

AFFIDAVIT OF COMPLIANCE

We (I), _____, hereby certify as follows:

That on the _____ day of _____, _____, affiant(s) caused to be mailed or personally served, written notice of public hearing (copy attached to all listed taxpayers of real estate within 250 feet of _____

(address, lot number or property tax index number)
and to the owners or representatives of property listed as exempt.

That the parties to whom said notice was mailed or personally served are set forth on the attached list.

Petitioner _____

Witness _____

Subscribed and Sworn to before me this _____ day of _____, _____.

Notary Public

SAMPLE LETTER FOR WRITTEN NOTIFICATION OF PUBLIC HEARING

(Date)

(Name)

(Street Address)

(Town, State, ZIP)

RE: (Address / Location)

Dear Owner:

Pursuant to the Wheeling Municipal Code, it is our obligation to notify property owners within 250 feet of (address/location) that a public hearing will be held regarding a request for (Must provide specifics of request, i.e...:

- 1) Special use approval to operate....
- 2) Variation to Section.....to allow.....
- 3) Rezoning from.....to..... etc.)

The hearing will be held before the (name of particular board/commission which will hold the public hearing: Zoning Board of Appeals/Sign Code Board of Appeals or the Plan Commission) on (date) at the Wheeling Village Hall, 2 Community Blvd., Wheeling, Illinois, and will begin at 7 p.m. (Zoning Board of Appeals/Sign Code Board of Appeals meeting begins at 7:30 p.m.; or, Plan Commission meeting begins at 7:00 p.m.).

Copies of our request are available at the Community Development Department, 2

Community Boulevard, Wheeling, Illinois.

Your attendance at this meeting and comments on our request are welcome.

Thank you for your time.

Sincerely,