



## 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. An affidavit certifying that the address list was obtained by the Summit County tax assessor's office is required with application submission.

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 [Interactive Property Search and Mapping tool](#). 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.



