

VILLAGE OF OSWEGO
2006/2007 PLAN COMMISSION AND ZONING BOARD OF APPEALS
SUBMITTAL SCHEDULE

The following submittal deadline requirements are being implemented for the remainder of 2006 and Calendar Year 2007:

PLAN COMMISSION/ZONING BOARD OF APPEALS SUBMITTALS

<u>Plan Commission/ZBA Meeting Date</u>	<u>Public Hearing Submittal Deadline (By 5pm)</u>
August 10, 2006	July 13, 2006
September 7, 2006	August 10, 2006
October 5, 2006	September 7, 2006
November 9, 2006	October 12, 2006
December 7, 2006	November 9, 2006
January 4, 2007	December 7, 2006
February 8, 2007	January 11, 2007
March 8, 2007	February 8, 2007
April 5, 2007	March 8, 2007
May 10, 2007	April 12, 2007
June 7, 2007	May 10, 2007
July 5, 2007	June 7, 2007
August 9, 2007	July 12, 2007
September 6, 2007	August 9, 2007
October 4, 2007	September 6, 2007
November 8, 2007	October 11, 2007
December 6, 2007	November 8, 2007
January 10, 2008	December 13, 2007

A **COMPLETE** application **MUST** be received by the submittal deadline indicated above in order to be considered for Plan Commission/Zoning Board of Appeals agenda placement. **SUBMITTAL BY THE IDENTIFIED DEADLINE WILL NOT AUTOMATICALLY GUARANTEE AGENDA PLACEMENT.** While every effort will be made to accommodate petitioners in a timely manner, agenda placement is still subject to the accuracy of the packet, Staff's schedule/ability to review same, and the timing of re-submittals or revisions, if necessary. Petitioners/applicants are requested to specify a **single contact person** through whom all correspondence will be transmitted.

The following list(s) specifies what constitutes a COMPLETE APPLICATION PACKET for the petitions identified:

GENERAL GUIDELINES

Incomplete packets will be returned in their entirety to the specified contact person with explanation of deficiencies. Petitioners/applicants will be notified by the Village in writing as to Plan Commission/Zoning Board of Appeals agenda placement and meeting date.

In cases where more than one request is applied for (i.e. annexation and rezoning), "Filing Fees" as noted above can be combined into one check. Separate checks will still be required for "Review Fees" and "Engineering Review Fees", when applicable.

The "Filing Fees" noted are an application fee to cover the Village's administrative costs to process and review the specific requests. There are no refunds to this fee. The "Review Fees" listed are deposited in a not-interest bearing account held by the Village. The Review Fees account will be drawn upon as expenses are incurred by the Village during the plan review process. In the event the Review Fees account is depleted and additional expenses are incurred, the applicant/petitioner will be billed accordingly for those amounts. If the Review Fees account has a balance after all reviews and billing is completed, the balance will be refunded to the applicant/petitioner.

For those petitions involving public hearing, the applicant is required to post a sign on the property identifying the request, at least 15 days in advance of the hearing. Sign standards and blanks are available at the Village Hall.

PUBLIC HEARING SIGN POSTING REQUIREMENTS

1. Signs and supports are available at Oswego Community Development located at 63 West Washington Street.
2. There will be a \$50 deposit required, to be refunded upon return of the sign support to Village Hall.
3. The sign shall be posted on the property no later than 15 days prior to the public Hearing. The sign shall face the road or street frontage adjoining the property. Placement shall **not** be within the road right of way.
4. The petitioner shall remove all signs within 48 hours after the public hearing, and return them to Community Development.
5. Refund of deposit shall be given upon return of the support in good condition.