



## LAND USE PUBLIC HEARING INFORMATION PACKET

Check the appropriate box:

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

### Public Hearing

Public Hearing Date: \_\_\_\_\_ Public Hearing Time: \_\_\_\_\_

### Submittal Requirements

A complete application includes the following:

1.  Land Use Application with application fee of: \_\_\_\_\_
2.  Current copy of recorded deed with legal description
3.  Site plan with all existing and proposed structures, parking, setbacks, property boundaries, etc
4.  Detailed narrative of how the application meets the criteria for approval or reasons for filing an appeal)
5.  Adjacent Property Owner Information

Must be returned to City of Delta Community Development Department before hearing:

1.  Certification of Notice to Property Owners & Sign Posting
2.  Notice of Public Hearing form & proof of publication from DCI



**Public Noticing Requirements**

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

1. The applicant must deliver a copy of the **Notice to Property Owner** and copy of the **Public Hearing Notice** by U.S. Mail or by hand to all property owners listed on the Adjacent Property Owner Information sheet at least seven (7) days prior to the scheduled hearing. Property owners should be advised to return signed petitions before the date of the hearing, indicating approval or objection, to the City of Delta Planning Department at 360 Main St., Delta, CO, 81416. Property owners to whom the notice is hand delivered must be given an opportunity to sign the petition indicating whether they approve or object to the request.

**Notice Deadline Date:** \_\_\_\_\_

2. The applicant must have a **Notice of the Public Hearing** published in the local newspaper, the Delta County Independent (DCI) at least seven (7) days prior to the date of the hearing. The local newspaper is published once each week on Wednesdays. The submittal deadline to post an ad with the DCI is the Friday prior. The applicant must obtain "Proof of Publication" from the DCI and submit it to the Planning Department prior to the meeting.

Notice to Newspaper Deadline: \_\_\_\_\_

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 placed at least seven (7) days prior to the hearing and must be maintained continuously by the applicant until the Planning Commission takes final action.

Sign Posting Deadline: \_\_\_\_\_

**NOTE:** The applicant or his/her representative should attend the public hearing to explain the request, answer questions, and present evidence to establish that the applicable criteria are met. If the applicant is not the property owner, authorization to act on the owner's behalf must be attached to the application.

**Please review the criteria for your request. The Delta City code provides that the Planning Commission and/or City Council may approve requests only if it determines that the appropriate criteria have substantially been met.**





### 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 a \_\_\_\_\_ request for the property located at \_\_\_\_\_.

Published in the Delta County Independent on \_\_\_\_\_, \_\_\_\_\_

\*Applicant is responsible for payment of publication costs.

\*\*Attach proof of publication from the delta county independent.

\*\*\*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 Notice of Public Hearing. If there is no address available, then a relationship to either a street, other property with an address, or other known landmarks must be used to identify the property location.



**CERTIFICATION OF NOTICE TO PROPERTY OWNERS**

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

\_\_\_\_\_  
**Applicant's Signature**

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**CERTIFICATION OF SIGN POSTING**

I, \_\_\_\_\_, applicant, hereby certify that I personally posted notice of public hearing before the City of Delta Planning Commission/City Council on the property under consideration on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Applicant's Signature**



**NOTICE TO PROPERTY OWNERS**

- ( ) Conditional Use/Change in Non-Conforming Use
- ( ) Variance
- ( ) Zoning Amendment/Addition
- ( ) Other: \_\_\_\_\_

Description of action to be considered: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Address of property under consideration: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_ Time: 6:30 p.m.

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 Planning Commission will review the above application on the date and time shown. You are invited to attend and comment at the public hearing, which will be held at the City Council Chambers at 360 Main Street, Delta Colorado.

I as a property owner within 100 feet of the area under consideration have been informed the above request as described in this application and hereby:

- ( ) Approve ( ) Object

<u>SIGNATURE</u>	<u>NAME (print)</u>	<u>STREET ADDRESS</u>
_____	_____	_____

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*Please return this form to the City of Delta Planning Department at 360 Main St before the date of the hearing.**