



PUBLIC MEETING 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 meeting 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 meeting packet, or as part of your presentation at the public meeting.

Type of Request (Check all that Apply)

- Minor Subdivision Major Subdivision – Sketch Plan Major Subdivision – Preliminary Plat
- Major Subdivision – Final Plat Planned Unit / Zero Lot Line / Cluster Development
- Other: _____

Public Meeting Information (Provided by City Staff)

Public Meeting #1: Governing/Advisory Body: _____ Date: _____ Time: _____

Location: _____

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

Public Meeting #2: Governing/Advisory Body: _____ Date: _____ Time: _____

Location: _____



Submittal Requirements Prior to the Public Meeting

Failure to comply with all noticing requirements for a public meeting will cause the meeting 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 meeting:

1. () Signed Certification of Sign Posting

Important Notes:

- The applicant or their representative should plan to attend the meeting 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.



PUBLIC NOTICING REQUIREMENTS AND DEADLINES

MEETING DATE: _____

1. 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: _____

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