

## 21-36-2. – Third-Party Notice

- (a) For those sections of these ordinances that require notice to adjacent property owners, the City shall:
  - (1) Mail notice three days before the public hearing or public meeting to the record owner of each parcel within **500** feet of the property that is subject of the hearing; or
  - (2) Post notice on the property with a sign of sufficient size, durability, print quality, and location that is reasonably calculated to give notice to passersby.
    - (i) The City shall take a photo verifying that the notice has been posted. The City shall inspect and verify, with another photo, at least one other time during the 10 day posting. This verification shall be included in the application packet for the public meeting/hearing.
    - (ii) This posted notice should include the following: type of meeting, date, time, **description of land use application**, and contact information for the City staff.
    - (iii) If this posted notice is destroyed or disappears during the posting period, the City's ability to hold the public meeting/hearing will not be delayed, and it will not affect the validity of decisions made at the public meeting/hearing.
- b. For all rezone, subdivision, commercial site plan, and variance applications the City shall mail notice in accordance with (a)(1) and post a notice in accordance with subsection (a)(2) not less than 10 days prior to the public meeting/hearing.
- ~~(b)~~c) The mailed notice to third party property owners under Subsection (a)(1) of this section shall include both property owners within the City boundaries and property owners within adjacent jurisdictions within **500** feet of the subject property.