



Memorandum

Date: July 1, 2020

To: All Concept Review and Zoning Pre-application Applicants

From: Steve Abraham, AICP, Planning Manager

Regarding: Notice of Public Hearing Mailing Policy & Procedure

On August 1, 2020 the Planning Division of the Community Development Department will be modifying its Notice of Public Hearing Mailing Policy & Procedure. This change in procedure will require applicants to mail their notice of public hearings to the property owners within the designated notification radius in the event the required mailing exceeds 30 mailings. To ensure timely notice of your case please follow the procedure below. Failure to properly mail required notices may result in in delay of public hearings and case processing

1. At your zoning pre-application meeting your staff coordinator will discuss with you the mailing procedure and identify the approximate number of mailings you will need to complete.
2. If your case exceeds 30 mailings, approximately five weeks prior to your hearing your staff coordinator will email you a Microsoft Publisher File or PDF of your notice along with the corresponding address labels. Notices must be printed on 65lb or greater, *solar yellow* cardstock. It is important not to alter the mailer in any way. If neither of these requirements can be met cardstock is available for purchase at the Planning Division.
3. Upon receipt of the digital mailers it is strongly recommended that the mailers are mailed by the next business day.
4. Once the mailing is completed please email your affidavit of mailing to your case coordinator. Affidavits must be received before your scheduled hearing date.

There are a few important points to consider when completing your mailing:

- Do not alter the pdf or publisher file in any way.
- Be cognate of out of county address, they require more postage.
- Ensure the mailings are printed in color, and that there are two mailings per sheet printed double sided
- If you are unable to complete the mailing due to disability or extreme circumstance please notify your case coordinator immediately, notices can be prepared subject to the applicable fee.

COMMUNITY DEVELOPMENT
Planning Division