

Required Public Hearing Notices

The following notifications are required prior to a public hearing by the Jefferson County land development code:

1. Certified mail notice to property owners within 500 feet of subject property.
2. Signs posted on subject property.
3. Legal ad in newspaper.

1. Process for Certified Mail Notice

The planning official will provide a notification letter for the applicant to certify mail to all of the surrounding property owners within 500 feet of the subject property. It is the responsibility of the applicant to accomplish the mailing of the letter and provide the certified list and mail receipts to the planning department no later than 30 days prior to the public hearing date.

In order for the applicant to obtain an accurate certified mail list from the property appraiser's office the planning department has provided the following checklist of information that the appraiser's office will need.

1. Request a list of surrounding property owners within a distance of 500 feet of the subject property.
2. Current Warranty Deed showing ownership of the subject property. Name(s) address, phone numbers of property owner(s).
3. Survey of property.
4. Size of property in acres.
5. The subject property parcel identification number assigned by the property appraiser's office.
6. The current date for which the property owners list is to be certified. Not the January 1, date that the property appraiser uses for that purposes.
7. The date by which the applicant wants to receive the certified list from the property appraiser. Please allow more than one day turn around.

Using the above information the property appraiser's office will provide the applicant with a certified list of surrounding property owners within 500 feet of the applicant's subject property.

The applicant will be responsible for certified mailing the letter provided by the planning department to the property owners on the property appraiser's certified list and providing the list and mailing receipts for the applicants file. This list will be provided to the appropriate planning commission or board of county commission agenda packet for their review prior to the public hearing.

2. Process for Signs Posted on Subject Property

The planning department will provide the applicant with the sign specifications from the land development code and the applicant is to purchase and post the signs on the subject

property at least 30 days prior to the public hearing date. The planning department will conduct a drive by of the subject property to verify that the signs are posted.

3. Process for Legal Advertisement in the Newspaper

The planning department will place the legal advertisement required in the Monticello News using the above information provided by the applicant.