

POSTING SIGNS FOR NOTICE OF PUBLIC HEARING
BY PLANNING OR ZONING BOARDS

As per Village Code, if a public hearing is scheduled in regards to an application to the Planning or Zoning Board, the public must be notified of the hearing at least 10 days in advance.

It is the responsibility of the applicant to post a sign notifying the public of the time and date of the hearing, at the property under review, 10 days in advance of the public hearing. This is done in the following manner:

- The sign will be furnished by the Village at no cost to the applicant.
- The applicant will pick up the sign at least 10 days in advance of the public hearing. The sign may be picked up at the Village Office during regular business hours. The sign will state when the hearing is to be held.
- The sign will be posted at the property under review at least 10 days before the hearing.
- The sign should be displayed prominently, facing the street. If the property is located on a corner, a sign must be posted facing each street.
- The sign cannot be set back more than 10 feet from the property line or street line, and must be between 2 feet and 6 feet above the property grade.
- The applicant will sign an affidavit stating the sign was posted as per Village Code at the start of the public hearing.