

Enclosed are instructions for posting, a draft copy of the mail notification letter to be sent to surrounding property owners, and forms which need to be returned to this office. **Form A** needs to be returned no later than 14 days prior to your public hearing. **Form B** needs to be submitted to your case planner on the first business day before the public hearing.

At the time you submit Form A, **please bring in folded, collated, NOT stapled copies of reductions of your proposal**\*. These will be sent to the appropriate Commission along with our staff reports.

Should you have any questions, please call 720-874-6650.

Thank you.

*\* For Planning Commission, we need **20** copies of the reductions.*

*\*For Board of County Commissioners, we need **25** copies of reductions.*