

SPECIFIC INSTRUCTIONS FOR PUBLIC HEARINGS

The Village of Bradley Zoning Ordinance was comprehensively amended by Ordinance O-11-03-4. This ordinance sets out the authority of the Planning & Zoning Commission procedures regard zoning amendments, special uses, planned developments, and variance requests and further sets out additional rules related to hearings and notices. Ordinance O-3-18-2 revised certain sections of the Zoning Code related to notices for public hearings. These SPECIFIC INSTRUCTIONS are meant to be a summary of some rules and a helpful guide. These SPECIFIC INSTRUCTIONS are not meant to replace or amend any part of the Zoning Ordinance. Applicants are encouraged to review the Zoning Ordinance as it shall govern.

Authority

Change of Zoning, Special Use Permits, Zoning Upon Annexation, and Approval of a Planned Development-Preliminary Plan shall be granted or denied by the Village Board of Trustees only after a Public Hearing before the Planning & Zoning Commission and a report of its findings and recommendations has been submitted to the Village Board of Trustees. A Variance Request shall be granted or denied by the Village Board of Trustees only after a Public Hearing before the Planning & Zoning Commission and a report of its approval or failure to receive approval has been submitted to the Village Board of Trustees.

Hearing

Within sixty (60) days of receipt by the Zoning Administrator of all required application information and payment of any required fees, the Planning & Zoning Commission shall hold a public hearing on such application at a time and place as shall be established by a legal notice of hearing by the Chairperson. The hearing shall be conducted and a record of the proceedings shall be preserved in accordance with rules prescribed by the Planning & Zoning Commission.

Notice of Hearing

Applicant shall provide the Village with all information necessary for the publication of notice of the hearing, including but not limited to an accurate legal description of each property for which the issuance of a zoning amendment is to be considered. The Village will then prepare and publish notice of the time and place of the hearing at which the zoning amendment application will be considered. Publication will be at least once in one or more newspapers published in the Village, or if no such newspaper exists then in one or more newspapers with a general circulation within the Village that are published within Kankakee County. Such publication shall occur not more than 30 nor less than 15 days before such hearing. The Village will notify applicant of any and all costs arising from such publication. The applicant shall pay these costs to the Village no less than seven (7) days prior to hearing date. Applicant shall provide notice by certified mail, return receipt requested, to all owners of property located within 250 feet from the boundaries of the property that is the subject of the proposed zoning amendment. The list of property owners can be obtained from the Bourbonnais Township Assessor's office or the Bradley Community Development Department. Said notices shall be mailed not more than 30 days nor less than 15 days prior to the public hearing date. Upon completion of the same, the Applicant shall submit a certificate listing the names and addresses of all owners of property within 250 feet, as well as an affidavit, including postal receipts, that all required notices were mailed in compliance with the provisions of this section.

Signage

The applicant is responsible for posting any signage that might be required. Any area for which a change in zoning classification or a planned development is being considered shall be posted for not less than fifteen (15) days prior to the public hearing. The posted notice shall be a minimum of eight (8) square

feet in area, prominently situated on the property so as to be visible from the nearest street or public way, or as otherwise prescribed by the Zoning Administrator and shall indicate the present zoning classification, the proposed zoning classification, the time and place of the public hearing, and any other information prescribed by the Zoning Administrator. Posted notices shall be removed from the subject area within fifteen (15) days after the public hearing has been held.

THE APPLICANT SHALL PROVIDE THE COMMUNITY DEVELOPMENT DIRECTOR WITH ONE (1) COPY OF A LIST OF NOTICES MAILED, RETURN RECEIPT CARDS FROM THE MAILING, AND A COPY OF THE LEGAL NOTICE PUBLISHERS CERTIFICATE.

THE APPLICANT SHALL PROVIDE THE COMMUNITY DEVELOPMENT DIRECTOR WITH A PHOTO OF THE SIGN POSTED ON THE SITE (IF APPLICABLE) 7 DAYS PRIOR TO THE PUBLIC HEARING.