

EXHIBIT D

City of Crest Hill Development Handbook Section 1: Development Process – Descriptions

Step 6: Plan Commission & City Council

Typically, the rezoning, special use, annexation and variance applications are heard during the preliminary portion of the process, however, when necessary or agreed between the applicant and staff, these items can be completed with the final plat hearings or as a combined preliminary and final process.

6.1. After City Staff completes the appropriate Summary Memos (Appendices I and J), Staff will contact the applicant with the selected meeting date. Additional copies of the required paperwork and fee shall be submitted to the City Clerk's office no later than 25 days before the Plan Commission meeting in accordance with Ordinance No. 1511 (see Appendix H). The required paperwork shall include 30 reduced size copies of the plat of survey, topographic survey, preliminary plat, site plan, applicable applications, and other selected supporting documentation for the project. Exhibits must be folded to a size no greater than 8 ½" X 11".

6.2. You will be required to pay a sign notification fee of \$50.00 for rezoning, special use and variance. City Staff will place the sign on the petitioner's property.

6.3. Verification is done by City Staff that all fees are current. For rezoning, special use and variance cases, Staff submits legal notice to the local newspaper (Herald News). The Herald News will contact the petitioner with the publication cost. This must be paid in advance of publication by cash, credit card or check to the Herald News.

6.4. Public hearings are required for a subdivision, rezoning, special use permit and variations. Please refer to the Zoning Ordinance No. 1511 for details. The petitioner is responsible for notifying surrounding property owners within 300' of the subject property (500' for a PUD) no later than 15 days of the Plan Commission hearing thereon, giving a full description of the action he wishes the Plan Commission to take. Notifications shall occur by either of the two following methods:

6.4.1 Personal Deliver: A letter is prepared with each name and address. Property owner addresses are affixed on notification sheets showing they accepted the notice.

6.4.2 Certified Deliver: If you are unable to contact the property owner by personal delivery or if the property owner refuses to accept the letter by personal delivery,

then a certified letter with return receipt is sent, with the property owner name and address.

Please refer to Appendices D and E for sample documents.

6.5. At the discretion of the Community Development Director and the City Attorney, for any application for development and at the applicant's expense~~For special use~~, the applicant~~is~~ may be required~~responsible~~ to supply a licensed and professional court reporter for the hearing,~~and~~ When applicable, the applicant shall supply to the City Clerk's office a copy of the transcribed proceedings. If the applicant does not supply a court reporter, the case will not be heard. ~~(To hire a reporter, see reporter, court in the yellow pages of the phone book.)~~

6.6. If required, the public hearing will be held at the Plan Commission. The Applicant is responsible or all hearing and/or recording fees with the County.

On the night of the Plan Commission meeting, you will be required to submit to the secretary of the Commission, your paid receipt from the Herald News, your affidavit of notification notarized and copies of the return receipt cards if applicable. If these items are not submitted the night of the meeting, your case will be tabled until a later date.

At the Plan Commission meeting, the Applicant will present the project. The applicant may include input and testimony from any consultants or experts that will support or help explain the request. City Staff will be available to answer questions or provide technical input for the Plan Commission. Members of the audience have the opportunity to ask questions and make comments about the request.

All speakers, including the applicant's representatives, will need to sign in (address, printed name, signature and agenda item). The Plan Commission may ask questions of the applicant and/or their consultants and then make a favorable or unfavorable recommendation to the Council, or postpone a vote to a future meeting.

6.7. When applicable, A a copy of the transcript shall be submitted to City Staff for City Council packets at least one week prior to the City Council meeting. If the Clerk's Office does not receive the transcript or other requested packet information, your case will be tabled until the following meeting.

6.8. Approximately one month but no longer than 80 days after the Plan Commission, the project will be placed on a City Council Meeting agenda. Depending on the complexity of the project, and at the discretion of City Staff, Plan Commission and City Council, the project may be discussed at a City Council work Session prior to a City Council meeting.

6.9 The City Council receives the written decision of findings of fact from the Plan Commission (and transcript, when applicable) and makes the final decisions.

A Schedule Guideline is included in Appendix Z to assist planning and timelines.

Step 10: Plan Commission & City Council

10.1. After City Staff completes the appropriate Summary Memos (Appendices I and J), Staff will contact the applicant with the selected meeting date. Additional copies of the required paperwork and fee shall be submitted to the City Clerk's office no later than 25 days before the Plan Commission meeting in accordance with Ordinance No. 1511 (see Appendix H). The required paperwork shall include 30 reduced size copies of the plat of survey, topographic survey, preliminary plat, site plan, applicable applications, and other selected supporting documentation for the project. Exhibits must be folded to a size no greater than 8 ½" X 11".

10.2. You will be required to pay a sign notification fee of \$50.00 for rezoning, special use and variance. City Staff will place the sign on the petitioner's property.

10.3. Verification is done by City Staff that all fees are current. For rezoning, special use and variance cases, Staff submits legal notice to the local newspaper (Herald News). The Herald News will contact the petitioner with the publication cost. This must be paid in advance of publication by cash, credit card or check to the Herald News.

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Please refer to Appendices D and E for sample documents.

10.5. At the discretion of the Community Development Director and the City Attorney, for any application for development and at the applicant's expense ~~For special use,~~ the applicant ~~is~~ may be required ~~responsible~~ to supply a licensed and professional court reporter for the hearing, ~~and~~ When applicable, the applicant shall supply to the City Clerk's office a copy of the transcribed proceedings. If the applicant does not supply a court reporter, the case will not be heard. ~~(To hire a reporter, see reporter, court in the yellow pages of the phone book.)~~

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