

# Pre-Application Neighborhood Meeting Public Noticing Procedures

**NOTE: The applicant is entirely responsible for public noticing.  
Mistakes in your public noticing may result in cancellation or invalidation of your hearing.  
Please take the time to do your noticing correctly.**

Section 070.060.030(c) of the Glenwood Springs Development Code (Code) requires a neighborhood meeting prior to submitting an application for the development types listed below.

Rezoning  
Rezoning to PUD  
Major Site/Architecture Plan Review  
Master Plan  
Preliminary Plat

Required public noticing is entirely the responsibility of the applicant and must be completed in accordance with the Code as outlined below. **If your public noticing is incorrect or late, it may result in the cancellation or invalidation of your hearing.**

The purpose of this packet is to assist you in the preparation and posting of a public notice according to the Code as outlined below. If you have questions about public noticing requirements we urge you to contact your attorney or a Community Development staff member at (970) 384-6411. We recommend that you review the noticing requirements and your public notice with an attorney and/or a Community Development staff member even if you have completed public noticing in previous applications.

## **070.060.030(c)(1) Purpose**

The purpose of the pre-application neighborhood meeting is to allow residents, businesses, and organizations in the area surrounding a proposed development project an early opportunity to learn about the project details and to provide feedback to the applicants before significant funds have been spent on project design and engineering.

## **070.060.030(c)(2) Applicability**

A pre-application neighborhood meeting shall be required as indicated in Table 060.1: Summary of Development Review Procedures.

## **070.060.030(c)(3) Notification**

Notification of the required pre-application neighborhood meeting shall be sent by mail or electronically to those registered neighborhood groups that have boundaries including the proposed project site, and to property owners **within 300 feet of the project site, at least 15 days prior to the meeting date.**

#### **070.060.030(c)(4) Meeting Specifics**

- a. City staff may attend the meeting, but are not required to attend nor facilitate the meeting.
- b. The applicant shall present information about the proposed land uses, dimensional standards, location of buildings, and overall site layout and design. Detailed engineering is not required. The material presented shall be adequate to describe the project features without the need for the applicant to have retained architects, engineers, or consultants.
- c. The applicant shall only be required to hold one meeting if required, but may agree to conduct additional meetings before or after filing an application. Details of the meeting, including proof of notification, a meeting summary, and a list of meeting attendees, as well as copies of any exhibits used at the meeting shall be provided with the project application

#### **070.060.030(c)(5) Summary Required with Application Submittal**

Details of the meeting, including proof of notification, a meeting summary, and a list of meeting attendees, as well as copies of any exhibits used at the meeting shall be provided with the project application.

#### **Summary of Pre-Application Neighborhood Meeting Public Noticing Procedures**

Following is an overview of the pre-application neighborhood meeting public noticing steps. The remainder of this packet leads you through each of these steps in greater detail.

1. **Writing a notice.** Draft a public notice that lists what actions you are requesting in your application and other pertinent information that provides the public with additional background. (pg. 3-5)
2. **Public noticing.** Notify neighborhood groups and property owners within 300 feet of the project site electronically or by mail at least 15 days prior to the neighborhood meeting date indicating the time, date, and location thereof. (pg. 6)
3. **Proof of public notice.** Provide the Economic and Community Development Department with the following items as proof of public noticing with your application:
  - a. Signed and notarized proof of public noticing affidavit for the Pre-Application Neighborhood Meeting. (pg. 7-8)
  - b. A list of names and mailing addresses of the owners of record of all property within 300 feet of the subject property to which you mailed the notice. (pg. 7)

## **STEP 1 – Writing a public notice**

### **Overview**

Below is a suggested format (See page 4) for guidance. An example of a public notice is on page 5. We do offer and recommend that you have Economic and Community Development staff review your public notice once it is drafted and prior to sending it out.

### **Information to include**

We recommend that your public notice includes the following information.

- The time, date, and location of the hearing***
- The names of the applicant and all owners of the subject property***
- The current zoning of the property***
- A brief description of the project***  
Examples: “a 9-lot subdivision for single-family homes and townhomes” or, “a 9,000 sq. ft. building including retail and offices” or, “a 2,340 sq. ft. single-family home in the hillside preservation overlay zone.”
- The legal description or address of the subject property***  
-The legal description may be either the lot number and subdivision name or the metes and bounds description prepared by a licensed surveyor or engineer
- A description of the purpose of the meeting and the approval(s) being requested from the City***  
-List permits, subdivisions, licenses, zoning variances, etc., that you will request. In other words, list any action you will be requesting at the hearing.

The following is a suggested format for public noticing. However, the applicant is responsible to meet the legal requirements of noticing and should refer to the requirements as outlined in the Code.

PUBLIC NOTICE

Please take notice that \_\_\_\_\_ will hold a pre-application neighborhood meeting  
(Applicant(s) name)

Regarding \_\_\_\_\_  
(Enter project description here)

for property located at \_\_\_\_\_  
(Enter address and/or legal description)

in the City of Glenwood Springs, Colorado. The property is owned by \_\_\_\_\_  
(Enter property owner's name)

The meeting will be held on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ AM/PM at  
(Enter date) (Enter year and time)

\_\_\_\_\_  
(Enter location)

## **SAMPLE PUBLIC NOTICE**

**Following is a sample public notice written for a request for a major site/architectural review application. It demonstrates an acceptable format for a public notice.**

### **PUBLIC NOTICE**

Please take notice that the Bruce Wayne Development Corporation LLC will conduct a pre-application neighborhood meeting for a major site/architectural review and preliminary plat for the construction of a 34 multi-family townhome development. The subject property on which the project is proposed is Lot 72 of the Doc Holliday Subdivision, located at 1100 Sunnyview Circle in the City of Glenwood Springs, CO. The site is approximately 1.8 acres in size and is zoned Residential High-Density District (RH). The property is owned by Captain America. The meeting will be held on Friday, July 13 at 10:00 AM at the Community Center, 108 Wulfsohn Road.

