

## SECTION 17-100 PUBLIC NOTICE REQUIREMENTS – SIGN AND MAIL NOTIFICATION

The following Chapter outlines and describes the requirements for public noticing of development proposals. Read each section carefully to follow these requirements. At the time an item is scheduled for public hearing the Planning Division office will mail to you these requirements with specific information regarding individual proposals. Please contact the Planning Division office with any questions. These requirements are the responsibility of the applicant or the applicant's representative. Errors in posting will postpone a public hearing, so accuracy is crucial.

### 17-101 SIGN POSTING

- A. Posting of property for public hearings shall be the responsibility of the applicant.
- B. Sign posting is required on the following applications: Location and Extent, Use by Special Review, Preliminary Development Plans (and Amendments), Final Development Plans (and Amendments), Master Development Plans and Roadway Vacations.

#### 17-101.01 SIGN REQUIREMENTS

- A. Staff will inform you of the location and number of signs required for each proposal.
- B. All signs must be posted ***at least 14 days prior to the scheduled public hearing.***
- C. The applicant must take a legible photograph of the sign and submit it immediately upon posting the property to the Planning Case Manager.
- D. He must also present the "Certificate of Posting" form, with photo, to the Case Manager no later than noon (12:00) on the Monday prior to the hearing. **FAILURE TO PRESENT "CERTIFICATE OF POSTING" FORM WILL RESULT IN RESCHEDULING.**

#### 17-101.02 SIGN SPECIFICATIONS

- A. A sign not less than 3 feet x 4 feet erected on posts no lower than 4 feet above natural grade and legible from the nearest dedicated public right-of-way.
- B. Title of sign (Notice of ... etc.) and Case No. must be in 4-inch letters in red. (Balance of sign must be 2-inch black letters on white background.) Please advise your printer that the signs must read exactly as shown on the instruction sheet; otherwise, the Planning Division cannot accept the signs as proper posting.
- C. Said sign shall be removed within two (2) weeks of the conclusion of all public hearings.
- D. The sign shall be posted on the property upon which the proposal is requested for a period of ***at least 14 days*** prior to hearing. Such sign shall read as follows:

**NOTICE OF PUBLIC HEARING FOR (Project Type)**

**(CASE NUMBER)**

Notice is hereby given that the property upon which this sign is posted shall be considered for a **(type of case)** to the **(project name)** pursuant to the Arapahoe County Zoning Regulations. Further information concerning this proposal may be obtained by calling the PWD Office at (720) 874-6650.

The hearing is to be held before the Planning Commission on the \_\_\_\_ day of \_\_\_\_\_ **(Month), (Year)**, in the County Administration Building, 10730 E. Briarwood Ave., Suite 100 Centennial, Colorado, at **6:30 p.m.**, or as soon thereafter as possible.

**- OR -**

A hearing is to be held before the Board of County Commissioners on the \_\_\_\_ day of **(Month), (Year)**, in the County Administration Building, 5334 South Prince Street, Littleton, Colorado, at **9:30 a.m.** or as soon thereafter as possible.

**17-102 MAIL NOTIFICATION**

**17-102.01 INSTRUCTIONS FOR MAIL NOTIFICATION PROVISIONS**

- A. 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.
- B. Mail Notification for public hearings shall be the responsibility of the applicant.
- C. Mail Notification is required on the following applications: Location and Extent, Use by Special Review, Preliminary Development Plans (and Amendments), Final Development Plans (and Amendments), Master Development Plans and Roadway Vacations.

**17-102.02 REQUIREMENTS**

- A. 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.
- B. Adjacent is to include those properties separated from the subject property by public right-of-way.
- C. The Planning Division may expand or contract the notification boundary as appropriate to ensure adequate notice.
- D. The Notice shall be **mailed no later than fourteen (14) days prior to the Public Hearing.**

**17-102.03 INSTRUCTIONS FOR PREPARING THE MAIL NOTIFICATION ARE AS FOLLOWS:**

**17-102.03.01 List of Property Owners**

Concurrent with the formal submittal of an application, obtain and submit a list of surrounding property owners to the Planning office. (Property information may be obtained from the Arapahoe County Assessor’s Office). This list is to include in its title a reference to the name of

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the proposal and type of application being requested. Two sets of information are to be included in the list:

- A. First, the full name and mailing address for each surrounding property owner.
- B. Second, the Assessor's Schedule Number for each property owner's parcel of ground.

### 17-102.03.02 County Assessor's Map

Acquire a copy of the County Assessor's Map(s) which depicts the subject property (copies can be purchased in the Mapping Division). 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).

### 17-102.03.03

- A. 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.
- B. Submit a signed copy of the mailed letter to our Department no later than noon (12:00) on Monday prior to the hearing.

#### SAMPLE LETTER

#### Notice of Public Hearing

[INSERT DATE]

[INSERT ADDRESSEE]

**RE: Case:**

**Location:**

Please be advised that (applicant) on behalf of (owner), has made application to Arapahoe County for a (**project type**) on the above referenced property.

(Planning Staff will detail the requirements of each individual proposal.)

**[DESCRIBE THE PROPOSAL]** *(Include a detailed description of the site and the use(s) proposed. 1) Use plain English. DO NOT use unexplained abbreviations (i.e., FAR, GSF, etc.). The goal is to explain your development in plain and simple terms. 2) Include all "negative" aspects of the development. Failure to accurately describe the impact of your development on neighboring owners will risk a determination by the Board of County Commissioners that the notice was inadequate, which will delay action on your case.)*

A public hearing will be conducted on the referenced application at:

**Time:**

**Date:**

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**Location:       Arapahoe Room, Arapahoe County PWD Offices**  
**10730 E. Briarwood Ave., Suite 100 Centennial, CO 80112**

As a neighboring landowner and member of the public you are encouraged to attend this public hearing. For particularity as to the content of this application, contact \_\_\_\_\_, at (Firm Name) at (Phone Number) or (Planner), Planning Division, PWD Department, Arapahoe County Government, at (720) 874-6650.

Sincerely,

**[INSERT NAME]**

*(Include Representative Capacity)*

C. Attach to the letter, the following notarized certification:

**Notarized Certification:**

*I hereby certify under oath that the attached letter was mailed to all property owners, on \_\_\_\_\_, (Year), as described in the mailing list included with this application and on file with the Planning Division.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*State of Colorado        )*  
*) ss.*  
*County of \_\_\_\_\_)*

*Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by \_\_\_\_\_.*