

Instructions for Mail Notification

Pursuant to Resolution #787-95A (effective June 19, 1995), the Board of County Commissioners adopted revisions to the County Zoning Regulations which include a “mail notification” requirement for all land development procedures requiring public hearings. Applicants are to mail, First Class, a Notice of Public Hearing to the Owner(s) of Record, at the time of application, of property located adjacent to the subject property. Adjacent is to include those properties separated from the subject property by public right-of-way. The Planning Division may expand or contract the notification boundary as appropriate to ensure adequate notice. **The Notice shall be mailed no later than fourteen (14) days prior to the Public Hearing.** Instructions for preparing the mail notification are as follows:

- Concurrent with the formal submittal of an application, a list of surrounding property owners is to be submitted to our office. This list is to include in its title a reference to the name of the proposal and type of application being requested. Two sets of information are to be included in the list: First, include the full name and mailing address for each surrounding property owner. Second, provide the Assessor’s Schedule Number representing each property owners parcel of ground. This information can be obtained from the Arapahoe County Assessor’s Office.
- Acquire a copy of the County’s Township Code Map(s) which depicts the subject property (copies can be purchased in the Mapping Department). Graphically highlight all parcels of ground for which the owners of record are to receive mail notification. Include a copy of this map, no larger than 11” x 17” in size, when you submit the mailing list. (Note: A copy of the map will help the Assessor’s Office assist you in compiling a mailing list).

After your application has been accepted, staff will review the mailing list and area of notification for adequacy. You will promptly be notified if any changes are required. After your case has been scheduled for a public hearing, staff will mail you the format for the letter notifying surrounding property owners. Submit a signed copy of the mailed letter to our Department on the first business day before the public hearing. Attach to the letter, the following notarized certification:

I hereby certify under oath that the attached letter was mailed to all property owners, on _____, 20____, as described in the mailing list included with this application and on file with the Planning Division, Public Works and Development, 10730 East Briarwood Ave., Ste. 100, Centennial, CO

Signature

Date

State of Colorado)
) ss.
County of Arapahoe)

Subscribed and sworn before me this _____ day of _____, 20____, by _____.

Notary Public