



# Kane County Development & Community Services

Kane County Government Center

719 S. Batavia Ave, Geneva, IL 60134 - Building A, 4<sup>th</sup> Floor | (630) 232-3485

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## APPENDIX C: PUBLIC NOTICE REQUIREMENTS

### 1. LETTER TO ADJACENT PROPERTY OWNERS FROM THE APPLICANT

- a. The **Petitioner/Applicant** will send a letter to all property owners within two hundred fifty feet (250') of the property lines of the parcel which is the subject of the rezoning/special use;
- b. The purpose of this letter is to advise the surrounding neighbors that an application for a rezoning/special use has been filed and to provide a brief description of the proposed project. Neighbors should be advised that a public hearing date will be forthcoming, but do not provide an official date;
- c. Certification of said notifications must be filed with the Kane County Zoning Department along with the rezoning or special use application.
- d. See 'CERTIFICATION OF NOTIFICATION OF ADJACENT PROPERTY OWNERS' form attached.
- e. **To be mailed at the time of SUP Application submittal to the County.**

Legal Notices shall be published and postmarked not less than 15 days nor more than 30 days before the Zoning Board of Appeals Public Hearing date. There are four (3) requirements that must be fulfilled in order to schedule a Public Hearing.

### 2. Letter to Adjacent Property Owners

- a. The County will send a letter notifying all property owners within two hundred fifty feet (250') of the property lines of the parcel that a Public Hearing is scheduled for a Zoning Petition for a rezoning/special use permit.

### 3. Public Notice to the Local Newspaper

- a. The County will publish the legal notice to the Kane County Chronicle newspaper within the required time frame and receive a Certificate of Publication, a copy of which may be requested by the applicant.

### 4. Sign Posted on Property

- a. The County will post a public notice sign conspicuously on the property which is the subject of the rezoning or special use at the end of the right of way along a public road, street, driveway or any other easement of access at least fifteen (15) calendar days prior to the zoning board of appeals meeting.

**PLEASE NOTE:** One of the required submittal documents in Appendix D is the legal description(s) for the subject property in a Word document; the County cannot publish notice without this requirement.

**CERTIFICATION OF NOTIFICATION  
OF ADJACENT PROPERTY OWNERS**

Date: \_\_\_\_\_

To: KANE COUNTY ZONING BOARD OF APPEALS

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Ph #) \_\_\_\_\_

The undersigned, being sworn upon this oath, deposes and says that the list below includes the names and addresses of all owners of property adjacent to property referred to in petition for

(Circle one:) Variance                  Rezoning                  Special Use

for the purpose of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

and, further, that all persons owning property which is adjacent to parcel referred to in petition have been notified of the intent of the petitioner(s).

Petitioner's property is located in Section \_\_\_\_\_, Township \_\_\_\_\_, County of Kane.  
(Legal Description Attached)

List names of property owners below. (Property Owners do not have to sign this form)

NAME	ADDRESS (street, city, state and zip code)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: \_\_\_\_\_  
(Property Owner or Agent)

Subscribed and sworn to before me

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary