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Community Development Department

NEIGHBORHOOD NOTIFICATION MEETING / PUBLIC PARTICIPATION PROCESS

(General Plan Amendment, Rezoning, Conditional Use Permit)

The Public Participation Process is designed to promote community awareness and create a proactive process through an applicant-initiated neighborhood notification meeting. The neighborhood notification meeting gives citizens the opportunity to participate in important public processes. The applicant will arrange for the facilities and bear all costs associated with the meeting. The applicant will work with staff to schedule the neighborhood notification meeting date, location, and time that is convenient for citizens. City staff will not be in attendance of the meeting; a meeting summary report from the applicant is required for staff.

MEETING REQUIREMENTS

Pre-Application Review

Prior to application for any general plan amendment, rezoning request, or conditional use permit a pre-application review with staff will be required. The purpose of the pre-application review is:

1. To familiarize staff with the request.
2. To determine application requirements and familiarize the applicant with the review process and procedures.
3. To identify land use and development policies which may affect the outcome of the request.
4. To permit a cursory technical review at a conceptual stage to identify conflicts in objectives and to identify potential solutions for those conflicts; and
5. To identify the requirements for citizen participation and familiarize the applicant with related issues.

Neighborhood Notification Meeting

After a pre-application review, the applicant will facilitate a neighborhood notification meeting. The neighborhood notification meeting is an opportunity for the applicant to meet with citizens and other interested parties to share details of the planning approval request and receive comments regarding the proposal. The neighborhood notification meeting shall be held as early in the review process as possible to give citizens ample opportunity to comment on the development, but late enough in the review process to ensure that the proposal will not significantly change between the neighborhood notification meeting and the start of the formal review process.

1. Neighborhood notification meetings shall be required for all general plan amendments, rezonings, and conditional use permits.
2. The neighborhood notification meeting shall be held a minimum of ten (10) calendar days prior to the Planning Commission public hearing. The Community Development Department staff shall notify applicants when they may proceed with a neighborhood notification meeting.
3. Neighborhood notification meetings shall be scheduled between Tuesday and Thursday after 6:00 pm. The applicant shall arrange for the facilities and bear all costs associated with the meeting, including all required notifications.
4. Neighborhood notification meetings shall be advertised as follows:

- a. Mail Distribution - Notices must be mailed to all property owners within 500 feet of the subject property at least 15 days prior to the neighborhood notification meeting. Staff will review a copy of the notice letter prior to mailing. The applicant is responsible for the mailing of the notices and shall provide information to the Community Development Department that the mailings have been completed.
 - b. On-site Posting – The applicant shall post a 4' X 4' yellow sign upon the subject property at least 15 days prior to the neighborhood notification meeting. The applicant is responsible for site postings and shall provide a dated picture of said sign placed on the property to the Community Development Department. The applicant must make a reasonable effort to maintain the visibility of the sign during the notification period.
5. Within four business days of any neighborhood notification meeting, the applicant shall provide a report summarizing the meeting. The report shall be a word document that includes the time and location of the meeting and shall include a detailed summary of the meeting addressing any questions, comments, issues, or concerns expressed at the meeting. A copy of the sign-in sheet from the meeting showing all who attended shall be emailed in addition to the meeting summary to the Community Development Department staff (planning@highlandcity.org).
6. The applicant shall disclose at the neighborhood notification meeting that comments made at the meeting do not necessarily represent the views of the City and if residents have questions they should contact the City.

NEIGHBORHOOD NOTIFICATION MEETING DOCUMENTS

This packet contains a number of different documents, which are required to be submitted or processed at various times during review. Some items are required at first submittal; some are required later in the process:

1. Instructions for property ownership map, list, and envelopes – Page 4 of this packet contains instructions for obtaining a list of all property owners within 500' of the subject property, creating a map of properties within 500' of the subject property, and labeling envelopes for notification by the applicant. *Required deliverable:* At first submittal a list of property owners within 500' and map showing properties within 500' are required to be submitted.

2. Mail distribution requirements & Affidavit of notification - The document on page 5 includes instructions for mailing notice letters and affirms that the property owners list and map discussed above are accurate. *Required deliverable:* At first submittal this affidavit is required to be submitted.

3. Standard neighborhood notification meeting letter – Page 6 provides the template for the letter for the neighborhood notification meeting. This letter is required to be mailed by the applicant at least 15 days prior to the neighborhood notification meeting. *Required deliverable:* When the staff has determined that the applicant may hold a neighborhood notification meeting, a copy of the neighborhood notification meeting letter is required to be submitted to staff.

