

Project Name: _____

Basic description of project: _____
(i.e., Addition to existing building)

Public hearing required for: _____

Public Hearing Process and Instructions

1. Submit complete application and required fee. See Public Hearing Calendar for deadlines.
2. Village Staff will confirm date of hearing and provide list of properties within radius for written notice requirement.
3. Staff will submit legal notice to newspaper and install Public Hearing Sign on subject property 15-30 days prior to hearing.
4. Applicant must draft public notice letter and submit to staff for review (see sample letter on next page).
5. At least 16 days prior to hearing (Tuesday, two weeks prior to hearing), applicant must provide Village the complete address list (see instructions on next page), a letter for each address on the mailing list in a stamped and sealed envelope, one additional copy of the signed letter for the file, and the signed affidavit included with this application.
6. Staff will check the envelopes against the mailing list, mail the letters, and sign the affidavit .
7. After hearing, Staff will confirm date of Village Board meeting for final vote. **Note:** Attendance required for both meetings.
8. Following final vote Staff will provide copy of legislation.
9. Hearing sign will be removed and final bill will be prepared (depending on length of hearing and condition of sign).

Additional Materials Required for Public Hearing Application Submittals

For petitions other than Sign Variations. See Form A8 for sign variation hearing requirements.

1. Plat of Survey - must include portion showing legal description of property
2. Title Insurance policy (not property insurance; usually included with closing documents)
3. Copy of covenants & restrictions (typically included in Title Insurance)
4. Copy of most recently paid tax bill
5. Copy of last recorded deed or Title Tract Search (establishing legal authority to submit the application)
6. If property is held in a Trust, submit a certified copy of the trust agreement and a list of all beneficiaries
7. If applicant is not property owner, submit affidavit in Form A1 and one of the following:
 - Current lease
 - Letter of Intent or contract to purchase or lease (may redact terms of contract as needed)

INSTRUCTIONS FOR MAILING PUBLIC HEARING NOTICE LETTERS

Within 3-5 days after an application is received, Staff will prepare a list of parcels within 250 ft of the subject property. To obtain the taxpayer addresses, go to the Cook County Treasurer's web site (www.cookcountytreasurer.com) and select "Payment Status." Enter a PIN from the list and click the button that says "Click Here to Pay or For Detailed Information." Copy the taxpayer address into the spreadsheet, then click "Payment Status" to enter a new PIN. For parcels in Lake County, go to <http://www.lakecountyil.gov/508/Current-Payment-Status> and enter the PIN to see the tax bill. Open the tax bill by clicking the small tax bill image labeled "Display/Print Tax Bill", then copy the mailing address from the upper left hand corner of the bill (**not property address**). If you find tax exempt parcels on the list (\$0 taxes due and no taxpayer listed), please inform Staff so that the contact information can be provided. Once you draft the letter, send a copy to Staff to review.

To finalize the mailing, sign the approved letter, and prepare an envelope for each address on the list. Each envelope must be sealed and have the address and stamp already on it. Provide the letters to the Village staff along with the complete address list, one copy of the letter for the file, and the signed affidavit (next page). The deadline is 16 days prior to the hearing (the Tuesday two weeks before the meeting). The Village will check the envelopes to confirm that there is one for each address on the list, mail the letters, and sign the affidavit to certify that the mailing is complete.

Sample Letter for Written Notice

[Date]

Property Owner
Property owner address

Re: Notice of Public Hearing regarding [subject property address]

Dear Property Owner:

Pursuant to the Village of Wheeling Municipal Code, it is our obligation to notify property owners within 250 feet of [subject property address] that a public hearing will be held regarding a request for [type of public hearing action or actions].

[Include additional details here, such as "The purpose of the action is to allow ____" or, "If granted, the requested action would allow for the construction of ____"]

The hearing will be held before the Plan Commission on Thursday, [date of hearing], at 6:30 p.m. in the Board Room of Village Hall at 2 Community Boulevard, Wheeling, Illinois. The agenda for the meeting will be posted by the Friday before the hearing at Village Hall and on the Village web site. Copies of the request and associated materials are available at the Community Development Department, and will also be posted on the Village web site (Agenda Center at www.wheelingil.gov). Please contact the Planning Division at (847) 459-2620 prior to visiting the office to confirm that the materials have been prepared for review.

Your attendance at this meeting and comments on our request are welcome. Thank you for your time.

Sincerely,

[Name of petitioner, business name]



**AFFIDAVIT OF COMPLIANCE
WITH WRITTEN NOTIFICATION REQUIREMENTS**

Certification that the required letter was mailed to owners
of property within 250 ft of the subject property.

I, _____ hereby certify that on the _____
day of _____, _____, I provided the Village of Wheeling with addressed and
stamped envelopes containing a copy of the attached written notice letter. I further certify that I followed the
instructions for obtaining the address of the taxpayer or tax-exempt owner for each parcel on the attached
list of parcels within 250 feet of:

Address and/or description of subject property

SUBSCRIBED and **SWORN**
to before me this _____ day
of _____, _____.

(Print name): _____

Signature

Notary Public

VILLAGE STAFF CERTIFICATION

The Community Development Department, by signing this form, hereby confirms that the envelopes for the
public hearing notice letter have been properly addressed and stamped, that there is one envelope for each
address on the list, and that the complete address list and a copy of the letter have been provided for the
Village records. The Village further certifies that the envelopes were mailed on the _____
day of _____, _____.

SUBSCRIBED and **SWORN**
to before me this _____ day
of _____, _____.

(Print name): _____

Signature

Notary Public