

## **SECTION 306. NOTICE REQUIREMENTS FOR PUBLIC HEARINGS**

### **306.1 PREPARATION.**

The Township Clerk shall be responsible for the preparation, publication and distribution of the public hearing.

### **306.2 CONTENT.**

Each notice for any public hearing required by this Ordinance shall include the following information.

- A. Identification of the applicant, if any.
- B. Identification of the property which is the subject of the request.
- C. Nature of the matter to be considered.
- D. Identification of the public body which will be conducting the public hearing and will decide upon the matter.
- E. Date, time and place of the public hearing.
- F. The places and times at which any proposed text and/or map amendment to the Zoning Ordinance may be examined.
- G. Statement of where and when written comments will be received concerning the request.

### **306.3 DISTRIBUTION.**

- A. **Published.** Notice shall be published once in a newspaper of general circulation at least fifteen (15) days before the date of the hearing.
- B. **Utility Companies and Other Entities.** Not less than fifteen (15) days notice shall also be given by first class mail to each public utility company servicing the community, at the mailing address identified by each company for the purpose of receiving such notice, and to each railroad company servicing the community, if they request notification.
- C. **Residents, Businesses or Property Owners within Three Hundred (300') feet.** Whenever provisions of this Ordinance require public hearing notices to persons who reside, do business or own property within three hundred (300') feet of a certain parcel, notice shall be delivered to the following.

1. The owner(s) of property of which approval is being considered.
2. All persons to whom real property is assessed where any part of their parcel lies within three hundred (300') feet of the boundary of the property in question.
3. Occupants of all structures where any part of the structure lies within three hundred (300') feet. Each dwelling unit or rental area within said structures shall receive one (1) notice. However, separate notice need not be sent for accessory structures where the primary structure also lies within the three hundred (300') foot distance. If the name of the occupant is not known, the term "occupant" may be used in making notification. In the case of a single structure containing more than four (4) dwelling units or other distinct areas, the notice may be mailed to the manager or owner of the structure who shall be requested to post the notice at the primary entrance of the structure.

D. **Affidavit of Mailing.** An affidavit of mailing, identifying all parties to whom notice has been sent, shall be prepared and filed with other material relating to the proposed amendment prior to the Planning Commission meeting at which the hearing to be conducted.