

## BASIC STEPS TO FOLLOW

- 1) If all documents and paperwork have been properly submitted and filed at the Clerk's Office, you will be set for a preliminary hearing at the next regular meeting.
- 2) As soon as you file for a preliminary hearing you will need to go to the auditor's office at the government complex in Crown Point with a letter (in this packet) requesting a certified list of surrounding property owners.
- 3) If all documents and paperwork are in order at the preliminary hearing the Commission will set your petition for a public hearing for the following regular meeting.
- 4) No later than 21 days prior to the public hearing date you are required to send certified letters, with return receipt requested, to the property owners on the certified list.
- 5) Also, no later than 21 days prior to the public hearing date you are required to post a sign on your property. (The sign & frame are available in the Clerk's Office for \$30.00) After the public hearing you may return the frame for a refund of \$20.00 (if the frame is in good order).
- 6) It is your responsibility to advertise the public hearing in a newspaper (either the Times or Post-Tribune) one (1) time no later than 10 days prior to the public hearing date.
- 7) All proof of the above requirements is to be turned into the Clerk's Office prior to the date of the public hearing and will be placed in your file.
- 8) If the Commission approves your petition (for Special Exception, Special Use or Zone Change), after a public hearing is held, then a recommendation will be forwarded to the Common Council for their final vote. Approval of a variance from developmental standards is not required to be forwarded to the Common Council.