

PUBLIC NOTIFICATION & PUBLIC HEARING PROCEDURE

A **Public Hearing** is required for an application before the listed Commission that involves any of the following approvals.

Plan Commission	Zoning Board of Appeals
Annexation with an Annexation Agreement between the Village and the Petitioner/Owner	Zoning Variations, both Residential and Commercial
Rezoning (Zoning Map Amendments), Zoning Text Amendments, and Official Map Amendments	
Conditional Uses	
Planned Developments or Amendments	

Public Hearing Procedure:

Several steps are involved prior to a Public Hearing before a Commission can commence.

Creation of a Public Notice:

A notice will be created by Staff using the legal description found on a plat of survey of the subject property and information provided in the application. The notice will include general details of the case to be heard and the date in which the public hearing will be held.

Public Notice in Paper:

The notice will be published as required, not more than thirty (30) nor less than fifteen (15) days, before the public hearing in a newspaper with a general circulation within the Village of Glenview (typically the Glenview Announcements).

Public Notice to Adjacent Property Owners:

Property owners directly adjacent to the subject property, as well as those directly adjacent to the first group (commonly known as a 1+1 listing or two (2) lots deep in all directions from the subject property) will be mailed the public notice by the Village ten (10) days prior to the hearing date. See the sections below for more detail.

Public Notice Sign on Subject Property:

Since everyone who might be interested in a particular case will not be notified by mail an additional step to notify the general neighborhood is taken. A sign will be placed on the subject property 15-30 days prior to the public hearing which notifies the public that the site is the subject of an upcoming public hearing. The sign will also display a phone number that can be called in order to get more information on the proposal. It is in the petitioner's best interest to discuss the particulars of the request with the neighbor's in advance of the hearing date.

Public Hearing before a Commission:

In general the following constitutes the order of a public hearing. The petitioner for a case before a Commission will present evidence in relationship to the project being proposed. The Commission will cross-examine the petitioner. The Chairman of the Commission will open the public hearing at which time the public will be able to comment on the proposal. The Chairman of the Commission will close the public hearing, which ends the public comment, and the Commission will further deliberate the issues of the case.

Adjacent Property Address List:

The following steps are taken by staff to obtain an adjacent property address list:

1+1 List:

A list needs to be generated from the Sidwell Atlas by identifying the subject property and then highlighting the lots that surround the subject property and then the lots that are directly adjacent to the first.

Permanent Real Estate Index Number (PIN) List:

Lots that are two (2) deep from the subject property are now identified. Those lots have PIN's associated with them which are written down and organized in numerical order.

Name and Address List:

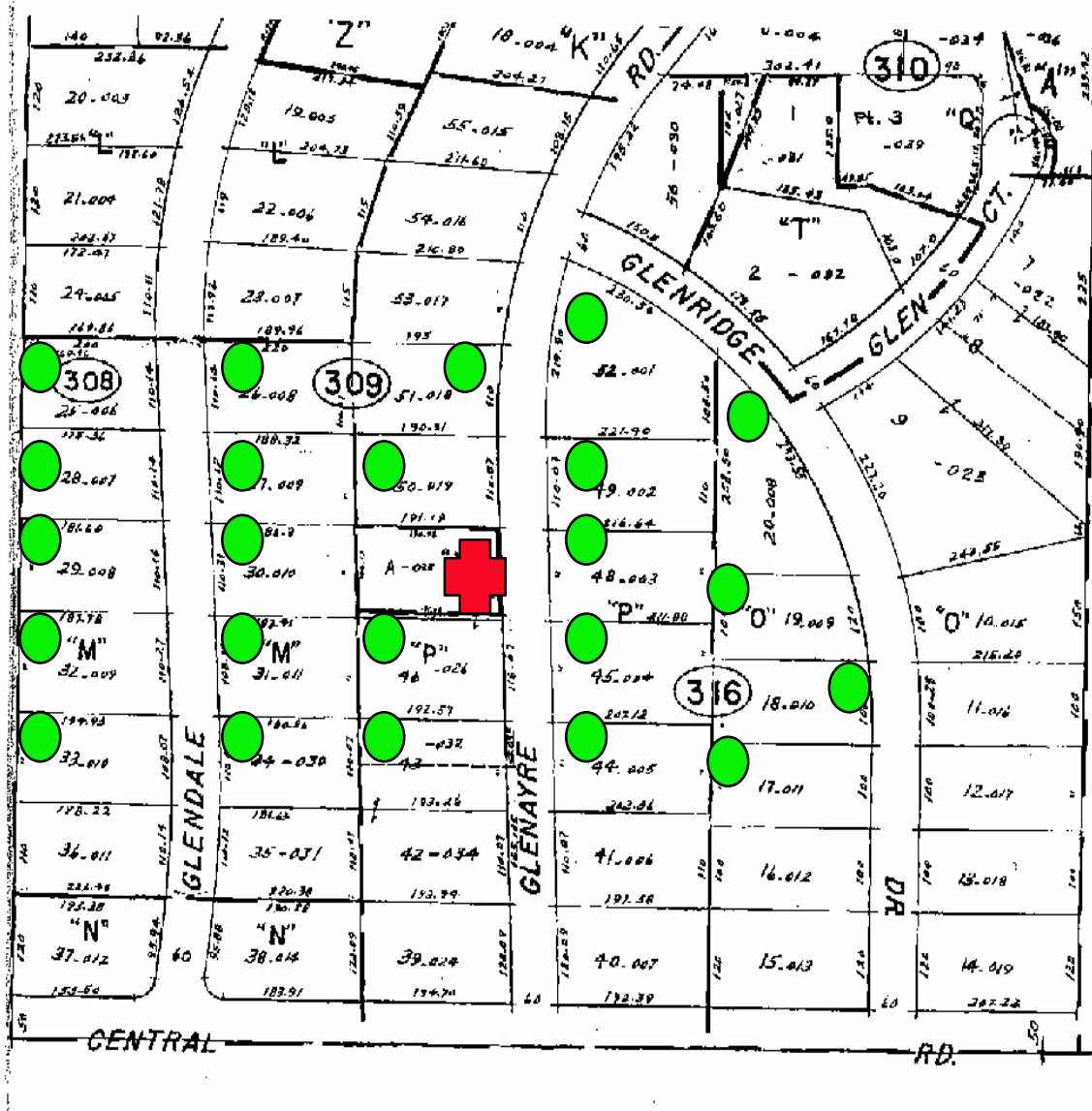
A name and address list is generated by visiting the website, www.cookcountytreasurer.com and looking under "Payment Status." Using the PIN's of the properties shown, the names and addresses of property owners can be obtained through the website and noted accordingly to the corresponding PIN number.

Adjacent Property Address List:

This completed list is used by Village Staff to notify by mail all properties identified as adjacent owners.

Adjacent Property Address List Example:

The following is a map section from a Sidwell Atlas showing a "subject property" (the red plus sign) from a public hearing as a result of an application made to either the Plan Commission or the Zoning Board of Appeals. The green circles indicate adjacent properties whose owners are required to be included on the notification list.



A total of twenty-three (23) lots have been identified for notification.