

VILLAGE OF PAW PAW

Planning/Zoning

Procedural Checklist: *Zoning Board of Appeals Request*

1.0 *Application Process*

- _____ 1.1 Applicant submits completed Application Package to Village Office. *Applications will be scheduled as meeting agendas permit.*
- _____ 1.2 Village Office submits completed Application Package to Village Planning Consultant. *(Comm:1)*
- _____ 1.3 Village Planning Consultant prepares Planning/Zoning Report.

2.0 *Noticing Process*

- _____ 2.1 Village Office prepares public hearing notice.

Notice Information:

- Applicant
- 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 (if applicable).

3.0 *Review Process – Zoning Board of Appeals*

_____ **3.1** Village Office submits public hearing notice, Application Package, Planning/Zoning Report, and pertinent review information to Zoning Board of Appeals one (1) week prior to the scheduled Zoning Board of Appeals meeting.

_____ **3.2** Zoning Board of Appeals holds public hearing; takes action on request specifying the basis for the decision and any conditions imposed.

_____ **3.3** Village Office maintains all final documents related to the application and Zoning Board of Appeals decision.