

## **PUBLIC HEARING REQUIREMENTS**

A public hearing before the Planning and Zoning Commission is required for any zoning-related request. The Commission is a group of seven citizens who make recommendations to the City Council on zoning-related matters. The Commission meets at the DeKalb Public Library located at 309 Oak Street. All meetings begin promptly at 6:00 P.M. in the Yusunas Meeting Room on the dates assigned by the City Council, normally on the first and third Monday of each month.

### **APPLICANT RESPONSIBILITIES**

- Submit a complete application and required documentation to the Community Development Department according to the deadlines set by Department staff.
- Pay all applicable filing fees according to [Municipal Code Chapter 9 “Establishment of Fees.”](#)
- Publish the public hearing notice in the local newspaper.
- Mail the public hearing notice to current owners of all property within 250 feet (exclusive of right-of-way) of the subject property.
- Pay all costs associated with publishing and mailing public hearing notices.
- Become familiar with the criteria for the zoning-related request, which appear in the [Municipal Code Chapter 23 “Unified Development Ordinance”](#):
  - Planned Development.....Article 5
  - Special Use Permits.....Article 14, Section 14.03
  - Variances .....Article 18, Section 18.03
  - Text Amendments .....Article 20, Section 20.03
  - Map Amendments (Rezoning) .....Article 20, Section 20.04
- Attend the Planning and Zoning Commission meeting at which the public hearing will be held.
- Present at the public hearing proof and appropriate information to substantiate the reasons, hardships, or findings of fact that necessitate the requested zoning-related action.

### **CITY RESPONSIBILITIES**

- Confirm application materials are complete and inform applicants of discrepancies.
- Schedule a public hearing on the next available Planning and Zoning Commission meeting agenda (after receipt of complete application materials and fees).
- Inform applicants of the public hearing date as soon as it is determined.
- Prepare the public hearing notice for applicants to publish and mail to surrounding property owners.
- Assist applicants with understanding the procedures and requirements.

### **MAILING THE PUBLIC HEARING NOTICE**

Public hearing notification letters to current owners of all property within 250 feet (exclusive of right-of-way) of the subject property must be sent no more than thirty (30) days nor less than fifteen (15) days prior to the scheduled hearing, not counting the day of the public hearing.

1. Prepare the property owner mailing list, which may be compiled by sending the location with PIN's to the DeKalb County Information Management Office/GIS.
2. Address one envelope to each property owner on the mailing list.
3. If you are not using City supplied envelopes, include your return address on each envelope to ensure undeliverable letters are returned.
4. Place in each envelope the following documents only:
  - a. Public Hearing Letter and Notice (drafted by City staff and provided to applicant)
  - b. "Public Hearing Procedures" (provided by City staff to applicant)

**\*No other documents may be mailed without prior approval from the City.\***

5. Apply sufficient postage on the envelopes.
6. Send the letters via regular USPS First Class Mail before the set deadline.
7. Complete and submit the [Affidavit of Notification](#) to the Community Development Department.

### **PUBLISHING PUBLIC HEARING NOTICE**

The public hearing notice must be published in the local newspaper no more than thirty (30) days nor less than fifteen (15) days prior to the scheduled hearing, not counting the day of the public hearing.

1. E-mail the public hearing notice to the Daily Chronicle in MS Word format:  
Daily Chronicle  
Phone 833-584-6397  
Email: [publicnotice@daily-chronicle.com](mailto:publicnotice@daily-chronicle.com)
2. Newspaper staff prepares a proof and sends it to the applicant for review and approval. The proof in the email is an attachment formatted as a ".pdf," which can be viewed using [Adobe Reader](#), a free downloadable application.
3. Applicants should carefully review the proof for accuracy and completeness and **respond immediately to the newspaper to modify or approve the proof**. Applicant should forward a copy to the Community Development Department as well.
4. The applicant must inform the Community Development Department of the publication date as soon as it is determined.
5. The applicant must provide the original Certificate of Publication from the newspaper, which the applicant will receive in through USPS mail, shortly after publication.

*Please contact the **Community Development Department** at **815-748-2361** if you have any questions.*