



ATTACHMENT 3

Planning Department
Notification Procedures for
Public Hearings
ZONING ATLAS AMENDMENTS

Notice of the date, time, and place of the public hearing is to be mailed by first class postage not less than ten (10) nor more than twenty-five (25) days prior to the date of the hearing to all property owners within 1,000 feet of the perimeter of the parcel(s) of land proposed for zoning amendment.

For Town initiated rezonings, the mailing will also include the properties to be rezoned. For zoning map amendments that include more than 50 properties, the Town staff will publish notice in a newspaper of general circulation in the planning jurisdiction once a week for two (2) consecutive weeks, with the first notice to be published not less than ten (10) nor more than twenty-five (25) days prior to the date of the hearing. The ad shall not be less than one-half a newspaper page in size. Property owners who reside outside of the newspaper circulation area, according to the most recent property tax listing for the affected properties, must be notified by mail according to provisions in the first paragraph above. Should the newspaper notification option be used, please contact the Town Information Officer to coordinate the notice for publication. Note that if a mailed notice is *also* done the newspaper notification is not required and therefore would not be required to meet the minimum one-half a newspaper page size for ads.

The Town staff will also post sufficient notices on the site proposed for rezoning, or on adjacent public street right-of-way, to provide reasonable notice to interested persons of the zoning map amendment public hearing.

Additionally, a signed statement by the Planner and the Administrative Clerk to the Planning Department must be attached to Zoning Atlas Amendment memoranda verifying that 1) the mailed and/or newspaper notification was done, and 2) that site notification signs were posted for the Public Hearing. Please see example on the following page.

This Procedure is Effective as of January 1, 2006