

## 2025 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 13 <sup>th</sup>	December 30, 2024
February 10 <sup>th</sup>	January 27, 2025
March 10 <sup>th</sup>	February 24, 2025
April 14 <sup>th</sup>	March 31, 2025
May 12 <sup>th</sup>	April 28, 2025
June 9 <sup>th</sup>	May 26, 2025
July 14 <sup>th</sup>	June 30, 2025
August 11 <sup>th</sup>	July 29, 2025
September 8 <sup>th</sup>	August 25, 2025
October 13 <sup>th</sup>	September 29, 2025
November 10 <sup>th</sup>	October 27, 2025
December 8 <sup>th</sup>	November 24, 2025

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).