



## PUBLIC HEARING INFORMATION PACKET

Please note that it is inappropriate to personally contact individual City Council or Planning Commission members while an application is pending. Such contact is considered ex parte communication, may disrupt the process, and will have to be disclosed as part of the public hearing on the matter. If you have any concerns, you should contact City staff. You may provide comments for the record as part of the submitted application, in a letter/email for inclusion in the hearing packet, or as part of your presentation at the public hearing.

### Type of Request

- Amendment/Addition to the Zoning Map (Rezoning)       Amendment/Addition to the Zoning Regulations
- Conditional Use/Change in a Non-Conforming Use     Variance     Other: \_\_\_\_\_

### Public Hearing Information (Provided by City Staff)

**Public Hearing #1:** Governing/Advisory Body: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

*(Note: For certain review processes, an additional hearing may be required following action at the first. Details will be provided by staff when a second hearing is confirmed based on the specific project and procedure.)*

**Public Hearing #2:** Governing/Advisory Body: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

### Submittal Requirements Prior to the Public Hearing

Failure to comply with all noticing requirements for a public hearing will cause the hearing to be rescheduled, resulting in delays and additional costs to the applicant. To ensure procedural requirements are fully and correctly completed, the following must be returned to the Community Development Department before the scheduled hearing:

1.  Copy of Legal Newspaper Notice of Public Hearing
2.  Newspaper Proof of Publication
3.  Copy of Notice to Adjacent Property Owners
4.  Signed Certification of Notice to Adjacent Property Owners
5.  Signed Certification of Sign Posting



**PUBLIC NOTICING REQUIREMENTS AND DEADLINES**

**HEARING DATE:** \_\_\_\_\_

1. The applicant must deliver a copy of the **Notice to Adjacent Property Owners** and a copy of the **Legal Newspaper Notice of Public Hearing** by U.S. Mail or by hand delivery to all owners of property located within 100 feet of the area under consideration at least 7 days prior to the scheduled hearing. Property and owner contact information will be provided by City staff electronically. Property owners should be advised to return signed forms before the date of the hearing, indicating their stance on the request, to the City of Delta Community Development Department. Property owners to whom the notice is hand delivered must be given an opportunity to review and sign the form indicating their comments on the request.

**Adjacent Property Owner Notice Deadline:** \_\_\_\_\_

2. The applicant must have a **Legal Newspaper Notice of Public Hearing** published in a legal local newspaper (e.g., Delta County Independent (DCI) or High Country Shopper) at least 7 days prior to the scheduled hearing. The DCI, specifically, is published once each week on Wednesdays and the submittal deadline to post an ad with the DCI is typically 1:00 p.m. on the Friday prior. The applicant must obtain “Proof of Publication” from the publishing newspaper and submit it prior to the hearing.

**Newspaper Deadline for Notice Publication:** \_\_\_\_\_ **Notice Publication Date:** \_\_\_\_\_

3. The applicant must post a sign (or signs) supplied by the City upon the property under consideration in such a way that the sign is easily visible from all abutting streets. The sign will briefly describe the requested action and give the date, time, and location of the public hearing. The sign must be posted at least 7 days prior to the hearing and must be maintained continuously by the applicant until the relevant governing/advisory body takes a final action on the request.

**Sign Ready for Pick-Up from City Hall (360 Main St):** \_\_\_\_\_ **Sign Posting Deadline:** \_\_\_\_\_

**Important Notes:**

- The applicant is responsible for payment of all publication costs.
- In some cases, a public hearing is held at a location other than City Council Chambers. Please confirm your hearing location before submitting the legal notice for publication.
- A brief description of the action being requested for the property in question along with the address of the property is required to be included in the Legal Newspaper Notice of Public Hearing. If there is no address available, then the site’s location in relation to the street and nearby intersection(s), other property with an address, or other known landmarks must be used to identify the property
- The applicant or their representative should plan to attend the hearing to explain the request, answer questions, and present evidence to establish that the applicable criteria are met; however, attendance is not strictly required.
- If the applicant is not the property owner, authorization to act on the owner’s behalf must be included with the application.
- Please carefully review the applicable criteria and standards in the City of Delta Municipal Code for your request. The City Code provides that the governing/advisory body may approve requests only if it determines that the applicable criteria have been substantially met.



**LEGAL NEWSPAPER NOTICE OF PUBLIC HEARING**

**Notice of Public Hearing**

Notice is hereby given that the City of Delta \_\_\_\_\_ will hold a public hearing on \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ p.m. in the City Council Chambers, 360 Main St, to consider \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ for the property located at \_\_\_\_\_  
\_\_\_\_\_.

Published in the \_\_\_\_\_ on \_\_\_\_\_,  
\_\_\_\_\_ (As a Legal Notice)



**CITY OF DELTA PUBLIC HEARING**

**NOTICE TO ADJACENT PROPERTY OWNERS**

This letter is addressed to you as an adjacent property owner, within 100 feet of the area under consideration, to inform you that the City of Delta will review the below application on the date and time shown. You are invited to attend and comment at the public hearing or provide comments in writing prior to the hearing using this form. Additional comments and information may be submitted as an attachment to this form.

**Request Information**

- Amendment/Addition to the Zoning Map (Rezoning)
- Amendment/Addition to the Zoning Regulations
- Conditional Use/Change in a Non-Conforming Use
- Variance
- Other: \_\_\_\_\_

Description of Action to be Considered: \_\_\_\_\_

\_\_\_\_\_

Location of Property Under Consideration: \_\_\_\_\_

**Public Hearing Information**

City of Delta Governing/Advisory Body: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

I, as a property owner within 100 feet of the area under consideration, have been informed of the above request as described on this form and hereby submit comments to indicate:

- Support for Approval
- Objection/Support for Denial
- No Opinion

**SIGNATURE**

**NAME (print)**

**STREET ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_

***Please return this form and any attachments to the City of Delta at 360 Main St, Delta, CO, 81416 or via email at [comdev@cityofdelta.net](mailto:comdev@cityofdelta.net) before the date of the hearing. Do not mail, email, call, or send any other communications directly to the governing/advisory body regarding this hearing. All information will be presented at the hearing. You may direct all questions to city staff at 970-874-7909 or [comdev@cityofdelta.net](mailto:comdev@cityofdelta.net).***



**CERTIFICATION OF NOTICE TO ADJACENT PROPERTY OWNERS**

I, \_\_\_\_\_, applicant, hereby certify that I personally mailed or hand delivered to the required adjacent property owners notice of the public hearing before the City of Delta \_\_\_\_\_ regarding the request. Notices were mailed or hand delivered on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

**Applicant's Signature**

**CERTIFICATION OF SIGN POSTING**

I, \_\_\_\_\_, applicant, hereby certify that I personally posted the sign(s) noticing the public hearing before the City of Delta \_\_\_\_\_ on the property under consideration on \_\_\_\_\_, \_\_\_\_\_, and that said sign(s) remained posted for the required number of days preceding the hearing.

\_\_\_\_\_

**Applicant's Signature**