



PUBLIC NOTIFICATION REQUIREMENTS

PROCESS	PLANNING COMMISSION AND CITY COUNCIL					DEVELOPMENT REVIEW BOARD	BOARD OF ADJUSTMENT	RESPONSIBLE PARTY
	General Plan Amendment (Major & Non-Major) Character Area Plan Amendment	Zoning Change / Amendment (includes site plan and stip changes)	Zoning Text Amendment	Conditional Use Permit (includes municipal use master site plan)	Abandonment	Site Plan, Prelim. Plat, Building Elevation, etc.	Variance	
PRE-APPLICATION								
City Web Site	Yes	Yes	Yes	Yes	Yes	Yes	Yes	City
Citizen Review Plan	▼	Required	Required	No	No	No	No	Applicant
GP and CA Neighborhood Involvement Plan	Required	No	No	No	No	No	No	Applicant
Neighborhood Notification Plan	No	No	No	Required	▼	Required	Required	Applicant
Project Under Consideration Sign	▼	4'x4'	▼	▼	No	▼	No	Applicant
Project Information Letter/Postcard Radius of Notification Area	750' ***	750' **	750' *	750' **	▼	750' **	750' **	Applicant
Open House Meeting - Notify Project Coordinator in Advance	Required	Required	Required	▼	▼	▼	▼	Applicant
Citizen/Neighborhood Report Report	Required	Required	Required	Required	▼	Required	▼	Applicant
FORMAL APPLICATION								
Keeping You Informed Postcard Radius of Notification Area (10-14 days after submittal)	750'	750' **	*	750' **	750'	750'	750' ◇	City
Notice of Public Hearing Sign	4'x4' Applicant	4'x4' Applicant	No	4'x4' Applicant	3 Signs: 2'x3' City	2'x3' City	2'x3' City	Applicant/City
Newspaper Ad for Public Hearing	Yes	Yes	Yes	Yes	Yes	No	Yes	City
City's Web Public Hearing Info	Yes	Yes	Yes	Yes	Yes	Yes	Yes	City
Posting of Agendas (on-line & at 3 public places)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	City
Planning Commission Hearing Info Postcard (15 days prior)	750' **	750'	*	750'	750'	N/A	N/A	City
City Council Hearing Info Postcard (15 days prior)	750' **	750'	*	750'	750'	N/A	N/A	City
Other Legal Requirements (certain projects)	See Statutory Requirements	See Statutory Requirements	See Statutory Requirements	▼	▼	▼	▼	Applicant/City

* Text Amendment notification list, plus any stakeholders ** Plus additional notification list that includes utilities, schools, interested parties within the city, county and abutting cities and towns. *** Plus stakeholders or associated interested parties as determined by Coordinator ◇ Hearing postcard ▼ May be required, consult Coordinator