

**POPLAR GROVE
PLANNING AND ZONING COMMISSION
GUIDELINES FOR SUBMITTING AGENDA ITEMS**

1. Meetings of the Planning and Zoning Commission (PZC) are held the first Tuesday of each month at 7:00 p.m. in the village hall.
2. Discussion (no decision) agenda items must be submitted to village hall 7 days prior to the meeting date, action (decision) agenda items 21 days prior to the meeting date, and preliminary plats 30 days prior to the meeting date. (See PZC calendar.)
3. Below is a checklist for submitting certain agenda items. Please note, all paper work must be submitted and fees paid by the date indicated on the PZC Calendar prior to an item being placed on an agenda.

Application for Zoning Change, Zoning Variance, and Special Use Permits:

- Completed Application
- Notice of Public Hearing sent to adjacent property owners (no less than 15 nor more than 30 days before hearing.)
- Notice of Public Hearing published in local paper
- Vicinity Map
- Natural Resource Information (NRI) Report
- Fees paid to village

If a structure is to be constructed in combination with the above request, the following information must be supplied:

- Site Plan – property lines, location/dimensions of existing/proposed structures, parking area, pedestrian area, walls/fences, loading area, sign location, etc.
- Building elevations – colors, materials of exterior faces of building, etc.
- Grading & Drainage Plan – include spot elevations, proposed storm water management (ponds, swales, etc.) Note: Commercial/Industrial only
- Landscape Plan – species & size of proposed landscaping, retained (existing) landscaping, etc. Note: Commercial/Industrial/Overall subdivisions only
- A brief narrative describing application use, hours, etc.
- Other information as requested by the Planning and Zoning Commission

Annexation/Plat Approval

- Petition for Annexation
- Notice of Public Hearing sent to adjacent property owners (no less than 15 nor more than 30 days before hearing)
- Notice of proposed annexation sent to Fire Protection District
- Notice of Public Hearing sent to Township Commissioner of Highways, Board of Trustees and Township Supervisor

- Notice of Public Hearing sent to School District, Law Enforcement Agency, and Rescue Squad if applicable.
- Vicinity Map
- Natural Resources Information (NRI) Report
- Notice of hearing published
- Fees paid to village

If plats are to be considered by the PZC, 3 copies of a preliminary plat, or four copies of a final plat, as well as all of the items listed in the Village of Poplar Grove Code of Ordinances Title 9-3-3-2 (link on website: poplargotheonline.us) are to be submitted by the date indicated on the PZC calendar. Preliminary plats must be approved before submitting a final plat.

Approved: April 6, 2010