



Memorandum

Date: November 1, 2015

To: All Concept Review and Zoning Pre-application Applicants:

From: Steve Abraham, AICP, Planning Manager

Regarding: Notice of Public Hearing Advertisement Policy & Procedure

On December 4, 2015 the Planning Division of Community Development Department will be modifying its legal advertisement procedures. This change in procedure will require applicants to coordinate their case advertising directly with the appropriate newspaper agency. To ensure timely advertisement of your case please follow the procedure below. Failure to follow these procedures may result in delay of case processing.

1. At your Zoning Pre-Application meeting your staff coordinator will discuss with you which news papers you will need to contact to properly advertise to the public hearing for your case. Your project location and type of case will determine the amount of advertising that is required. Contact information and deadlines for the appropriate news papers are attached to this memorandum.
2. Approximately five weeks before your scheduled hearing date, your staff coordinator will email you a word and pdf file containing the "Notice of Public Hearing" and detailed instructions on which newspapers to coordinate with. It is very important not to alter the notice in any way.
3. Upon receipt of the email Planning Staff recommends **immediately** contacting the newspapers indicated to coordinate advertisement and payment. The contact numbers are attached to this memorandum.
4. As part of coordinating with the newspapers you must instruct them to mail a copy of the "advertising affidavit" to your case coordinator. If mail is unavailable, you must provide a copy of your affidavit to your case coordinator prior to you Board of Supervisors Hearing.
5. Approximately 4 weeks prior to your hearing date staff will be confirming the notice was advertised properly in the newspapers indicated.

Newspaper	Deadline	When Published	contact
AJ News	Thursday 12p.m. prior publish	Only Monday	trish@ainews.com 480-982-6397
Florence Reminder	Thursday 5.p.m prior except Thursday holiday then weds before holidays will send schedule	Only Thursday	publicnotices@trivalleycentral.com (520) 836-3111
Casa Grande Dispatch	Two days prior publish date except holidays;3-4 days before on holidays will send schedule	Every day except Mon	publicnotices@trivalleycentral.com (520) 836-3111
Eloy Enterprise	Friday prior except Thursday holiday then Thursday before	Thursday	publicnotices@trivalleycentral.com (520) 836-3111
Arizona City Independent	Friday prior except Thursday holiday then Thursday before	Wednesday	publicnotices@trivalleycentral.com (520) 836-3111
Coolidge Examiner	Friday before except Thursday holiday then Thursday before	Wednesday	publicnotices@trivalleycentral.com (520) 836-3111
Casa Grande, Eloy and Coolidge	Check Tri-Valley Dispatch on legal advertising order for all three together		publicnotices@trivalleycentral.com (520) 836-3111
San Manuel Miner	Friday prior	Wednesday	michaelc@minersunbasin.com 520-385-2266
Copper Basin News (Kearny, Dudleyville, etc)	Friday prior	Wednesday	michaelc@minersunbasin.com 520-385-2266
Superior Sun	Friday prior	Wednesday	michaelc@minersunbasin.com 520-385-2266