

## **2022 Board of Zoning Appeals & Planning Commission**

Unless otherwise noted on the agenda, all meetings are at the conducted Council Chambers and will begin promptly at 7:00 pm.

<b>MEETING DATE</b>	<b>DEADLINE TO APPLY</b>
<b>January 10, 2022</b>	<b>December 27, 2021</b>
<b>February 14, 2022</b>	<b>January 31, 2022</b>
<b>March 14, 2022</b>	<b>February 28, 2022</b>
<b>April 11, 2022</b>	<b>March 28, 2022</b>
<b>May 9, 2022</b>	<b>April 29, 2022</b>
<b>June 13, 2022</b>	<b>May 30, 2022</b>
<b>July 11, 2022</b>	<b>June 27, 2022</b>
<b>August 8, 2022</b>	<b>July 25, 2022</b>
<b>September 12, 2022</b>	<b>August 29, 2022</b>
<b>October 10, 2022</b>	<b>September 26, 2022</b>
<b>November 14, 2022</b>	<b>October 31, 2022</b>
<b>December 12, 2022</b>	<b>November 28, 2022</b>

Failure to properly follow these requirements and/or submit a complete request to the Village Planning Commission (*address*) by end of business on the deadline date, may be cause for rejection until suitably complete.

### **EACH BZA and/or PC REQUEST MUST INCLUDE:**

- **Filing Fee**
- **11 collated & stapled packets that include:**
- **Completed BZA or PC Application**
  - **Completed Application** to attend Board of Zoning Appeals and/or Planning Commission Meeting.
  - **Plot Plan of Property** (Must mark all: Lot dimensions, Front setback, Structure & Fence locations with dimensions & distance to all property lines/structures.
  - **Supporting documents\* indicated on Application** (Ex: Floor Plan, Elevations, Landscape, etc.)

Someone qualified to discuss the project MUST be present at the meeting. All hearings shall be public. Applicants will be notified via certified & regular Mail of the meeting date/time when their request will be heard. Failure to appear at the scheduled meeting may result in dismissal of the request(s). Property owners located with-in the notification radius for Board of Zoning Appeals request(s) will receive certified mail notice of the public hearing. It shall be the obligation of the applicant to bring all necessary witnesses, exhibits and evidence to present; the burden of proof is upon the applicant. An, and all, members of the Board/Commission shall have the right to question the applicant and all parties testifying either for or against the request(s).