

CITY PLANNING PUBLIC NOTIFICATION INFORMATION

For Notification of Surrounding Property Owners:

The Routt County Assessor's office will be your resource for determining all surrounding property owners within a 300 linear foot radius of the subject property. You will need a list for all the surrounding property owners to make labels (3 sets of labels are recommended) for the envelopes. The Planning Department will need a copy of the list at the time of application check-in. The labels are not to be submitted for application check-in, as the applicant is responsible for mailing out the notices. *Please Note: Notification of adjacent landowners within a multifamily structure may be satisfied by mailing the notice to the managing or registered agent of such multifamily structure **and** to each member of the board of directors for the project association for such multifamily structure or development.*

After an application has been determined "Technically Complete," the Department will call notifying you (or project coordinator) of the timeline for your surrounding property owner notification process. Depending on the type of project, there will be a Notice of Technically Complete & Notice of Final Decision or Public Hearing(s).

The department will give you the following:

- Cover letter explaining the surrounding property owner process and the deadline for your notice.
- Notice of Technically Complete & Notice of Final Decision or Public Hearing(s) to be mailed out to surrounding property owners.
- Site Plan(s) or any other supporting information that will be mailed with the notice.
- City Logo Envelopes.
- Surrounding Property Owner Notification Affidavit.

The applicant is responsible for copying & mailing the notice with any supporting information for each surrounding property owner. Notices are to be sent/postmarked 14 days before final approval or public hearing(s).

Once the notices have been mailed out, complete the Surrounding Property Owner Notification Affidavit, have it notarized and send it back to the Department within 7 days of the mailing.

For Property Posting:

Property Postings must be done for a period of at least 10 days.

The department will give you a sign with information included. Place the sign where it can be most visible to the public from a public right-of-way.

Once the property has been posted, complete the Property Posting Affidavit, have it notarized and send it back to the Department within 7 days of the posting.

It is requested that all signs be returned to the Department of Planning Services within 7 days of Final Approval or Public Hearing(s).

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.