

RILEY TOWNSHIP PROCEDURES GUIDE
FOR NOTICE OF PUBLIC HEARINGS

A. REZONING

- 1) Newspaper Notice - must appear twice, should contain a description of the proposed change, legal description of the property, and the date, time and place of the public hearing.
 - a) First Notice - must appear at least 20 days but not more than 30 days prior to the hearing.
 - b) Second Notice - must appear within 8 days of the hearing.
- 2) Written Notice - should contain same wording and information as newspaper notice. The notice should be sent by regular U.S. Mail to the owners of all property within 300 feet of the subject parcel and to the occupants of all single and two family dwellings within 300 feet of the subject parcel and to the owner of the subject parcel, not less than 8 days before the hearing.
- 3) Notice to Utilities - notice must also be sent to each electric, gas, pipeline, and telephone public utility company, and to each railroad operating within the district or zone affected, that registers its name and address with the Township.

B. SPECIAL APPROVAL USE - before the Planning Commission makes a decision for approval or denial of a special approval use, notice of the one required public hearing must be given.

- 1) Newspaper Notice - one notice must appear at least 5 days but not more than 15 days prior to the hearing and state the following:
 - a) Describe the nature of the special land use request.
 - b) Indicate the property which is the subject of the special land use request.
 - c) State when and where the public hearing will be held at which the request will be considered.
 - d) Indicated when and where written comments will be received concerning the request.

2) Written Notice - same wording and information as the newspaper notice. The notice should be sent by regular U.S. Mail to the owner of the property being considered, to all property owners within 300 feet of the subject property and to the occupants of all structures within 300 feet (this includes homes and businesses - for large apartment or business complexes with more than 4 separate units, one notice can be sent to the manager requesting that he post said notice for all tenants to see).

C. ZONING BOARD OF APPEALS - all appeals require the ZBA to conduct a hearing. Notice of the time and place of the public hearing shall be mailed to the owners of all lots or parcels of land, or portion thereof, lying within three hundred (300) feet of the property in question. Such notice shall be by regular U.S. Mail, at least seven (7) days prior to the hearing.