19/22	01/26/22	01/27/22	02/22/22
02/24/22	02/07/22	02/02/22	02/09/22	02/10/22	03/07/22
03/10/22	02/18/22	02/15/22	02/23/22	02/24/22	03/21/22
03/24/22	03/07/22	03/02/22	03/09/22	03/10/22	04/04/22
04/07/22	03/21/22	03/16/22	03/23/22	03/24/22	04/18/22
04/21/22	04/04/22	03/30/22	04/06/22	04/07/22	05/02/22
05/05/22	04/18/22	04/12/22	04/20/22	04/21/22	05/16/22
05/19/22	05/02/22	04/27/22	05/04/22	05/05/22	06/06/22
06/09/22	05/23/22	05/18/22	05/25/22	05/26/22	06/20/22
06/23/22	06/06/22	06/01/22	06/08/22	06/09/22	07/05/22
07/07/22	06/20/22	06/15/22	06/22/22	06/23/22	07/18/22
07/21/22	07/01/22	06/28/22	07/06/22	07/07/22	08/02/22
08/04/22	07/18/22	07/13/22	07/20/22	07/21/22	08/15/22
08/18/22	08/01/22	07/27/22	08/03/22	08/04/22	09/06/22
09/08/22	08/22/22	08/17/22	08/24/22	08/25/22	09/19/22
09/22/22	09/02/22	08/30/22	09/07/22	09/08/22	10/03/22
10/06/22	09/19/22	09/16/22	09/21/22	09/22/22	10/17/22
10/20/22	10/03/22	09/28/22	10/05/22	10/06/22	11/07/22
11/10/22	10/24/22	10/19/22	10/26/22	10/27/22	11/21/22
12/08/22	11/18/22	11/15/22	11/22/22	11/23/22	12/19/22
12/22/22	12/05/22	12/29/22	12/07/22	12/08/22	01/03/23