



# Public Notice Process Guide

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## Sec. 16-21-610 Public Notice:

All applications for development permits requiring public hearings, unless otherwise noted, shall follow the provisions of this Section with regard to public notice and the conduct of such public hearings.

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## Public Notice Overview:

- Public notices are required for, but not limited to: variances, liquor licenses, and conditional uses.
  - The Town will post notice in the newspaper at least 10 days prior to the public hearing.
  - You will need to notify all property owners within 250 ft. of the outer boundaries of the property at least 10 days prior to the public hearing.
  - The property shall be posted with a sign furnished by the Town at least 10 days prior to the public hearing.
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## How to Post the Public Notice:

The Planning Department shall be responsible for placing the notice in the newspaper. The applicant shall be responsible for mailing the notice to adjoining landowners and furnishing a copy of the sign to the Planning Department. The applicant shall also be responsible for:

- Providing the Planning Director with a list of adjacent landowners from the most recent County ad valorem tax rolls;
- Paying for the costs of publishing notice and mailing notice;
- Posting the sign on the property; and
- Submitting an affidavit that notice was properly posted on the property.