4. Affidavit of notification, neighborhood meeting letter - The document on page 7 affirms that the neighborhood notification meeting letter was mailed as required. - *Required deliverable:* This affidavit is required to be submitted with the copy of the neighborhood notification meeting letter

5. Site posting requirements – Page 8 includes instructions for posting notice signs on property. *Required deliverable:* Sign template and dated photograph of posted sign.

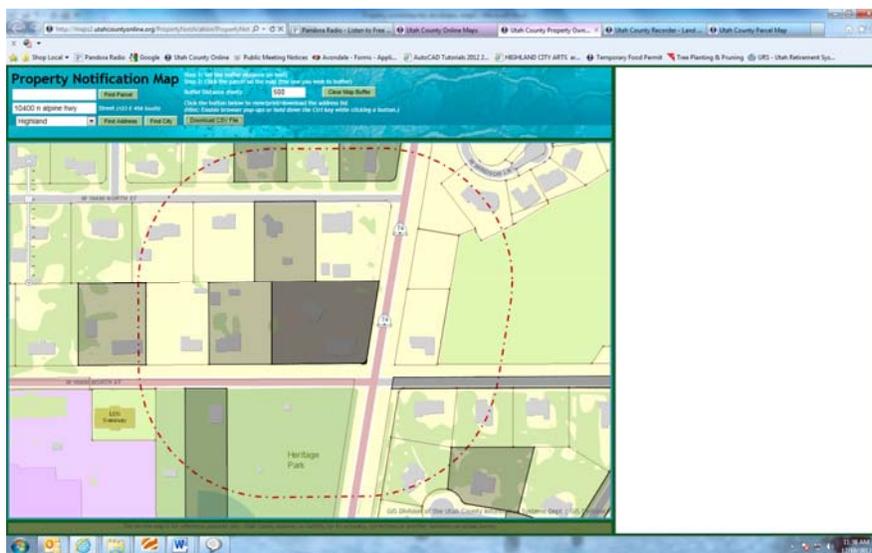
6. Affidavit of posting - The document on page 9 affirms that the sign has been posted as required. *Required deliverable:* This affidavit is required to be submitted once the sign has been posted.

7. Affidavit of sign removal - The document on page 10 affirms that the sign will be removed in a timely manner. *Required deliverable:* This affidavit is required to be submitted after the sign has been removed.



INSTRUCTIONS FOR PROPERTY OWNERSHIP LIST, ENVELOPES AND MAP

1. Obtain names and addresses of property owners within 500 feet of the property by using the Utah County Property Notification Map feature. Go to the following web address: <http://maps2.utahcountyonline.org/PropertyNotification/PropertyNotification.htm>
2. Enter the street address of the property and the city. Click the Find Address button.
3. Enter a buffer distance of 500 feet and click anywhere on the map. This will create a red radius line around the property indicating properties within 500 feet.
4. Print the map that is generated showing the 500 foot radius. To print the screen, press the Print Screen key on the keyboard. It may be labeled [PrtScn]. Open a program such as Microsoft Word. Right click in the document and choose Paste to paste the copied map into the document (see example at the bottom of the page). Submit the printed map to staff when submitting the application.
5. Next, click the Download CSV File button (you may need to press the Ctrl button while clicking the CSV button). This will generate a list of surrounding property owners in an Excel spreadsheet. If this step does not work, a pop-up blocker may need to be disabled.
6. Print and submit the generated list of surrounding property owners to staff when submitting the application.
7. Prepare and submit to staff a set of addressed, stamped envelopes with no return address for all property owners from the generated list.





MAIL DISTRIBUTION REQUIREMENTS & AFFIDAVIT OF NOTIFICATION

The applicant is responsible for the notification letters to be mailed to property owners within 500 feet of the subject property. The letters are to be mailed at least 15 days prior to the neighborhood notification meeting.

Letters are on 8½"x11" paper and utilize the standard format as seen in this packet. Envelopes are to be standard letter size.

The applicant must provide notarized affidavit, copy of the letter, and the list of names and addresses with map to Planning staff at least 15 days prior to the day of the meeting.

Date: _____ Project Name: _____

Address/Legal Description of Property:

I (we) _____, certify that I (we) am the authorized applicant to Highland City for the above application, and do hereby affirm the attached listing of names and addresses accurately reflects the ownership of property within 500 feet of the above property, according to the Utah County Assessor records on _____ / _____ / _____.
Month Day Year

Applicant/Representative Signature

Date

State of Utah

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20_____.

