

PUBLIC HEARING NOTICING REQUIREMENTS

Following is a summary of the public notice requirements as outlined in the Town of Frisco's Unified Development Code (UDC), Section 180-2.3.5:

The applicant or other person seeking the public hearing shall be responsible for providing accurate mailing labels as part of the complete project application and for posting of notice of the public hearing on the subject property, and such persons shall bear all costs incurred in connection with giving notice of the public hearing. The Community Development Department (CDD) shall be responsible for writing the content of notices and mailing.

MAILING: The applicant seeking a public hearing shall be responsible for providing accurate mailing labels as part of the complete project application. The applicant shall obtain a list from the Summit County tax assessor's office of all property owners within 300 feet of the subject property, as measured from property boundaries. Addresses shall be submitted to town staff printed on self-adhesive labels. Mailing labels provided must be 60 days current from Summit County records to be considered accurate. <u>An affidavit certifying that the address list was obtained by the Summit County tax assessor's office is required with application submission</u>.

The applicant is advised that the processing time for labels from the Summit County tax assessor's office may take up to three weeks. The labels can also be printed by the applicant from the Summit County Government's online <u>Interactive Property Search and Mapping tool</u>. Any costs incurred for the printing of these labels shall be paid by the applicant.

Town staff shall mail notices at least fourteen (14) days prior to the scheduled hearing via first class mail.

POSTING ON SUBJECT PROPERTY: The applicant shall be responsible for posting at least one (1) sign on the subject property at least fourteen (14) days prior to the public hearing; the Community Development Department may require additional signs based on access and configuration of the property. The sign(s) shall be clearly visible from adjacent streets or public rights-of-way and shall remain on the property until after the hearing.

Required sign(s) shall be provided by the Town and prepared for the applicant to pick up fifteen (15) calendar days prior to the public hearing. An affidavit and photographic evidence of the posted sign(s) shall be submitted by the applicant to the Community Development Department at least seven (7) days prior to the public hearing.

PUBLIC ASSEMBLY POSTING: Town staff shall ensure posting in at least one place of public assembly at least seven (7) days prior to the public hearing or meeting.

PUBLICATION: Town staff shall ensure that published notice shall appear in a newspaper of general circulation in the Town at least four (4) days prior to the scheduled hearing.

AFFIDAVIT OF 300 FOOT MAILING LABELS REQUIRED BY SECTION 180-2.3.5, FRISCO UNIFIED DEVELOPMENT CODE

ADDRESS OF PROPERTY:		
		, Frisco, Colorado
SCHEDULED PUBLIC HEA	RING DATE:	
	, 20	
STATE OF COLORADO).) ss.	
County of Summit)	

I,______(name, please print) being or representing the applicant to the Town of Frisco, Colorado, hereby personally certify that I have complied with the public notice requirements of Section 180-2.3.5 of the Frisco Unified Development Code in the following manner:

MAILING LABELS FOR NOTICE: I certify that the mailing labels obtained from the Summit County tax assessor's office have been provided to the Town of Frisco and include all property owners as listed in the records within 300 feet of the subject property, as measured from property boundaries. I have provided the Town with said addresses on self-adhesive labels at the time of application.

Date address list obtained: _____

Signature

Date

AFFIDAVIT OF PUBLIC NOTICE POSTING REQUIRED BY SECTION 180-2.3.5, FRISCO UNIFIED DEVELOPMENT CODE

ADDRESS OF PROPERTY	:	
		, Frisco, Colorado
SCHEDULED PUBLIC HEA	ARING DATE:	
	, 20	
STATE OF COLORADO).) ss.	
County of Summit)	
1		(name place print) being or represent

I, <u>(name, please print)</u> being or representing the applicant to the Town of Frisco, Colorado, hereby personally certify that I have complied with the public notice requirements of Section 180-2.3.5 of the Frisco Unified Development Code in the following manner:

POSTING OF NOTICE: Notice, which form was obtained from the Community Development Department in compliance with the regulations set forth in Section 180-2.3.5, was posted at least fourteen (14) days prior to the public hearing on the

_____ day of _____, 20___. *A photograph of the posted notice (sign) is attached hereto.*

Signature

Date