PUBLIC NOTICE REQUIREMENTS
THE CITY AND COUNTY OF BROOMFIELD

The applicant must meet the following public notice requirements for most public hearing.

1. **Record Owners Information, Notarized Certificate, Envelopes & Labels:** Submit 18 days prior to the hearing.

   ☐ **Record Property Owners Information** – Submit an applicant-certified list of the record owners of the property and the record owners of property within 500 feet of the outer boundaries of the affected lot(s) and/or tract(s). The record owners must be determined not more than 60 days prior to the date notice is sent. The applicant may purchase the record property ownership information (map, list and name/address labels) from The City and County of Broomfield for a charge of $50.00 or obtain this information through a title company. If any record owners lie outside The City and County of Broomfield boundaries, the applicant must obtain information for those owners from another source (i.e. county of record or title company) and submit the map, list and addresses together with a notarized certificate.

   ☐ **Notarized Certificate** - If the above record property owners information is not acquired through The City and County of Broomfield, the applicant must submit a signed notarized certificate (see attached "Certificate") attesting that the property owners list is complete and stating the date of preparation.

   ☐ **Envelopes and Address Labels** - Two (2) sets of letter-size No. 10 standard white envelopes (91/2" x 4 1/8") each with current first-class postage stamps (no metering allowed) and labels of record property owners. Envelopes should not include a return address. The Planning Division will mail the Public Notices at least ten days before the public hearing.

2. **Sign Posting:** Signs must be in place at least ten calendar days prior to the hearing date.

   The planning Department will provide completed Public Hearing signs for posting on the property or on a public right-of-way by the applicant (no posting stakes are provided).

   ☐ All signs must be picked up from the Planning Office before 5:00 p.m. on the Friday prior to the final posting date.

   ☐ An Affidavit of Posting will be provided with the signs and must be signed (by the person posting the signs), notarized, and returned to the Planning Department immediately after posting the notice.

   ☐ All notice signs posted shall be removed by the applicant within 48 hours after the hearing.

Revised: 9/26/03: Waldo/plng/forms&templates/check-list-part2