

2024 Planning Commission & Board of Zoning Appeals

All Scheduled Board of Zoning Appeals Meetings are conducted in Council Chambers and start at 7:00 pm. The Planning Commission will meet at 6:30 pm. 30 minutes prior to any scheduled BZA meeting.

PC MEETING DATE	DEADLINE TO APPLY
January 8th	December 25, 2023
February 12th	January 29, 2024
March 11th	February 26, 2024
April 8th	March 25, 2024
May 13th	April 29, 2024
June 10th	May 27, 2024
July 8th	June 24, 2024
August 12th	July 29, 2024
September 9th	August 26, 2024
October 14th	September 30, 2024
November 11th	October 28, 2024
December 9th	November 25, 2024

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 or 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. o 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).