Notary Public



STANDARD NEIGHBORHOOD NOTIFICATION MEETING LETTER

YOUR LETTERHEAD HERE

Date

Dear Property Owner:

The purpose of this letter is to inform you that a Neighborhood Notification Meeting is scheduled to review and solicit public input of the request for **(insert application request/number of acres)** by **(insert applicant's name)**. As an affected property owner within 500 feet, you are invited to attend this meeting to learn more about the request and make your opinions known. The Neighborhood Notification Meeting will be held:

Date:
Time:
Place:
Location:

The Highland City Planning Commission is tentatively scheduled to hear this case on **(insert meeting date and time)**. The Planning Commission will forward a recommendation to the City Council after reviewing this case and holding a public hearing. Specific meeting dates for the City Council have not yet been set. You will receive additional mailing(s) identifying the date, time, and location of the public hearing(s).

If you have any questions or need additional information, please contact either **(insert applicant's name and contact information)** or the Highland City Community Development Department at 801-772-4515 or planning@highlandcity.org.

Sincerely,
(Insert applicant's name)



AFFIDAVIT OF NOTIFICATION FOR NEIGHBORHOOD NOTIFICATION MEETING LETTER

Date: _____ Project Name: _____

Address/Legal Description of Property:

I confirm that notice as required for the project noted above has been completed in accordance with the Development Review Procedures in the Highland City Development Code, and a copy of the letter has also been submitted.

Applicant/Representative Signature

Date

State of Utah

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20_____.

Notary Public



SIGN SPECIFICATIONS AND POSTING REQUIREMENTS

Sign Specifications:

1. Size shall be 4'x4'.
2. Signs shall be yellow and composed of a durable material and attached to post(s) for proper support.
3. All information shall be evenly spaced and organized in a readable manner. The phrase "Highland City Public Hearing Notice" shall be printed at the top of the sign in a letter size that is easily visible. The sign shall contain the project location and description of the request, time, date, and location of the scheduled meetings and contact for Highland City. (For all applications that require Planning Commission and City Council hearings, if the date, time, and location of the Planning Commission and City Council hearings are unknown at the time of posting, adequate space shall be reserved on the sign to be updated when that information is known. Lettering for this text shall be easily visible.)

Site Posting Instructions:

1. Post site at least 15 days prior to date of neighborhood meeting. Maintain posting until final City Council meeting.
2. Sign(s) shall be placed in the most visible location available (as verified by staff) and in such a manner that no landscaping or other obstruction would impair the visibility of the signs from the street.
3. The applicant must remove the sign(s) one week after the final City Council hearing.
4. At least 15 days prior to the hearing, the applicant must submit to the Planning staff the following information:
 - a. Notarized Affidavit of posting.
 - b. Photo of signs posted on site and additional photos thereafter of any updates of date/times made to signs.
 - c. Notarized Affidavit of sign removal (after final City Council meeting).

NOTE: Multiple signs may be required depending on size and scope of the project.

Sign Template:

4'

**Notice of Public Hearing
Highland City**

The Applicant is requesting _____ to be located at
_____ for the purpose of

| Neighborhood Meeting | Planning Commission | City Council |
|-----------------------------|----------------------------|---------------------|
| Date: | Date: | Date: |
| Time: | Time: | Time: |
| Location: | Location: | Location: |

For Further Information Call
The Community Development Department (801) 772-4515
www.highlandcity.org

4'



AFFIDAVIT OF POSTING

Project Name: _____

Project Location: _____

Date Sign Posted: _____

In order to assist in providing adequate notice to interested parties, the applicant for any type of public hearing in the Highland City shall erect one sign per street frontage giving notice of the date, time, and place of the scheduled hearings. These signs must be erected not less than 15 calendar days before the date of the first meeting. The signs shall also include the nature of the request as contained on the formal planning application. The size and format of the sign shall meet requirements established by the Community Development Department. A photo of the sign placement to be submitted with this affidavit.

Such notice shall be clearly legible and placed at a prominent location on the site – generally adjacent and perpendicular to the public right-of-way. It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to maintain the hearing information on the sign until final disposition of the case.

I confirm that the site has been posted as required above for the case noted above. A picture of the site posting and photos of any subsequent changes/updates made to the sign have also been submitted.

Applicant/Representative Signature

Date

State of Utah

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20_____.

Notary Public



AFFIDAVIT OF SIGN REMOVAL

Project Name: _____

Project Location: _____

Date Sign Removed: _____

It is the responsibility of the applicant to remove the signs within one week after the final disposition of the case. All public notice signs shall be removed from the site immediately following the final decision by City Council.

I confirm that, as required above, all signs have been removed from the property in the case noted above.

Applicant/Representative Signature

Date

State of Utah

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20_____.

Notary Public