



Public Notification Requirements

Public Notice is required by Ordinance for review of certain applications as shown in the following Table and [Section 3.03](#) of the Unified Development Code. Although there may be specific UDC standards, these are the general requirements that modify those noted here.

Published Public Notice:

The Planning Department submits the notice to the official newspaper that is published at least 15 days in advance of the Public Hearing.

Mailed Public Notice:

A Notice of Public Hearing will be sent by U.S. mail to owners of record of real property within 300 feet of the property under consideration, as determined by the most recent tax roll information, unless stated otherwise in the UDC. The Planning & Development Department mails the notification letters at least 15 days prior to the date set for the Public Hearing.

Posted Public Notice:

Signage for posting on the property will be issued by the Planning and Development Department. The sign(s) must be obtained from Planning and Development and posted in locations specified by the Department no less than 15 days prior to the Public Hearing. Tracts with less than 300 feet of right-of-way frontage require one sign. Tracts with over 300 feet of right-of-way frontage require a sign at each interval of 1,000 feet, with the total number of signs posted to not exceed four signs. The applicant is responsible for posting the sign(s) no less than 15 days prior to the Public Hearing, maintaining the sign(s) and removing the sign(s) within 5 days following the final Public Hearing.

Process	Published	Mailed	Posted
Access Point Connection Exemption	X	X	X
Annexation - Voluntary	X	-	-
Certificate of Appropriateness - HARC	-	-	X
Certificate of Appropriateness – HARC (relocation, removal, or demolition, or building height, setback, or floor-to-area ratio modification)	-	X	X
Comprehensive Plan Amendment, site specific	varies	varies	varies
Development Agreement	varies	varies	varies
Rezoning (including PUDs)	X	X	X
Special Exception	X	X	X
Special Use Permit	X	X	X
Variance	X	X	X

X = Notice is required.