

PUBLIC HEARING CHECK LIST

SUBJECT:

- FIRST MEETING DATE ____/____/____
- RECEIVED REQUEST PACKAGE DATE ____/____/____
- REVIEW PACKAGE FOR COMPLETENESS DATE ____/____/____

PACKAGE CONTENT

- APPLICATION (COMPLETED)
- ORDINANCE ON FILE
- FAXED LEGAL ADD DATE ____/____/____
TO RUN ____/____/____ AND ____/____/____
- MEETING DATE SET FOR ____/____/____
- MAIL NOTICE TO BOARD MEMBERS DATE ____/____/____
- ADVISE ATTORNEY DATE ____/____/____
- ADVISE STENOGRAPHER DATE ____/____/____