

VILLAGE OF PAW PAW

Planning/Zoning

Procedural Checklist: *Special Land Use Permit*

1.0 Application Process

- _____ 1.1 Applicant submits completed Application Package and Site Plan to Village Office at least four (4) weeks prior to the scheduled Planning Commission meeting. *Applications will be scheduled as meeting agendas permit.*
- _____ 1.2 Village Office distributes Site Plan to the following departments/agencies for review and comment:
- : Village Planning Consultant
 - : Village Engineer
 - : Village Fire Department
 - : Village Department of Public Services
- _____ 1.3 Written reviews are submitted to the Village Office.
- _____ 1.4 Village Office provides written reviews to applicant.
- _____ 1.5 Applicant submits revised Site Plan (if applicable) to Village Office at least two (2) weeks prior to the scheduled Planning Commission meeting.
- _____ 1.6 Village Office submits revised Site Plan (if applicable) to Village Planning Consultant.
- _____ 1.7 Village Planning Consultant prepares Planning/Zoning Report.

2.0 *Noticing Process*

_____ 2.1 Village Office prepares public hearing notice.

Notice Information:

- Applicant and/or Property Owner
- Nature of the Request
- Property Description (general location, address, parcel #)
- Public Hearing Date/Location
- When/Where Written Comments will be Received

_____ 2.2 Village Office provides public hearing notice.

Noticing Requirements:

- publication of notice in newspaper of general circulation not less than 15 days before public hearing
- notice by mail or personal delivery, not less than 15 days before public hearing, to:
 - : owner(s) of property under consideration
 - : all persons to whom real property is assessed within 300 feet of property under consideration
 - : occupants of all structures within 300 feet of property under consideration

_____ 2.3 Village Office maintains public hearing notice, confirmation of publication, and affidavit of mailing.

3.0 *Review Process – Planning Commission*

_____ 3.1 Village Office submits public hearing notice, Application Package, Planning/Zoning Report, and final site plan to Planning Commission one (1) week prior to the scheduled Planning Commission meeting.

- _____ 3.2 Planning Commission holds public hearing; takes action on request specifying the basis for the decision and any conditions imposed.

- _____ 3.3 Village Office prepares Special Land Use Permit, specifying all conditions and limitations.

- _____ 3.4 Village Office maintains the Special Land Use Permit and Final Site Plan.