

**ANY APPLICATION HEARD BY THE ZONING BOARD OF APPEALS MUST
BE LISTED IN BOUND RECORD BOOK IN ZONING FILE, SHOWING DATE,
TYPE OF APPLICATION, ACTION TAKEN, ETC.**

REZONING PROCESS

- Application filed
- Posting of signs giving notification of date, place and time of hearing by Zoning Board at property involved (minimum of 15 days prior to hearing)
- Notice of hearing to adjoining land owners by certified mail (minimum of 15 days prior to hearing)
- Legal publication notice (minimum of 15 days prior to hearing)
- Zoning Board of Appeals hearing
- Zoning board of Appeals recommendation to Village Board; Advisory report to be signed by all zoning board members present at the hearing
- Legal Publication Notice of hearing by Village Board (minimum of 15 days prior to hearing)
- Posting of signs giving notification of hearing at property involved (minimum of 15 days prior to hearing)
- Notice of hearing to adjoining land owners by certified mail or certificate of mail (minimum of 15 days prior to hearing).
- Village Board hearing
- Village Board action
- If rezoning is approved by Village Board, an ordinance must be drafted to officially rezone the property. Approval of the new ordinance is usually done at the following Village Board meeting.
- Ordinance is filed at the Recorder of Deeds Office at Madison County.
- Zoning map to be changed to reflect new zoning by Village engineer.

VARIANCE AND SPECIAL USE PROCESS

- Site plan application and/or sign application to be reviewed by Zoning and Building Official to determine if variance is needed
- Application filed
- Posting of signs giving notification of date, place and time of hearing by Zoning Board (minimum of 15 days prior to hearing)
- Notice of hearing to adjoining land owners by certified mail (minimum of 15 days prior to hearing)
- Legal publication notice (minimum of 15 days prior to hearing)
- Zoning Board of Appeals hearing
- Zoning Board of Appeals decision
- Complete Advisory Report and present to Board of Trustees

APPEAL FROM ADVERSE DECISION BY ZONING OFFICIAL PROCESS

- Appeal filed (maximum of 15 days after adverse decision)
- Posting of signs giving notification of date, place and time of hearing by Zoning Board at property involved (minimum of 15 days prior to hearing)
- Notice of hearing to adjoining land owners by certified mail or certificate of mailing (minimum of 15 days prior to hearing)
- Legal publication notice (minimum of 15 days prior to hearing)
- Zoning Board of Appeals hearing
- Zoning Board of Appeals decision
- Complete Advisory Report and present to Board of Trustees

ANNEXATION PROCESS

The annexation process can be very complex and detailed-oriented, thus applicants are advised to seek independent counsel to assist them in navigating through the annexation process.