

**Department of Community Development**  
**Mailing Address: 874 Main Street**  
**Office Location: 882 - B Main Street**  
**Antioch, Illinois 60002**  
**Weekday Hours: 7:30 AM To 4:00 PM    Phone: (847) 395-9462    Fax: (847) 395-9482**

**COMBINED PLANNING COMMISSION AND ZONING BOARD OF APPEALS**  
**MEETINGS AND HEARING DATES**  
**FOR JANUARY, 2010 THROUGH DECEMBER, 2010**  
**AND CORRESPONDING FILING DEADLINES**

Published December, 2009

MEETINGS. Planning and Zoning Board meetings are scheduled for the SECOND THURSDAY of each month, (unless noted otherwise), at 7:30 P.M. in the Board Room, Village Hall, 874 Main Street. The chart below lists upcoming meeting dates and corresponding filing deadlines.

APPLICATION. Agenda items are scheduled by application only, in accordance with applicable provisions of the Antioch Village Code. The application or petition package shall include the original, an electronic version, plus twenty-five (25) copies of the application and ALL background drawings, reports, engineering calculations, cover letter, etc., as required by the Antioch Village Code. The submittal shall be **FULLY COLLATED**, with any large drawings folded to fit into a standard 13" x 19" envelope or organized into a three ring binder, (reduced drawings may be substituted upon approval of the Director of Planning, Zoning & Building). Application materials cannot be returned.

Those items required by Village Code to have a Concept Plan review, (P.U.D.'s and proposed subdivisions), by the Administrative Review Committee, must complete the concept review step before submitting a formal application.

SUBMITTAL DEADLINES. The complete, fully collated, (and folded where required), submittal, and filing fees/escrow deposits shall be submitted to the Office of Village Clerk by 4:00 P.M. on the deadlines dates listed below. Applications are taken on a first come, first served basis.

The Village reserves the right to schedule any hearing or meeting at a later date than that indicated below based upon review timing and case load.

Filing Deadline For Formal Public Hearing	Meeting Dates (7:30 P.M.)
<b>December 10, 2009</b>	<b>January 14, 2010</b>
<b>January 14, 2010</b>	<b>February 11, 2010</b>
<b>February 11, 2010</b>	<b>March 11, 2010</b>
<b>March 11, 2010</b>	<b>April 08, 2010</b>
<b>April 08, 2010</b>	<b>May 13, 2010</b>
<b>May 13, 2010</b>	<b>June 10, 2010</b>
<b>June 10, 2010</b>	<b>July 08, 2010</b>
<b>July 08, 2010</b>	<b>August 12, 2010</b>
<b>August 12, 2010</b>	<b>September 09, 2010</b>
<b>September 09, 2010</b>	<b>October 14, 2010</b>
<b>October 14, 2010</b>	<b>November 18, 2010</b>
<b>November 11, 2010</b>	<b>December 09, 2010</b>

**NOTIFICATIONS.** Petitioner will be notified confirming the hearing date. The petitioner is responsible for notifying all property owners, (on the latest township assessor's tax records), whose properties are situated within two hundred feet, (radially, in all directions of each property boundary), of the date, time, place, and nature of the public hearing. ***Certified mail return receipts will be required at the opening of the public hearing.***

**THE HEARING:** In matters of zoning amendments, variations, and P.U.D.'s, the Planning and Zoning Board is an advisory body that makes a recommendation to the Mayor and Village Board of Trustees. Typically, the P. & Z. Board's recommendation is placed on the agenda for the next available regular Village Board meeting.

The Village Board will act, in principle, upon the P. & Z. Board's recommendation; if approved, the Village Board will direct the Village Attorney to draft an ordinance. The draft ordinance will be read at one regular Village Board meeting, and considered for approval at the following regular Village Board meeting.

If the petitioner does not want the Village Board to act on the matter, he or his legal counsel must submit a request *in writing* to table the matter no later than noon of the Thursday preceding the Village Board meeting. The Board may refer the matter to Committee prior to any action.

**EXCEPTIONS:** Public meetings, (not a formal public hearing), are scheduled for proposed Final Plats of Subdivision, and certain administrative matters allowed or required by Village Code. Proposal and/or application materials must be submitted a minimum of fifteen (15) days prior to the regular meeting date. ***All required engineering drawings, specifications, and cost estimates should be reviewed and approved by the Village Engineer prior to the official submittal deadline.***

**CONTINUANCES:** The Planning and Zoning Board may continue any hearing without any further presentation or deliberation if proof of notification of adjacent property owners is not available, and/or if exhibits are presented which are not consistent with those documents submitted with the petition.

Continued hearings are customarily continued to the next regularly scheduled meeting depending on quorum. Additional submittals are required 15 days prior to the continuation date, (or more as determined by the Planning & Zoning Board); if the submittal is not received within this lead-time, the continuation date may be cancelled.

**PETITIONER ATTENDANCE:** Applicants and their representatives are expected to attend the scheduled meeting or hearing, and continuations thereof, in order to present their proposal and answer questions from the Board and the public. Non-attendance or non-notification may result in a recommendation for denial or a continued hearing and thereby delay action on the request.

**QUESTIONS AND INFORMATION:** Please direct any questions to the Director of Planning, Zoning & Building, phone: (847) 395-9462; fax: (847) 395-9482; e-mail: [dnilsen@antioch.il.gov](mailto:dnilsen@antioch.il.gov) or the Village Clerk, phone: (847) 395-1000; fax: (847) 395-1920; e-mail: [crowe@antioch.il.gov](mailto:crowe@antioch.il.gov)