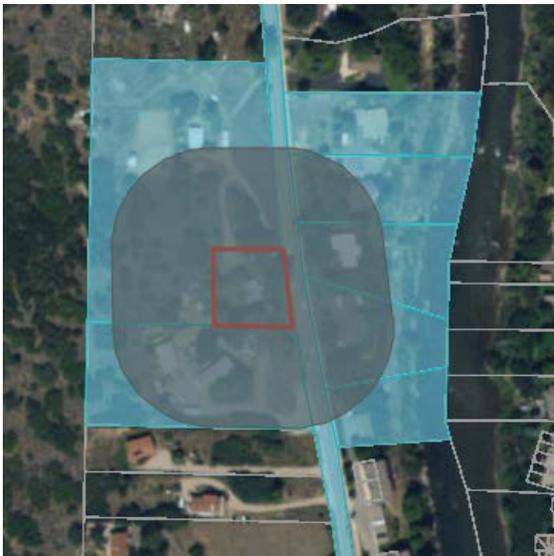
## STEP 2 – Mailing the Notice

### Timing & Procedures

- ❖ **Scope.** You are required to mail your public notice to neighborhood groups (i.e. homeowners associations) and those owning property within 300 ft. of any property line of the subject property. For an example, see the diagram below. If you are in doubt as to how far 300 ft. is, we recommend that you err on the high side and notice owners further than 300 ft. If you miss even one property owner within 300 ft., including condominium owners, it can result in cancellation or invalidation of your hearing.
- ❖ **Timing.** The notice must be mailed out at least ten (10) days prior to the hearing. So, for instance, if your meeting is scheduled for June 27<sup>th</sup>, you must mail your notice by June 11<sup>th</sup> at the latest.

**Addresses and ownership information.** You are required to use the most current information on file with the Garfield County Assessor for the names and addresses of the property owners you send your notice to. These names and addresses are considered the legal owners of record. The County Assessor is located at 109 W. 8<sup>th</sup> Street in Glenwood Springs. Alternatively, if you are familiar with the use of parcel maps and the assessor's database, you may choose to access these tools via the Garfield County website at <http://gis.garfield-county.com/> Select "Land Explorer." Type in your address or parcel number. You may use the buffer tool on this website to measure 300 ft. from all boundaries of your property and print the resulting list of addresses. Contact the County Assessor's office at 970 945-9134 for assistance.

- ❖ Once you look up the parcel numbers of the properties on the parcel maps, you can plug these into the assessor's database to obtain the names and addresses of the property owners. You may also contact the Garfield County Assessor's office at 970 945-9134 for assistance in obtaining a list of properties within 300 ft; however, please be aware the applicant is responsible for the accuracy of this list.
- ❖ **Condominium owners.** If there are condominiums within 300 ft. of the edge of your property, make sure that you send your notice to each condominium owner plus the Homeowners' Association (HOA). Condominium unit parcel numbers are often listed in the margins of the parcel maps. If the map indicates that a parcel contains condominiums, but individual parcel numbers are not provided on the map for each unit, verify with the Assessor whether the parcel currently contains condos and obtain the parcel number for each unit as well as any common areas that are owned by a Homeowners Association.
- ❖ **Certified mail.** You are not required to send your notice via certified mail. However, we recommend sending your notice this way as having certified mail receipts on file may eliminate confusion if a property owner believes that they have not received their notice.



 = Subject Property

**Determining which properties to notice.** Select the buffer tab and set distance to 300 and measurement unit to feet. Click the buffer button and then click on the desired parcel on the map. The buffer will highlight all properties within 300 feet and generate a list of addresses of record. This 300 foot distance can extend across streets as evidenced in this diagram. The owners of record of any properties contained within this area must be noticed, even if only a sliver or corner of their property is within this area. Public notices must be sent to all condo owners and the HOA.

### STEP 3 – Providing proof of public noticing

You are required to submit the following three items as proof of public noticing. Submit these items to the Economic and Community Development Department with your application



**Part A – Notarized proof of public notice affidavit**

Instructions:  
Complete the proof of public notice form on page 10 and have it notarized.



**Part C – List of names and addresses**

Instructions:  
Provide us with a list of the names and addresses of all individuals and entities that you mailed the public notice to. You can print this list directly from the Garfield County GIS website where you applied the distance buffer. It is helpful if you also include the corresponding parcel numbers for each of these properties, but it is not required. If you mailed your notices via certified mail, you may provide a copy of the certified mail receipts for us to keep on file in the record of your application.

**\*\*\*Make sure you submit all proof of the pre-application neighborhood meeting to the Economic and Community Development Department prior to your hearing.**

**PROOF OF PUBLIC NOTICE  
PRE-APPLICATION NEIGHBORHOOD MEETING**

I hereby affirm that Public Notice requirements of the Municipal Code of Glenwood Springs have been met for the Pre-Application Neighborhood Meeting held:

at \_\_\_\_\_  
(Location)

on \_\_\_\_\_  
(Date)

Attached are:

1. A list of names and addresses of owners of record of all property within 300 feet of the subject property and registered neighborhood groups that have boundaries including the proposed project site.

Date mailed: \_\_\_\_\_;

2. A list of the meeting attendees;
3. A summary of the meeting.

Name: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

Subscribed and sworn to before me, a notary public in and for the County of \_\_\_\_\_, State of Colorado, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, A.D.

Witness my hand and official seal

(SEAL)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_